



An Outstanding Associate Degree Program for Future RNs

Providing Excellent Nursing Education
for More Than a Century

Mission Statement

The mission of Phillips Beth Israel School of Nursing, as a single-purpose institution, is to provide optimal academic and clinical experiences which will enable individuals to obtain an Associate in Applied Science Degree, and be eligible for licensure as Registered Professional Nurses. The education program prepares graduates to utilize the knowledge and skills necessary to problem-solve, think critically and collaborate as necessary with healthcare providers in managing the care of patients. The education program is also designed to prepare graduates to be responsible for their own personal and professional growth.

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

The mission of the School has been established in cognizance of society's ongoing need for nurses who are able to provide care to meet the needs of diverse populations. Nurses must be able to meet the challenges of a complex healthcare system. The faculty and the leadership of the School strive to provide an educational program that is responsive to these societal changes. The curriculum provides a foundation upon which graduates can build leadership, educational and clinical expertise. The strong emphasis

on critical thinking abilities and evidence-based practice prepares graduates to become knowledgeable and involved global citizens.

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The School and its Resources

A Tradition of Excellence

For over one hundred years, Phillips Beth Israel School of Nursing has been one of the leading schools of professional nursing education. Its story is closely intertwined with the Medical Center whose name it bears. In 1889, Beth Israel began as a small clinic and emergency room, established to meet the medical needs of the Lower East Side community. In 1891, a hospital was conceived to serve all of the people in the area. From this beginning, Beth Israel Medical Center started on its forward march. Shortly thereafter, a nursing school was created, and in 1904, the School of Nursing was officially registered with the Board of Regents of the State of New York as an educational institution. Thus, the School began its progression toward excellence.

A Program Designed To Keep Pace With The Times

Since its inception as a diploma program in 1904, the School has undergone significant changes. In 1978, the School of Nursing received approval to grant the degree of Associate in Applied Science in Nursing. A major academic affiliation was established in 1983 with Pace University offering the liberal arts component of the program. In 1985, the School received full accreditation by the National League for Nursing and has maintained an outstanding record of reaccreditation. The current curriculum prepares graduates to practice nursing within the realities of today's healthcare system. Major health problems are taught using a humanistic framework based on meeting patient needs in the hospital, in the home and in a variety of community-based settings. In addition, the liberal arts and science curriculum is designed to enrich and expand the student's perspective on nursing and society.

The curriculum is designed to allow students to achieve an Associate in Applied Science degree in two years. Students can:

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

Students will:

- Receive extensive clinical learning experiences provided within Beth Israel Medical Center and in other clinical facilities which are part of Continuum Health Partners.
- Prepare to receive an Associate in Applied Science Degree which is required to take the NCLEX- RN Registered Professional Nurse Licensing Examination.
- Prepare for a wide variety of career opportunities in nursing.

Study at a Major Medical Facility

Beth Israel Medical Center has been serving the New York community for over a century and provides a full range of primary, secondary and tertiary level services. Beth Israel Medical Center is one of the largest providers of inpatient care in New York State; it is the Manhattan campus for the Albert Einstein College of Medicine and has one of the largest post-graduate teaching programs in New York City. Beth Israel Medical Center serves the people of the New York metropolitan area, in partnership with St. Luke's and Roosevelt Hospitals, Long Island College Hospital and New York Eye and Ear Infirmary. This

partnership, known as Continuum Health Partners, provides the highest quality medical and nursing services throughout Manhattan, as well as the other boroughs, and in Westchester and Rockland counties.

In Manhattan, Beth Israel Medical Center's Milton and Carroll Petrie Division, at 16th Street and First Avenue, is an acute care teaching hospital. In Brooklyn, Beth Israel's Kings Highway Division is located in the Midwood community.

Beth Israel Medical Center also includes: primary and specialty care practices, the Japanese Medical Practice, the Latino Health Institute, the Karpas Health Information Center, the Phillips Family Practice, Phillips Beth Israel School of Nursing, and the Robert Mapplethorpe Residential Treatment Facility for persons with AIDS. The Medical Center also encompasses the Max Meltzer Health Center (a primary care practice for the elderly on the Lower East Side), as well as the Phillips Ambulatory Care Center in Union Square, which includes a comprehensive cancer center and an ambulatory surgery center.

The Medical Center consistently adds new state-of-the-art technology and implements sophisticated treatment modalities which provide excellent clinical opportunities to prepare students for nursing now and in the future.

Students are assigned to the various sites of the Beth Israel Medical Center for clinical experiences. In addition, students may also be assigned to other facilities such as:

- St. Luke's and Roosevelt Hospitals and other medical facilities that are part of Continuum Health Partners
- Hudson Guild Adult Services
- Visiting Nurse Service of New York
- Visiting Nurse Regional Health Care System
- Good Shepherd Services
- United Cerebral Palsy of NYC
- Elizabeth Seton Pediatric Center

Extensive Academic Resources

Phillips Beth Israel School of Nursing maintains the fully equipped Hillman Nursing Skills Center where nursing faculty is available to assist students in the development of nursing competencies. Students use the Suzanne Toor Karpas Science Laboratory which features a wide

variety of anatomical models. The spacious Karpas Study Center is available for individual study. The Study Center provides computers for students' use, as well as Wi-Fi access.

The School's academic resources include the School's Learning Resource Center where a part-time Research Services Librarian is available. In addition, students have access to the Seymour J. Phillips Health Sciences Library, which serves the information needs of the student body as well as the staff of the Medical Center. The library collection contains approximately 12,000 books, over 950 journals and a significant number of audiovisual materials. Internet access for web searches is available. The faculty consists of experienced full- and part-time instructors who offer a high level of classroom teaching and clinical experience in general and specialized areas of practice. A low faculty to student ratio assures individualized attention.

The curriculum is offered jointly with Pace University. The liberal arts and biological science courses are taught by Pace University faculty at the School of Nursing campus. In addition, students have access to all Pace downtown campus facilities including their library, counseling and learning centers.

A Diverse Student Body

Women and men, from the greater metropolitan area, are enrolled in the School. Their ages range from 18 to over 60, and they reflect the multiplicity of race, religion, sexual orientation, ethnic origin, cultural and economic backgrounds that one finds in a large metropolis.

Professional Development

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

Since Beth Israel is a teaching center for many healthcare disciplines such as medicine, physical therapy and radiologic technology, students have many opportunities to interact with professionals who share similar interests.

Services for Individuals with Disabilities

Phillips Beth Israel School of Nursing is committed to the elimination of architectural and other barriers that prevent any qualified person from attending. The School will provide reasonable accommodations in the form of auxiliary aids and services for students with disabilities. The School will determine on a case-by-case and course-by-course basis whether a need exists, based on documentation, and what accommodation(s) is appropriate. Any individual with an inquiry or complaint related to Section 504 of the Rehabilitation Act of 1973 or the ADA should contact Bernice Pass-Stern, Assistant Dean and 504/ADA and Title IX Compliance Coordinator in the Office of Student Services, 776 Sixth Avenue, Suite 4A, New York, New York 10001 or call (212) 614-6114. Information shared is held in the strictest confidence.

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

Comprehensive Financial Assistance

Depending on financial needs, students may be eligible for Federal and State financial assistance programs as well as the scholarship awards and grants of the School. More than 90 percent of students receive some type of financial aid.

A City Of Exciting Things To Do

There is always a wide variety of cultural activities in New York City. These include theater, movies, opera and numerous community functions. Visit the observation deck of the Empire State Building, ride the Staten Island Ferry, or visit the Statue of Liberty and Ellis Island Museum. Take a guided tour of the United Nations or stroll and browse through Tribeca and the South Street Seaport with its quaint streets and many shops.

