Montefiore | School of Nursing

SCHOOL CATALOG

2024 - 2025

53 Valentine Street
Mount Vernon, New York 10550
(914) 361-6537

MONTEFIORE SCHOOL OF NURSING

Affiliated with Westchester Community College, Valhalla, NY

A single-purpose institution offering an Associate in Science Degree (in Nursing)

Registered by:

The New York State Education Department - Hegis Code 5208.20
Office of College and University Evaluation
5 North Mezzanine, Albany, NY 12234
Telephone: 518: 474-2593

Accredited by: Accreditation Commission for Education in Nursing, Inc.
3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326
(404) 975-5000

Member of:

Council of Independent Colleges and Universities

SUNY Student Conduct Institute

New York State Associate Degree Nursing Council

New York State Council of Hospital Schools of Professional Nursing

Articulation Agreements for BS:

Graduates can transfer credits accrued at Montefiore School of Nursing toward a Bachelor of Science Degree (in nursing). Articulation agreements are maintained with:

Chamberlain College
Dominican University
Excelsior College
SUNY Delhi College
SUNY Empire State College

Montefiore New Rochelle Hospital is the parent organization for the Montefiore School of Nursing.

TABLE OF CONTENTS

The school reserves the right to change, without advance notice, any rules governing curriculum fees, administration, admissions, regulations affecting students, dates and course content, and other issues, as deemed necessary for the continued development of the school.

MONTEFIORE SCHOOL OF NURSING
GENERAL INFORMATION

Montefiore School of Nursing is located in a suburban community adjacent to Bronx County of New York City, and Yonkers, New Rochelle and Pelham in Westchester County. Montefiore School of Nursing offers a two-year program leading to an Associate in Science Degree (in Nursing). The school is affiliated with Westchester Community College for instruction in the general education courses. Students may enter the Fall Semester for the day program or the Spring semester for the evening/weekend program. The evening/weekend program operates on weeknights and weekends.

Since 1884, Montefiore has cared for the chronically ill and has made it a priority to improve the quality of life for underserved populations. This founding belief is the cornerstone of our mission, vision and values. Over the ensuing 125 years, Montefiore has grown into a 2059 bed healthcare delivery system that treats over 90,000 inpatients and over 300,000 emergency room visitors per year. Forty percent of the patients admitted at Montefiore are Medicare patients, another thirty five percent are on Medicaid.

Montefiore's mission is rooted in our enduring commitment to provide high-quality care to all patients - regardless of their backgrounds or health insurance. Our unique care delivery model combines innovation, dedication and academic and community partnerships. Montefiore's four-part mission - to heal, to teach, to discover and to advance the health of the communities we serve - works because of our commitment to integrated clinical care and community service. We seek to educate the next generation of caregivers and create new knowledge through translational research. Montefiore is distinguished by its commitment to community service in combination with the clinical, teaching and research mission elements characteristic of leading academic medical centers.

Montefiore's vision is to be a premier academic medical center that transforms health and enriches lives. Montefiore values are humanity, innovation, teamwork, diversity and equity.

To truly transform health at the community, regional and national levels, we must establish ourselves as a premier academic medical center and commit to raising Montefiore's performance and its ranking relative to other leading medical centers. Our partnership with Albert Einstein College of Medicine is essential to becoming an academic medical center that is a national destination.

Montefiore School of Nursing is yet another key piece of the healthcare delivery system, and plays an essential role in educating future caregivers, particularly those from our community of the Bronx and Westchester Counties.

MONTEFIORE HEALTH SYSTEM
MISSION, VISION, VALUES

MISSION: To heal, to teach, to discover and to advance the health of the communities we serve.

VISION: To be a premier academic medical center that transforms health and enriches lives.

Montefiore, through our enduring partnership with Albert Einstein College of Medicine, combines nationally renowned clinical and research expertise with compassionate, patient-centered care. Building upon our rich history of innovation and community service, Montefiore seeks to improve the lives of those in our care.

VALUES:
Our values define our philosophy of care. They shape our actions and motivate and inspire us to pursue excellence and achieve the goals we have set forth for the future. Our values include:

Humanity – Our physicians, nurses and other clinical and support staff serve with extraordinary care and compassion. These attributes are rooted in a rich history that began more than 125 years ago when Montefiore was established to care for patients with debilitating and chronic illnesses. We see our patients as people first, with a set of values, beliefs and experiences that shape their needs and our care.

Innovation – Our innovative delivery system, research endeavors and use of technology to improve how care is provided are fundamental to our success. Together, Montefiore and Einstein advance clinical and translational research to facilitate the transformation of new discoveries into treatments and therapies that benefit our patients. We are never satisfied with the status quo and are always challenging ourselves to elevate to a new level of patient care.

Teamwork – At Montefiore our collaborative approach ensures a culture of participation, learning and respect. We build on the knowledge and specialized expertise of all disciplines, which contribute vital insights and new perspectives in pursuit of a common goal. By bringing together multidisciplinary teams and involving patients and their families throughout the treatment process, we improve the quality of patient care, enhance patient safety and provide the broadest range of expertise possible.