Student discount tickets are available for movie events and theater. The museums in the city are world renowned: the Metropolitan Museum of Art, the Guggenheim, the American Museum of Natural History, the Whitney Museum of American Art, and many more.

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

A Vibrant Neighborhood, Easy to Reach

Phillips Beth Israel School of Nursing is located in the historic flower district on Sixth Avenue between West 26th and 27th Streets. The Petrie Division of the Medical Center is nearby, on East 16th Street, between First and Second Avenues, and the Phillips Ambulatory Care Center is located on Union Square East at 14th Street and Park Avenue South. There are many cinemas, bookstores, shops, restaurants and hotels within a few blocks. Religious institutions of all denominations are found in the area.

Alumni Association

Graduates of the School are encouraged to become members of the Alumni Association. The Association supports student activities, sponsors student participation in National Student Nurses Association conventions, presents an award at graduation and provides grants and scholarship assistance each year.

Graduation Rates

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

Year of Entry	% Graduated within 4 Years
2006	84%
2005	83%
2004	93%
2003	90%
2002	82%

NCLEX-RN Passing Scores

During the past 100 years, the school has graduated over 3,500 competent nursing practitioners who have significantly served the community and the nursing profession. Our graduates have consistently demonstrated superior first time passing rates on the National Council Licensure Exam-RN (NCLEX-RN), as follows:

NCLEX Results

Class Of	First Time Pass Rate
2009	88%
2008	86%
2007	87%
2006	93%
2005	93%

These rates are higher than the state and national averages for both associate degrees and baccalaureate nursing programs.

Campus Crime Report

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

Program Completion Rates

The following represents the completion or graduation rate for the cohort of degree-seeking full-time, first-time students for which 150% of the normal time for completion elapsed for students entering the program between 9/1/06 and 8/31/08:

Years	# in Cohort Group	% Graduated
2006-07	3	100
2007-08	1	100

Note: Since almost all students entering the school have previous college experience the number of first time students is small.

Hours of Operation

Administrative offices are open Monday through Friday 8:00 am to 5:00 pm. Classes are conducted primarily between 7:30 am to 10:30 pm, Monday through Friday.

For Further Information

The remainder of this publication provides additional, detailed information on the curriculum, faculty, and admission procedures of the School of Nursing. For questions about nursing or about the School, please do not hesitate to attend one of the School's Open House programs which are held during the winter and spring months. The programs are designed to answer your individual questions. For information, or the Open House schedule, please call the Office of Admissions at (212) 614-6108 or visit our website at www.futurenursebi.org. We look forward to hearing from you.

Philosophy Of Phillips Beth Israel School Of Nursing

The philosophy of Phillips Beth Israel School of Nursing reflects the beliefs of the faculty regarding individuals, society, nursing, education and the role of the Associate Degree Nurse.

The faculty's belief is embodied in the recognition that human beings possess physical, social, psychological, spiritual and cultural qualities. Inherent in this belief is that human beings are endowed with self-worth and dignity and have a right to have their basic needs met. The human experience is dynamic throughout the life cycle and an individual's behavior reflects continuous interaction with the total environment.

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

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

Nursing is a dynamic, interactive process between the nurse, patient, family and significant others whereby goals are mutually established in order to meet compromised patient needs. Nursing practice is human-

istic, aimed at assisting patients to achieve their highest level of functioning.

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

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

Associate Degree graduates are prepared to function in a collaborative role with other healthcare practitioners when providing and managing preventative, restorative and supportive care to individuals with common health problems. They practice in a variety of healthcare settings utilizing established protocols within an ethical and legal framework. A single-purpose institution affiliated with a university is an advantageous route that allows graduates to enter the healthcare work force and enables them to continue their professional education

Student Learning Outcomes

The graduate, participating as a member of the nursing team:

1. Utilizes a body of theoretical knowledge derived from nursing, the biological, behavioral and social sciences and other disciplines in meeting the needs of patients of varying cultures, ages and stages of development throughout the life span.
2. Utilizes the nursing process with a critical thinking and evidence-based approach to provide individualized care.

3. Manages the varied activities that are required to provide nursing care to groups of patients in a variety of settings.
4. Communicates effectively with patients, families, significant others and health-care members to provide optimal health-care
5. Utilizes teaching activities to restore and maintain health and to promote optimal functioning.
6. Maintains accountability for the practice of nursing within the profession's established ethical and legal standards.
7. Assumes responsibility for professional development essential to meet the demands of a rapidly changing society.

Program Goals/Outcomes

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

Program Options

The School of Nursing offers various scheduling choices for completing the program. Prior college attendance is not a requirement for admission; however, applicants with appropriate college credentials may apply for transfer credit.

The Two Year Nursing Option can be completed by selecting from one of these two schedules:

1. **The Traditional Program:** Provides for liberal arts, science and nursing courses to be taken concurrently. Classes are generally offered from Monday through Friday between 8:00 am and 5:00 pm. This is a 21 month program.
2. **Alternative Two-Day Option Program (ATOP):** Open only to students who have completed all of the curriculum's science and liberal arts corequisites, with the exception of Nutrition & Diet Therapy and Pharmacology. Courses are offered on Thursdays from 3:00 pm to 8:00 pm and

Fridays and Saturdays from 8:00 am to 8:00 pm This is a 21 month program.

An **Evening Program Option** is available for students who need to work full-time. Students must have completed all of the curriculum's science and liberal arts corequisites, with the exception of Nutrition & Diet Therapy, Pharmacology, and Normative Ethics. Courses are generally offered on Mondays through Thursdays from 5:30 pm to 10:30 pm. The Evening schedule begins in the Spring semester and is a 29-month program.

The Three-Year Option is ideal for students entering straight from high school and individuals who prefer to complete the nursing program at a slower pace. Year I is dedicated to meeting the curriculum's science and liberal arts corequisite courses. Nursing courses will be completed in Years II and III. Courses are offered Monday through Friday between 8:00 am and 8:30 pm. This is a 33-month program.

Students may be enrolled in only one program option during a semester. Any request to change a program option must be submitted in writing to the Office of Student Services prior to the start of the next semester.

For a complete listing of all required courses broken down by program, year and semester, please see the Curriculum Section.

Admissions

Admissions Philosophy and Policy

Applicants are selected following a comprehensive evaluation of their previous academic achievement and potential aptitude, standardized test scores, interviews and recommendations. Students are admitted without regard to age, race, color, sex, religion, ethnic origin, marital status, sexual preference, veteran status, or qualified disability.

Admission Requirements

Documentation of the following must be submitted in support of an application for admission:

Applicants with a U.S. High School

Diploma: Graduation from an accredited U.S. high school is necessary, with satisfactory completion of 16 acceptable academic units (a unit represents one year of study).

Academic average and class rank are strong considerations. A minimum average of 75 percent is required and rank in the top half of the class is preferred. Applicants lacking the requisite 16 academic units may substitute appropriate college level courses for each high school unit needed.

High School Units Must Include:

Course Units	Number of Units
English	4
Social Studies	2
Mathematics	2
Biology*	1
Chemistry*	1
Total	10

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

Other Course	Number of Units
Elective academic subjects (mathematics, science, social studies, English, foreign language)	6
Grand Total	16

(Home economics, business, driver education, health education and similar courses are not acceptable.)

Applicants with a High School

Equivalency Diploma: A high school equivalency diploma (GED) is acceptable in lieu of high school graduation. Students who have earned the GED on the basis of college credits must present the GED and supporting college transcript(s). A minimum GED score of 250 is required for those candidates taking the equivalency diploma examination. The biology and chemistry prerequisites cited above apply to candidates with a GED.

International Applicants: For those candidates educated outside of the United States and its territories, a high school equivalency diploma may be necessary. The equivalency diploma may be waived if the candidate possesses a baccalaureate degree from a foreign institution of higher education where instruction is conducted in English. Oral and written English comprehension skills may need to be demonstrated by further examination such as the Test of English as a Foreign

Language (TOEFL). It may be required that international school transcripts be evaluated by an external credentialing service. Supervised Internships are available on a limited basis for international students.

All Applicants:

1. National League for Nursing Pre-Admission RN Examination (minimum composite norm score in the 55th percentile is required with a verbal score in the 45th percentile or above; 65th composite percentile norm or above is preferred).
2. If the candidate has attended college, official college transcript(s) with a minimum GPA of 2.5 and evidence of satisfactory achievement in previous college enrollment(s) are necessary. A grade of B or better in the science courses is preferred.
3. In addition to the essay submitted with the application, samples of the candidate's writing ability may be requested prior to entry into the program.
4. Two academic and/or employment letters of recommendation on official letterhead are required.
5. Credentials of each candidate for admission are assessed on an individual basis by the Admissions Committee.
6. All candidates are expected to possess basic computer literacy skills including proficiency with word processing and electronic mail and have the ability to utilize the Internet as a research tool.
7. Candidates must consent to any and all admission related examinations, including but not limited to health and drug screening tests and background investigation checks as required by the School. Admission to Phillips Beth Israel School of Nursing may be made conditional upon successful completion of such examinations and tests.

Essential Skills and Abilities for Graduation:

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

To successfully complete the program, the student must demonstrate:

1. The ability to assess patients and their environment to safely deliver nursing care

(examples include but are not limited to the following: detect changes in skin temperature and color, detect changes in patient's cognitive/psychological/physical condition).

2. The ability/stamina to safely implement nursing care to patients of all ages (examples include but are not limited to the following: perform CPR, safely transfer patients in and out of bed, lift, move and position patients and equipment, hang IV bags at the appropriate level, maneuver in small spaces, move around in patient rooms, workspaces and treatment areas).
3. The necessary manual dexterity to prepare and administer medications via the required route e.g., intramuscular, subcutaneous, intravenous.
4. Possession of gross and fine motor abilities sufficient to provide safe and effective nursing care (examples include but are not limited to the following: ability to calibrate and use equipment, insert catheters, manipulate intravenous equipment).
5. The ability to communicate clearly and effectively regarding treatments, procedures and patient teaching; the ability to record all information accurately.
6. The ability to exercise ethical judgment and think critically in the delivery of patient care: (a) collecting, analyzing and integrating information and knowledge; (b) processing information accurately and quickly to prioritize tasks; and (c) predicting possible outcomes, applying knowledge and using the nursing process in a systematic way.
7. The ability to allay patient fears and anxieties using self as a therapeutic tool (examples include but are not limited to the following: develop sensitive interpersonal relationships with patients/families, demonstrate flexibility to function effectively under stress and adapt to changing situations, handle strong emotions, demonstrate compassion, focus and maintain attention to tasks).
8. Sufficient hearing and vision to carry out necessary patient assessments and treatments (examples include but are not limited to the following: detect sounds related to bodily functions using a stethoscope, detect audible alarms, such as monitors or call bells, detect unsafe temperature levels in heat-producing devices, accurately read the volumes in fluid collection devices, detect fire in a patient care area and initiate emergency action).

9. The ability to function collaboratively with peers and other health care team members.
10. The ability to respond to clinical situations in a timely manner to ensure patient safety.
11. Proficiency in basic computer skills (including word processing, electronic mail and utilizing the Internet as a research tool).

How to Apply

You may download the application package from our website at: www.futurenursebi.org. Completed application portfolios should be sent to:

**Chairperson
Admissions Committee
Phillips Beth Israel School of Nursing
776 Sixth Avenue, Suite 4A
New York, New York 10001**

Admissions Process

1. Students are enrolled annually in the Fall semester for the two and three year options, and in the Spring semester for the Evening option. The deadline for receipt of application portfolios is **April 1st**. All additional substantiating documents (test results, transcripts, etc.) must be received by **May 1st**.
2. Submit a completed application portfolio with a non-refundable \$50.00 (money order) fee. The portfolio should include:
 - a personal essay
 - an official high school transcript or GED diploma and scores
 - official transcripts from all colleges or post-secondary institutions attended
 - two letters of recommendation (academic and/or employment) on official letterhead stationery
3. The National League for Nursing's Pre-Admission RN examination scores are required. They will be sent to the school directly from the National League for Nursing.
4. It is the candidate's responsibility to ensure that his/her portfolio is complete by contacting the Admissions Office at (212) 614-6108 to verify the status of the application and the receipt of documents.
5. When all documents have been received, the candidate's portfolio will be evaluated by the Admissions Committee to determine eligibility.

6. Eligible candidates for admission will be scheduled for personal interviews. Discussion topics may include the applicant's educational and career goals, a review of the academic requirements and an assessment of interpersonal and communication skills. Motivation and understanding of nursing to determine capability of achieving program outcomes will also be addressed.

7. Admission decisions are made by the Admissions Committee.

Note: All materials in student portfolios are the property of the School and will not be returned. Portfolios are retained for a period of two years.

Acceptance

1. Applicants are selected following a comprehensive assessment of their performance on the pre-admission exam, previous academic achievement, personal and professional experiences.
2. Based upon an evaluation of the candidate's academic credentials and past achievement, the Admissions Committee reserves the right to enroll the candidate in either the two year or the three year option.
3. All candidates will receive a decision from the Admissions Committee in writing within three to four weeks following the interview.
4. All accepted candidates must submit a \$200.00 non-refundable tuition deposit by the deadline stated in the decision letter; otherwise, acceptance will be canceled.
5. Once accepted candidates can select from among traditional, ATOP or evening schedules, based on availability of classes and meeting corequisite course criteria.

Admission Deferment

Students unable to register for classes in the academic year for which they are accepted may opt to postpone their admission into the program. Admission deferment requests should be submitted in writing to the Chairperson of the Admissions Committee. Candidates who have been accepted for admission and deferred their entry into the program must reactivate their portfolios and submit a re-entry request in writing by March 1st

of the academic year in which they seek admission.

Readmission

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

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

Transfer Students and Transfer Credits

Students may obtain transfer credit for liberal arts and science courses required by Phillips Beth Israel School of Nursing by either of these two methods:

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

or

2. Success on a challenge examination offered through one of these three modalities:

1. CLEP Exams (College Level Examination Program) offered through the College Board in:

- General Biology (Admission Pre-requisite)
- General Chemistry (Admission Pre-requisite)
- Freshman College Composition (administered through Pace University, please call 212-346-1700 for detailed information)

- Introductory Psychology
- Introductory Sociology

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

2. Challenge Exams offered through Excelsior College in:

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

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

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

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

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

3. Challenge Exams are offered by Phillips Beth Israel School of Nursing in:

- Nursing 100 - Math for Medications
- Biology 110 - Nutrition and Diet Therapy*

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

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

Once a student is enrolled, it is expected that Normative Ethics (PHI115), as well as all science and nursing courses, will be completed at the School. Students who are already enrolled in the program may request in writing to take required non-nursing and non-science courses (except PHI115) for transfer credit from an accredited post-secondary institution.

Students should be aware of the financial aid implications of enrolling in a required course at another institution, or of taking a challenge exam for course exemption. Students must receive written approval from the Office of Student Services before registering for required liberal arts courses outside the program. In addition:

- An Add/Drop form must be completed and submitted to the Office of Student Services six (6) weeks prior to the beginning of the semester in which the course is required at the School of Nursing.
- The results from CLEP, Excelsior College and School-offered challenge examinations must be received by the Office of Student Services three (3) weeks prior to the beginning of the semester in which the course is required at the School of Nursing.
- Evidence of successful course completion must be received by the Office of Student Services prior to the beginning of the semester in which the course is required at the School of Nursing unless the outside course is being taken concurrently.
- The Office of Student Services must receive an official transcript for any outside course(s) taken concurrently within four (4) weeks of the date of course completion.

Health Requirements

A physical examination will be performed at Beth Israel Medical Center prior to enrollment and each year the student is in attendance at the School. Accepted students will receive a Comprehensive Packet of Information regarding health requirements. In addition, applicants must present evidence of all required immunizations or receive the needed vaccines. The annual health service fee includes the cost of any required immunizations through the Department of Occupational Medicine and enrollment in

the Student Health Services Network. The correction or stabilization of any existing physical condition requiring professional attention is the responsibility of the applicant and must be effected prior to enrollment. Please note: Students will not be allowed to attend clinical experiences or classes unless all health requirements are met.

Hospitalization Insurance

Students are responsible for securing and maintaining their own health insurance to cover them for medical, emergency and hospital care. Reduced rate coverage is available through the National Student Nurses Association (NSNA) to its members. New York University's College of Dentistry Kriser Dental Center also offers a limited dental plan to students (contact [212] 998-9870 for details).

Basic Life Support Program

All students are required to complete a basic life support (BLS) course for health-care providers offered by the American Heart Association and the American Red Cross. Students must present valid evidence of successful completion of the appropriate CPR course prior to enrollment in the nursing option. The required BLS course is offered by Beth Israel Medical Center for a nominal fee to all incoming students.

International Students

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

Tuition and Fees—2010-11 Academic Year

Year I	1st Semester	2nd Semester	3rd Semester
Tuition	17 Credits @ \$380/Credit = \$6,460.00	17 Credits @ 380/Credit = \$6,460.00	7 Credits @ \$380/Credit = \$2,520.00
Science Lab Fee	\$380	\$380	\$380
Nursing Lab Fee	\$380	\$380	
Student Activities Fees	\$180	\$150	
Health Service Fee	\$380		
	\$7,780	\$7,370	\$3,040
Year I Total	\$18,190		

Year II	1st Semester	2nd Semester	Additional Fees
Tuition	14 Credits @ \$380/Credit = \$5,320.00	13 Credits @ \$380/Credit = \$4,940.00	<ul style="list-style-type: none"> • Course Add/ Drop (after 1st wk.) - \$20.00
Nursing Lab Fee	\$380	\$380	<ul style="list-style-type: none"> • Makeup/ Retake Written Exam-\$50.00
Student Activities Fees	\$150	\$150	<ul style="list-style-type: none"> • Makeup/Lab Practical Exam - \$50.00
Health Service Fee	\$380		<ul style="list-style-type: none"> • Transcript \$5.00
Senior Fees	\$200	\$200	<ul style="list-style-type: none"> • Challenge Exam - \$65.00
	\$6,230	\$5,670	<ul style="list-style-type: none"> • Course Audit-50% of Lecture Credit
Year II Total	\$11,900		
Grand Total	2 Years	\$30,090	

Tuition, Fees and Financial Aid

Federal School Code: 006438

State School Code: 0045

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

The School ensures that all regulations and requirements pertaining to Title IV Federal Family Education Loan and Federal and

State Grant programs are rigorously followed. The School regularly refers to reference materials from the U.S. Department of Education, the Higher Education Services Corporation and their web sites in order to ascertain that the procedures implemented satisfy program requirements.

Financial Aid Eligibility

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

and determination of eligibility for funds are performed so that the packaging of student aid will be consistent with Federal and State regulations.

Financial assistance is awarded to students at Phillips Beth Israel School of Nursing based on demonstrated financial need and/or academic ability. Students who apply by the application filing date, and who demonstrate the highest financial need, are awarded aid before those with less need. Need is determined through the use of Federal methodology calculations, which are based on data submitted by the student on his/her Free Application for Federal Student Aid. Since funds are limited, financial aid may not be available to students whose applications are received after the filing deadline.

Average Costs for an Independent, First-year, Full-time Student:

Tuition and Fees:	\$18,190
Books & Supplies:	1,550
Room & Board:	12,000
Transportation & Other Expenses:	3,300
	<hr/>
	\$35,040

Application Process

Detailed information on all financial aid programs is available from the Office of Financial Aid on the 4th Floor. The School is not responsible for any changes in financial aid programs, eligibility or application processes made as a result of changes in legislation.

In order for the Office of Financial Aid to process an application for aid, the following steps must be completed:

1. Apply for a PIN number at www.pin.ed.gov. This PIN (Personal Identification Number) serves as your electronic signature and provides access to your personal information in various U.S. Department of Education systems.
2. Complete the online Free Application for Federal Student Aid (FAFSA) available at www.fafsa.ed.gov. The FAFSA is required for the Federal Pell Grant, TAP, and the Federal Family Education Loan Programs (including Federal Subsidized Stafford, Federal Unsubsidized Stafford and Federal PLUS). Phillips Beth Israel School of Nursing requires all students to complete a FAFSA in order to be

considered for institutional scholarships and grants and nursing loans.

3. Complete, sign and submit the School's Application for Financial Aid encompassing Phillips Beth Israel School of Nursing Scholarships and/or Federal Nursing Loans by the indicated due date.
4. Submit verification documents required for Title IV program eligibility to the Financial Aid Office. Sample verification documents may include: copy of student and spouse's signed Federal Income Tax Return (1040, 1040A, or 1040EZ) and/or signed copy of parent's Federal Income Tax Return from the previous year. Other items to be verified include: citizenship status, selective service status, number of household family members, number of family members attending post-secondary educational institutions and certain untaxed income and benefits for the base year.

Students who anticipate difficulties paying their tuition or financing other educational needs are encouraged to meet with the Assistant Dean and/or Senior Director of Financial Aid prior to the beginning of the semester. Financial aid awards are announced to students in award letters. Financial aid in the form of institutional scholarships, Federal Pell Grants and Federal Nursing Loans, will be applied directly to the student's tuition account.

The Federal Family Education Loan (FFEL) is disbursed to the School in the form of electronic fund transfer and is applied directly to the student's tuition account. If the FFEL loan disbursement is sent to the School in the form of a check via mail, it must be dually endorsed by the student and the School. If financial aid is in excess of tuition due, a tuition credit payment will be made to the student on a semester-by-semester basis.

Students receiving tuition credit payments can expect the awarded amounts approximately two weeks after the student's tuition account is credited.

General Eligibility Requirements for Financial Aid

In general, to be considered for financial aid awarded by Phillips Beth Israel School of Nursing, a student must be:

1. enrolled for at least 6 credits;

2. in good academic standing and making satisfactory progress toward degree requirements; and
3. a U.S. Citizen or permanent resident (with appropriate documentation) for federal and state aid.

Types of Aid

The Office of Financial Aid is available to help students who require financial assistance to complete their nursing education. The office will provide personal and confidential counseling and assist students in completing applications for financial aid programs. Financial aid data is available upon request; more specific information and applications are sent after acceptance into the program.

Financial Aid available to students includes the following:

1. Federal Aid Programs:

- a. Federal Pell Grant
- b. Federal Family Education Loan Program
 - (1) Federal Subsidized Stafford Loan Program
 - (2) Federal Unsubsidized Stafford Loan Program
 - (3) Federal Plus Loan Program
- c. Federal Supplemental Education Opportunity Grant (FSEOG)
- d. Federal Work Study Program (FWS)

2. State Aid Programs:

- a. Tuition Assistance Programs (TAP)
- b. Aid for Part-Time Study (APTS)

The following chart delineates the school’s standards of satisfactory academic progress for the purpose of determining eligibility for financial aid:

Full Time Students	First Year/ Semester			Second Year/ Semester	
	1st	2nd	3rd	1st	2nd
To be eligible for financial aid					
At the completion of the semester, a full-time student taking all courses must have accrued at least this many credits	17	34	41	55	68
With at least this cumulative grade point average	2.14	2.14	2.14	2.15	2.16

Part-time, including three-year option students, must adhere to the following satisfactory academic progress guidelines:

Part Time Students	First Year/ Semester			Second Year/ Semester			Third Year/ Semester	
	1st	2nd	3rd	1st	2nd	3rd	1st	2nd
To be eligible for financial aid:								
At the completion of the semester, a part-time student should accrue at least this many credits:	10	20	24	34	44	47	58	68
With at least this cumulative grade point average:	2.00	2.00	2.00	2.08	2.11	2.12	2.14	2.16

3. Loan Programs:

Local 1199 Training and Upgrading Fund

4. Institutional Scholarships and Loans:

Phillips Beth Israel School of Nursing offers a substantial number of scholarships. Some scholarships are based on demonstrated financial need; others are contingent upon criteria including academic achievement. Students are encouraged to apply to local and civic organizations in their community for scholarships. Parents should check with employers for financial assistance given to dependents continuing with their education. All awards and scholarships received by the student must be reported to the Office of Financial Aid.

5. Institutional Emergency Grant Fund

Funds may be provided for the purpose of offering educational related emergency needs. These funds may not be used for payment of tuition or school fees.

6. Veteran Benefits:

The School is approved for training in accordance with the provision of Section 1775, Title 38, U.S. Code. Contact the Veterans Administration directly for specifics on individual qualifications.

Satisfactory Academic Progress

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

Withdrawals and/or Grades of Incomplete

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

based on the date notification of withdrawal is received.

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

Maximum Time Frame to Complete the Program

The student must complete the program within a time frame that does not exceed 150 percent of the published length of the program for full-time students. For example, a two-year option student with no transfer credits would normally complete the program by taking 68 credits. If unusual circumstances arise that force the student to transfer to the three-year option or to take an approved leave of absence, that student's aggregate credit total may not exceed 102 credits in order for that student to maintain satisfactory academic progress and receive financial aid. This standard includes all periods of enrollment, even those for which the student does not receive aid from the Title IV program.

Waivers for Special Circumstances

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

Appeal Process

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

Reinstatement of Aid

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

Necessity for Repaying Loans

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

The School will process any FFEL program chosen by students. When students borrow money from the FFEL Program, they are required to repay that amount plus interest. Repayment will begin six months after graduation or immediately if the student fails to maintain a minimum half-time course load. Entrance and exit counseling services are required for students to receive their loans and to facilitate debt management. A hold will be placed on a student's academic transcript, if that student fails to complete the Exit Interview Process or has a balance due in his or her tuition and fees account.

Tuition Refund Policy

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

Tuition Liability Schedule for Fall and Spring Sessions:

Time of Withdrawal	% of Refund
Prior to First Scheduled Class	100%
Prior to Second week of class	80%
Prior to Third week of class	70%
Prior to Fourth week of class	25%
Prior to Fifth week of class	20%
During or after 5th week of class	0%

Tuition Liability Schedule for Summer Sessions:

Time of Withdrawal	% of Refund
Prior to First Scheduled Class	100%
Prior to Third day of class	90%
Prior to Eighth day of class	50%
Prior to Ninth day of class	25%
During or after Tenth day of class	0%

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

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

Students are expected to withdraw officially, in writing. Students who fail to notify the school and thus unofficially withdraw, and whose withdrawal date cannot be ascertained, will be considered withdrawn effective on the midpoint day of the semester in question. This policy is consistent with federal regulations, effective October 7, 2000.

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

Tuition Payment Procedures

Tuition bills are mailed to students approximately one month prior to the beginning of each semester. Appropriate tuition and fees are expected to be paid in full prior to the beginning of each semester, unless other arrangements have been made. Tuition and all other fees are to be paid to the Office of Financial Aid on the 4th Floor. Tuition may be processed by personal check, money order, bank cashier's check or cash. Master Card, Visa or American Express card payments must be made at the Cashier's Office located at Beth Israel Medical Center on 16th Street and First Avenue. Proof of payment must be submitted to the School's Office of Financial Aid so that student's tuition account may be credited. A late fee of \$35.00 is charged for bills not paid on or before the due date on the bill.

The School offers the following payment options:

1. **Full payment**—This is the regular and preferred payment option.

2. Deferred payment—A Deferred Payment Plan is available. Arrangements must be made with the Financial Aid Office before the stated due date on the bill. The tuition balance is due in either three or four installments. There is a \$25 charge to establish a Deferred Payment Plan. A student will be charged an additional \$35 late penalty fee for each installment not paid on or before the due date of the payment.

3. Financial Aid—may be combined with any of the above payment options.

Administrative withdrawal from classes and/or class debarment may result for any student in payment arrears. Students will not be allowed to progress to the next semester, be readmitted into the program,

or file a grievance unless all financial obligations to the School have been met.

All financial obligations with the School of Nursing must be resolved before a student may receive a final grade, graduate, receive an official transcript, or be authorized for admission to take the National Council Examination for Registered Nurses (NCLEX).

Other Expenses

Students are responsible for all expenses related to travel to and from assigned clinical sites.

Students must also budget money for housing, meals, textbooks and supplies, uniforms, and personal expenses.

The Curriculum

The curriculum is continuously updated to reflect changes in nursing education, practice and research. It is the student's responsibility to complete all courses necessary for the Associate Degree. (See a listing of all required courses broken down by year and semester on pages 20-21.) In addition, the School may offer elective and/or enrichment courses on a semester-by-semester basis. Students will be notified of the availability of such courses prior to registration deadlines.

Academic Calendar

The academic calendar is distributed under separate cover.

- Note: 15 hrs. Theory = 1 credit
- 45 hrs. Lab/Clinical = 1 credit

Course Descriptions

Liberal Arts And Science Courses

ENG 110 - English I

3 Cr.-45 hrs. Class hrs.=3

This is a writing course that instructs students in the composition of both expository and argumentative essays. Students learn the organizational and rhetorical skills essential to successful academic writing. In addition, the course introduces students to the research paper, including methods of documentation and the use of library resources. Scheduled individual conferences are an integral part of the course.

PSY 111 - General Psychology

3 Cr.-45 hrs. Class hrs.=3

An introduction to the science and profession of psychology, including coverage of human development, personality theory and research, social psychology, motivation, perception and related topics.

EDU 130 - Developmental Psychology

3 Cr.-45 hrs. Class hrs.=3

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

SOC 102 - Introduction to Sociology

3 Cr.-45 hrs. Class hrs.=3

An introduction to the basic concepts, methods and application of the sociological perspective. These concepts will be viewed in relation to contemporary institutions and trends.

PHI 115 - Normative Ethics

3 Cr.-45 hrs. Class hrs.=3

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

BIO 152 - Anatomy and Physiology I

4 Cr.-90 hrs. Class hrs.=3 Lab hrs.=3

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

BIO 153 - Anatomy and Physiology II

4 Cr.-90 hrs. Class hrs.=3 Lab hrs.=3

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

Pre-requisite: BIO 152.

BIO 264 - Microbiology

4 Cr.-90 hrs. Class hrs.=3 Lab hrs.=3

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

BIO 110 - Nutrition and Diet Therapy

3 Cr.-45 hrs. Class hrs.=3

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

BIO 200 - Pharmacology

3 Cr.-45 hrs. Class hrs.=3

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

Pre-requisites: NSG 100, NSG 101, BIO 152, BIO 153

Nursing Courses

NSG 100 - Math for Medications

1 Cr.-15 hrs Class hrs.=1 [online course]

This course provides the student with the skills required to accurately calculate dosages for safe administration of medication. The student will be required to validate these skills prior to each nursing course.

Co-requisite: NSG 101

NSG 101 - Introduction to Nursing

6 Cr.-150 hrs. Class hrs.=4 Lab/Clinical hrs.=6

This course introduces students to the profession of nursing and its place within the health care delivery system. Students are assisted with the identification and application of basic facts, principles and concepts derived from the biological and behavioral sciences and nursing, in order to develop a sound foundation of nursing knowledge, skills, abilities and professional values. Clinical core nursing concepts include basic needs for health and commonly occurring variations throughout the life span with emphasis on adulthood including gerontology.

The concepts of nursing practice are taught in laboratory/classroom settings. The student begins to apply these concepts in clinical settings. Students are encouraged to think critically. The Nursing Process is introduced as a framework for problem-solving and is used in meeting patients' needs. Clinical experiences are offered in acute care settings.

Co-requisites: NSG 100, BIO 152, EDU 130

NSG 102 - Nursing Care of Patients with Common Health Problems

7 Cr.-195 hrs. Class hrs.=4 Lab/Clinical hrs.=9

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

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

Pre-requisites: NSG 100, NSG 101, BIO 152, EDU 130

Co-requisites: BIO 153, BIO 110

NSG 103 - Principles of Psychiatric/ Mental Health Nursing

3 Cr.-75 hrs. Class hrs.=5 Clinical hrs.=7.5

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

Pre-requisites: NSG 101, NSG 102, BIO 152, PSY 111, EDU 130

NSG 201 - Nursing Care of Childbearing and Childrearing Families

8 Cr.-240 hrs. Class hrs.=4 Clinical hrs.=12

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

Pre-requisites: All Level I courses

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

8 Cr.-240 hrs. Class hrs. = 4 Clinical hrs. =12

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

Pre-requisites: All Level I courses

NSG 203 - Pathways to Practice (3 weeks)

2 Cr.-90 hrs. Clinical hrs.=90

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

Pre-requisites: All other courses in the curriculum.

**Two-Year Traditional (21 Months):
Monday Through Friday**

Year I	Courses	Credits
Fall Semester		
NSG100	Math for Medications	1
NSG101	Introduction to Nursing	6
BIO152	Anatomy & Physiology I	4
EDU130	Developmental Psychology	3
ENG110	English I	3
		<hr/> 17
Spring Semester		
NSG102	Nsg Care of Patients w/Common Health Problems	7
BIO153	Anatomy & Physiology II	4
BIO110	Nutrition & Diet Therapy	3
PSY111	General Psychology	3
		<hr/> 17
Summer Session		
NSG103	Principles of Psychiatric/Mental Health Nursing	3
BIO264	Microbiology	4
		<hr/> 7
Year 2		
Fall Semester		
NSG201	Nsg Care of Childbearing/ Childrearing Families	8
	or	
NSG202	Nsg Care of Patients w/Complex Common Health Problems	8
BIO200	Pharmacology	3
SOC102	Introduction to Sociology	3
		<hr/> 14
Spring Semester		
NSG202	Nsg Care of Patients w/Complex Common Health Problems	8
	or	
NSG201	Nsg Care of Childbearing/ Childrearing Families	8
PHI115	Normative Ethics	3
NSG203	Pathways to Practice (3 weeks)	2
		<hr/> 13
Minimum Credits for Graduation: 68 Credits		

**Two-Year Alternative
Two-Day Schedule/ATOP (21 Months):
Half Day Thursday, Full Day Friday and Saturday**

Year I	Courses	Credits
Fall Semester		
NSG100	Math for Medications	1
NSG101	Introduction to Nursing	6
		<hr/> 7
Spring Semester		
NSG102	Nsg Care of Patients w/Common Health Problems	7
BIO110	Nutrition and Diet Therapy	3
		<hr/> 10
Summer Session		
NSG103	Principles of Psychiatric/ Mental Health Nursing	3
Year 2		
Fall Semester		
NSG201	Nsg Care of Childbearing/ Childrearing Families	8
	or	
NSG202	Nsg Care of Patients w/ Complex Common Health Problems	8
BIO200	Pharmacology	3
		<hr/> 11
Spring Semester		
NSG202	Nsg Care of Patients w/Complex Common Health Problems	8
	or	
NSG201	Nsg Care of Childbearing/ Childrearing Families	8
NSG203	Pathways to Practice (3 weeks)	2
		<hr/> 10
Minimum Credits for Graduation: 68 Credits		

**Evening Option (29 Months):
Tuesday, Wednesday and Thursday Evenings**

(Begins in the Spring Semester)

Year I	Courses	Credits
Spring Semester		
NSG100	Math for Medications	1
NSG101	Introduction to Nursing	6
		<u>7</u>
Summer Semester		
BIO110	Nutrition & Diet Therapy	3
BIO200	Pharmacology	3
		<u>6</u>
Fall Semester		
NSG102	Nsg Care of Patients w/ Commom Health Problems	7
Year 2		
Spring Semester		
NSG103	Principles of Psychiatric/ Mental Health Nursing	3
NSG201	Nsg Care of Childbearing/ Childrearing Families	8
or		
NSG202	Nsg Care of Patients w/Complex Common Health Problems	8
		<u>11</u>
Fall Semester		
NSG201	Nsg Care of Patients w/Complex Common Health Problems	8
or		
NSG202	Nsg Care of Childbearing/ Childrearing Families	8
Year 3		
Spring Semester		
PH1115	Normative Ethics	3
NSG203	Pathways to Practice	2
		<u>5</u>

Minimum Credits for Graduation: 68 Credits

**Three-Year (33 Months):
Monday Through Friday**

Year I	Courses	Credits
Fall Semester		
BIO152	Anatomy & Physiology I	4
EDU130	Developmental Psychology	3
ENG110	English I	3
		<u>10</u>
Spring Semester		
BIO153	Anatomy & Physiology II	4
BIO110	Nutrition & Diet Therapy	3
PSY111	General Psychology	3
		<u>10</u>
Summer Session		
BIO264	Microbiology	4
Year 2		
Fall Semester		
NSG100	Math for Medications	1
NSG101	Introduction to Nursing	6
SOC102	Introduction to Sociology	3
		<u>10</u>
Spring Semester		
NSG102	Nsg Care of Patients w/Common Health Problems	7
PHI115	Normative Ethics	3
		<u>10</u>
Summer Session		
NSG103	Principles of Psychiatric/ Mental Health Nursing	3
Year 3		
Fall Semester		
NSG201	Nsg Care of Childbearing/ Childrearing Families	8
or		
NSG202	Nsg Care of Patients w/Complex Common Health Problems	8
BIO200	Pharmacology	3
		<u>11</u>
Spring Semester		
NSG202	Nsg Care of Patients w/Complex Common Health Problems	8
or		
NSG201	Nsg Care of Childbearing/ Childrearing Families	8
NSG203	Pathways to Practice (3 weeks)	2
		<u>10</u>

Minimum Credits for Graduation: 68 Credits

Academic Policies

The academic policies of the School are designed to ensure that all students meet the school's academic standards for successful program completion and eventual licensure. Students are advised to be thoroughly familiar with these policies since they will be accountable for strict adherence to all academic policies and for maintenance of the ethical and legal standards of the School.

Grading Criteria

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

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

P (Pass)

I (Incomplete)

W (Withdrawal)

WP (Withdrawal-passing)

WF (Withdrawal-failing)

T (Transfer Credit) not included in calculation of grade point average

B is the minimum passing grade for Nursing 100

C+ is the minimum passing grade for all other nursing courses

C is the minimum passing grade for all liberal arts and science courses

How To Calculate The Grade Point Average

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

(A) Multiply the credit value of each course by the quality points corresponding to the letter grade achieved to obtain the course quality points.

(B) Follow the same procedure as in (A) for all courses taken and add these figures to obtain a total course quality point value.

(C) Divide this sum by the total number of credits taken to obtain the GPA

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

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

$51.1 \text{ course quality points} \div 17 \text{ credits} = 3.00 \text{ term GPA.}$

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

Recording And Reporting of Grades

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

Upon successful completion of a repeated course, the grade achieved will be recorded in addition to the failing grade. The cumulative index (CI) will reflect the

quality points for all completed courses, passed or failed.

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

Grade Reports can be downloaded by students at the completion of each semester from the school's Web Portal. Grade reports incorporate liberal arts and sciences as well as nursing grades. Students also receive grade reports directly from Pace University for courses taught by Pace faculty. Transfer grades and challenge exam grades are not calculated in the GPA or CI.

Repeating Courses

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

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

Grades Of Incomplete

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

Exam Make-Up Policy

Students are expected to take all course exams when scheduled. The final course grade will be reduced three points for every missed exam (unless documentation of illness or family emergency is submitted) even if a make-up exam is completed. Once scheduled, make-up exams will not be rescheduled.

Course Withdrawal Policy

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

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

School Withdrawal Policy

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

Residency Requirements

Transfer students who have already successfully completed all liberal arts and science corequisites are required to complete all nursing courses (with the exception of NSG 100: Math for Medications) to be eligible for an AAS degree..

Time Requirements For Program Completion

All courses in the program must be completed within a 4-year period of enrollment. This policy remains valid as long as the graduation requirements do not change. The program may be pursued on a part-time basis as long as the 4-year completion policy is followed. All leaves of absence are included in the 4-year time frame for program completion.

Leaves Of Absence

A leave of absence may be granted for health or personal reasons for no more than one hundred eighty (180) days. Generally only one leave of absence may be granted in a 12-month period. However, more than one leave of absence may be granted for limited, well-documented cases due to extreme, unforeseen circumstances. Requests must be submitted in writing to the Dean.

Upon return to the program, students must comply with all revised policies, curriculum, and health requirements. Returning students must also demonstrate the level of competency required for enrollment in a course (see Audit Policy below). If the reason for the leave of absence was medical, clearance from the student's personal physician must be obtained in writing prior to return. The student must then be deemed "Fit for Duty" by the Medical Center's Department of Occupational Medicine.

Attendance Policy

Students are expected to attend all clinical laboratory and classroom sessions. However, the faculty recognizes that an emergency situation may arise which requires a student to be absent. Students should be aware that frequent, periodic absence or extended absence may result in withdrawal from course(s) and/or dismissal from the School. Students are responsible for knowing the policies in effect for each course.

Audit Policy

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

They will be advised of this schedule before the beginning of the semester.

Progression

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

- Achievement of a minimum grade point average (GPA) of 1.70 at the completion of the first semester of attendance, achievement of a minimum GPA of 1.85 at the end of the second semester and achievement of a cumulative index (CI) of 2.0 at the end of the first year or completion of three semesters, and for all semesters thereafter.
- To progress, students must meet all pre-requisite requirements.
- To progress from one nursing course to the next, students must complete all standardized testing requirements.
- Students may not be enrolled in Nursing 201 and Nursing 202 at the same time.
- Students must adhere to the current requirements and policies of their graduating class.

Promotion

Promotion from Level I to Level II is based upon:

- (1) Successful completion of all Level I courses
- (2) GPA of 2.0 or higher
- (3) Meeting all financial obligations of the previous semesters.

Warning Status

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

Dismissal

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

A student with two failures during a period of enrollment, along with a GPA of 3.00 or above, may not be automatically dismissed. Dismissal will be addressed by the faculty on a case-by-case basis.

- Failure of any two courses during a period of enrollment with a GPA of 3.00 or below.
- Failure to achieve the minimum required GPA of 1.70 at the completion of the first semester of attendance, 1.85 at the completion of the second semester of attendance, and 2.0 at the end of the first year or completion of three semesters or any semester thereafter that the GPA falls below 2.0.
- Failure to return to repeat a course as scheduled.
- Unauthorized absence from the program.

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

School Standards and Code of Conduct

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

Students are expected to uphold the professional, legal and ethical standards of the School in any venue where they are identified as students of the School of Nursing. Behaviors such as falsification of records, cheating, plagiarism, theft, abusive language, substance abuse, sexual harassment and/or abuse, physical abuse, theft or intentional damage to school or individual property, inappropriate use of computer technology for other than school-related activities, violations of patient confidentiality, lack of respect for faculty and staff and failure to regard the rights of others is expressly prohibited and will lead to disciplinary action by the School's administration.

Disciplinary action may include:

- Warning—A written notice to the offender that continuation or repetition of a violation may be cause for further disciplinary action.
- Suspension—Exclusion from the program for a specific period of time.
- Dismissal—Termination of student status.
- Legal Action—Report to civil authorities.

The Dean and faculty may dismiss, impose a mandatory leave of absence or require the resignation of any student for reasons pertaining to dishonest or immoral

behavior; failure to develop the personal and professional qualifications for nursing; or unsafe conduct affecting either the student, patient or others.

Grievance and Appeal Process

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

Dean's List

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

- Enrolled in a minimum of 12 credits for the fall and spring semesters and 7 credits in the summer terms.
- Grade point average of 3.3 or better in the semester.
- No "D" or "F" grade in the semester.
- No repeat of a failed course in the semester.

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

First Level Honors

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

Graduation Requirements

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

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

Students who meet the aforementioned requirements will be certified to sit for the NCLEX-RN (Registered Nurse licensing examination).

Registered Nurse Licensure Requirements

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

- at least 18 years old
- graduate from a nursing program approved by the State of New York
- meet the requirements of the New York State Board of Nursing
- not be in default of a Title IV loan
- not owe a repayment to the School
- pass the National Council Licensure Examination (NCLEX-RN).
- international students should check eligibility with the New York State Office of Higher Education and the Professions. Any candidate for licensure who has been convicted of a felony will be referred to the New York State Education Department's Office of Professional Discipline for assessment of eligibility prior to the issuance of a license.

Graduation Honors

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

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

Graduation Awards

Special awards are conferred at graduation to outstanding graduates for academic achievement, clinical competence, empathy, service to the school and community and intention to pursue advanced study. The following is a representative list of graduation awards*:

- Seymour J. Phillips Award
- Rita Hillman Award
- Libby P. Marcus Award
- Rose M. Hauer Award of the Alumni
- Fanny and Charles Karpas Award
- Dean's Award for Professionalism

*Listing subject to change

Student Activities and Services

Student Government Activities

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

The Student Organization plans social activities and organizes subcommittees for special projects. These include the graduation party, class yearbook, fundraising endeavors and community service. All students are encouraged to become members of the National Student Nurses Organization (NSNA). Students are also encouraged to become actively involved in NSNA activities on the State level and attend conventions. Recently, several students have held high offices in the state organization.

Peer Advisement

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

Academic Counseling

Each student is assigned to a faculty member who serves as the student's academic advisor and will follow his or her progress for the duration of the program. Students can meet with their academic advisors to plan their program and to discuss any academic concerns. Advisors will make referrals and recommend activities to improve learning outcomes.

Guidance Counseling Services

Counseling services are available to assist students on an individual basis when concerns of a personal nature arise. Outside referrals are also available. Contact the Manager of Student Services for such referrals.

Career Opportunities

Information on employment opportunities, preparation of a professional résumé and job interview techniques are offered to graduating students.

Opportunities for meeting with recruiters and prospective employers are planned and posted. Students are kept abreast of available career and job opportunities. Local colleges provide information concerning baccalaureate programs in nursing.

Follow-up employment data are gathered periodically on each graduating class, six months after graduation and again after three years. Graduates are contacted when specific job opportunities become available through the school.

Availability of Student Services

The Office of Student Services will assist with matters related to course enrollment, immigration status, determination of transfer credit, progress reports and school-sponsored scholarships and emergency grants. A student should see his or her advisor for other academic issues.

Tutoring

Tutoring is offered by faculty and peer tutors in specific nursing and science subjects. Faculty members offer tutoring sessions as necessary.

Karpas Summer Institute

The former trustee chairpersons of the School of Nursing fund a three-week enrichment program, offered in the summer, covering fundamentals of chemistry, mathematics and study/test-taking skills. The program is designed for students entering the collegiate environment after a significant hiatus from school.

Food Services

Students are responsible for their own meals. The School provides a lounge with a microwave oven and vending machines

offering light snacks. Meals as well as snacks can be purchased in the Linsky Lobby, where dietary laws are observed. Hours of operation are posted in the Medical Center.

Student Health

Students are required to retain their own primary care physician and dentist while enrolled in the program in order to maintain an optimal level of health and to provide safe and effective care to patients. The Department of Occupational Medicine provides an initial physical examination and immunizations to entering students. Students are also enrolled in the Student Health Services Network and have phone access to health triage on a 24 hour/7 day per week basis.

Students are required to carry their own health insurance and will be billed for all medical and diagnostic procedures they undergo at the Medical Center. The School of Nursing does not assume responsibility for the cost of emergency care, hospital care, drugs or specialized diagnostic procedures and/or treatments incurred by students. Students are required to report any accident or illness to the School and the Department of Occupational Medicine. All students are required to comply with the health requirements established by Beth Israel Medical Center and the New York State Health Department.

School Policies

Nondiscrimination Policy

Phillips Beth Israel School of Nursing, in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Federal Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990, does not discriminate on the basis of race, color, 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 non-discrimination policy covers admission and access to school programs and activities, including but not limited to academic admissions, financial aid, educational services and student

employment. Inquiries regarding this policy should be addressed to Bernice Pass-Stern, Assistant Dean and 504/ADA and Title IX Compliance Coordinator in the Office of Student Services, 776 Sixth Avenue, Suite 4A, New York, New York 10001 or call (212) 614-6114. Information shared is held in the strictest confidence.

Teach Out Policy

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

Drug, Alcohol and Smoke Free School Environment

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

Campus Security Act

In accordance with federal regulations, the School is required to collect data on all forcible or non-forcible sex offenses and other crimes reported by students that occur on the campus. The campus is inclusive of 26th and 27th Streets between 6th Avenue and Broadway. This information is available for disclosure at any student's request.

Sexual Harassment

Uninvited comments or actions of a sexual nature directed to another person are considered sexual harassment. This is unacceptable behavior that the School of Nursing will not tolerate. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints. Appropriate corrective action will be taken. Refer to the Handbook on Safety, Alcohol and Drug Related Issues for the specific procedure to report violations and have alleged incidents investigated.

Minors on Campus

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

Uniforms

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

The student is accountable for maintaining a professional appearance when in uniform. Excessive jewelry may not be worn in the clinical area. Students may wear regular street clothes in the classroom setting; however, a uniform or white lab coat is required for skills lab practice sessions. Students are referred to their handbooks for a specific delineation of the school's dress code.

Transcripts of Academic Record

Transcript requests must be made in writing to the Office of Student Services. There is a \$5 charge for each transcript. Transcripts may be ordered online through the school's website at www.futurenursebi.org. A hold will be placed against issuance of a transcript for outstanding financial obligations to the School or for failure to respond to official School notices.

Access to Student Records

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

The School of Nursing conforms to the regulations of the Family Educational Rights and Privacy Act of 1974, (Public Law 93-380) [as amended]. The law (also known as the Buckley Amendment) provides for students' access to their academic records, permits students to address information which has been recorded and protects the confidentiality of student

records by prohibiting release of information without students' written consent. An exception to this occurs with judicial orders and subpoenas, and compliance with audit and evaluation criteria of federally supported education programs. Other record keeping exceptions are permitted by the Act when an agency providing financial aid requests a report on student academic progress.

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

Maintenance of Records

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

Student Identification Cards

All new students are issued a photo identification card from the Medical Center's Security Department. This card should be visible at all times at the Medical Center and shown to security upon entrance to the School. A replacement fee of \$5.00 will be charged for lost cards.

Student Awareness of Policies

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

Administration and Faculty

Administration

Janet Mackin, RN

Dean

BA, Fordham University
MS, Pace University
EdD, MA, Teachers College, Columbia University

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Associate Dean

SRN, Ashford Hospital School of Nursing, England
SCM, Central Middlesex Hospital, England
BS, Long Island University
MS, Long Island University
EdD, Nova Southeastern University

Bernice Pass-Stern

Assistant Dean

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MS, New York Institute of Technology

Linda Fabrizio

Manager of Student Services

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Wendy Chan

Senior Financial Aid Director

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Letizia Gaeta

Financial Aid Officer

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Librarian

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MS, Fordham University
PhD, MS, St. John's University

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 Netherlands
 MS, Columbia University

Eileen Moynihan, RN

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 BA, Georgetown University
 MA, Pace University

Committee on Phillips Beth Israel School of Nursing

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MA Candidate, Pace University

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MA, Pace University

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PhD, New York Medical College

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MS, University of Phoenix

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Instructor in Nursing
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MS, New York University

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MPH, Teachers College,
Columbia University

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MA, New School for Social Research

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MA, Columbia University

Irene Williams, RN
Instructor in Nursing
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MS, Lehman College

Sandra Young, RN
Instructor in Nursing
BS, Medgar Evers College
MS, Lehman College

Janet Green
Co-Chair

Ruth Nerken
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Howard N. Blitman
Cynthia Chesner, EdD, RN
Chryssanthos P. Chryssanthou, MD
Harriet Feldman, PhD, RN
Carol Green
Janet Mackin, EdD, RN
Morgan Miller
Sherman Raskin
Mary Walsh, RN, MSN

Ex Officio:

Lawrence S. Huntington
Harris M. Nagler, MD

Travel Directions

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

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

Bus — Sixth Avenue bus to 26th Street, or any bus to 23rd Street, then take the 23rd Street Crosstown Bus to Sixth Avenue.

Train —

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

Contact Information

Phillips Beth Israel School of Nursing
776 Avenue of the Americas
New York, NY 10001
General Information (212) 614-6114
Admissions (212) 614-6108
Financial Aid (212) 614-6104
www.futurenursebi.org

The National League for Nursing
New York State Council of Hospital-based
Schools of Nursing
New York State Associate Degree
Nursing Council
National Organization for Associate
Degree Nursing

HEGIS Code:

5208.20

Accreditation and Affiliation

Phillips Beth Israel School of Nursing

Registered by:

The New York State Education Department
Office of Higher Education and the
Professions
State Education Building, 2nd Floor
89 Washington Avenue
Albany, New York 12234
(518) 474-5851

Approved by:

The New York State Education Department
for the training of veterans

Accredited by:

The National League for
Nursing Accrediting Commission
3343 Peachtree Road N.
Suite 500
Atlanta, GA 30326
(404)975-5000
www.nlnac.org

Accreditation and licensing information is
available for review through the Office of
Student Services during normal business
hours.

Affiliated with:

Pace University

Articulation Agreement for BS Degree With:

Excelsior College
New York University

Member of:

Commission of Independent Colleges
and Universities

Beth Israel Medical Center

Accredited by:

The Joint Commission on Accreditation
of Health Care Organizations
Accreditation Council for Graduate
Medical Education
Medical Society of New York, in
cooperation with the Accreditation Council
for Continuing Medical Education

All information contained in this catalog is current
only as of the date of publication. The School reserves
the right to change, without prior notice, any state-
ments concerning tuition, fees, charges, academic
regulations and requirements, course cancellations,
curricula or credits. Such modifications may apply
to enrolled and prospective students alike. Updated
information is available through the Office of Student
Services.

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**Phillips Beth Israel
School of Nursing**

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