Diversity – We embrace our diverse workforce and community, knowing that it is an intrinsic part of who we are. Montefiore is proud of its heritage, serving residents of the Bronx and the surrounding New York metropolitan area, as well as patients from across the nation and around the globe. Different backgrounds bring new contributions to patient care and medical advances. We seek to recruit and retain candidates with a breadth of experiences and backgrounds.

Equity – Our actions are the result of a deep belief in fairness to those we serve. We are committed to offering access to vital programs and exceptional care to all patients. Montefiore also advocates for government policies that ensure equitable access to all care – both primary and advanced specialty care.

MONTEFIORE SCHOOL OF NURSING MISSION STATEMENT

As a student of Montefiore School of Nursing, we ask you to seriously review the mission and philosophical statements of the hospital and school and subscribe to them as the focal points of your dreams and aspirations.

Montefiore School of Nursing's mission statement and philosophy are congruent with the mission statement and philosophy of its parent institution. For that reason, we ask you to reflect upon their meaning as you embark upon your career in nursing.

VISION

The School of Nursing will exemplify Excellence in Nursing Education.

MISSION

The mission of the School of Nursing is to provide a quality education in the art and science of nursing through collaborative efforts with the Montefiore Medical Center. Our graduate will be a caring, competent, compassionate nurse prepared to meet the health and wellness needs of multicultural communities.

PHILOSOPHY

The philosophy of the School of Nursing embraces a caring healing framework rooted in Watson's Theory on Caring. We believe that individuals strive for a harmonious balance of mind, body and spirit. Caring promotes the notion that every human being strives for interconnectedness with other humans and nature. It is comprised of three basic tenets: Altruism, Empathy and Compassion.

Our philosophy incorporates the following definitions:

Human Beings
Human beings are open systems in regard to the spiritual-mental-physical world and have the capacity for growth, fulfillment and change. Each human being is viewed as greater than and different from the sum of his/her parts.

Health
Health is the unity and harmony within the mind, body and spirit. It is associated with the degree of congruence between the self as perceived and the self as experienced.

Nursing
Nursing implements the carative factors of compassion, empathy and altruism with the intention of healing body, mind and spirit. The interconnection of caring and healing are primarily exemplified in the nurse-client relationship in which the nurse and the client care and heal in unison.

Altruism
Altruism is defined as the act of performing interventions to promote health and to relieve the suffering of others without regard to race, color, gender, or religion.

Empathy

Empathy is the understanding of another's suffering in the context of an interpersonal relationship.

Compassion

Compassion is the sharing of another's suffering in the context of an inter-personal relationship.

The faculty believes that the generation and transmission of nursing knowledge is best accomplished through the teaching-learning process. This process is the responsibility of both faculty and student. We embrace the principles of andragogy, Malcolm Knowles' Adult Learning Theory. Teaching methodology incorporated by faculty includes Knowles' Four Principles of Andragogy:

- Adults are self-directed, intrinsically motivated and should be involved in the planning and substance of and take responsibility for their learning.
- Adults have experience which faculty can use to scaffold their learning and guide in developing learning and instructional methodology.
- Adults are interested in the relevance of content to their lives and faculty can assist the learning process by showing relevance of concepts to the nursing practice environment.
- Adult learning is problem-centered rather than content driven.

Associate Degree Graduate

The Associate Degree graduate applies critical thinking skills and clinical competencies within the framework of the nursing process and ethical-legal standards as defined by the Nurse-Practice Act.

BSN IN 10 LAW

The New York State BSN in 10 law states registered professional nurses in New York State must attain a baccalaureate degree or higher in nursing within 10 years of original licensure in order to maintain licensure as a registered nurse. Registered Nurses licensed on or before December 19, 2017 are exempt from this law. Additionally, students who were enrolled or pending acceptance into an associate program preparing registered nurses on the effective date of this act (December 19, 2017) are exempt from this requirement.

EMPLOYMENT

The Montefiore Medical Center/Montefiore Health System gives consideration to graduates of our program. Graduates are encouraged to apply for positions within Montefiore.

STUDENT BODY DIVERSITY

The student population consists of residents from Westchester County, the five boroughs of New York City, the Bronx, New Jersey, and Connecticut.

PROGRAM OUTCOMES:
1. Program completion rate for students will be 50% or higher, defined as the percentage of students enrolled in their first nursing course after the deadline to withdraw with a full refund, who complete the program of study on time within four semesters and are awarded the Associate in Science – Nursing degree.
2. 80% of graduates will pass NCLEX-RN on the first attempt.
3. 70% of graduates will obtain employment as a registered nurse within nine months of graduation.

END-OF-PROGRAM STUDENT LEARNING OUTCOMES:

Upon completion of the Montefiore School of Nursing Associate Degree Program the graduate will:
1. Communicate effectively with clients, colleagues, intraprofessional, and interprofessional health team members through caring modalities and advanced information and communication technologies.
2. Apply critical thinking skills and demonstrate intellectual curiosity, critical reasoning, problem solving skills, and creativity through utilization of the nursing process when delivering client centered care.
3. Practice culturally competent, holistic client centered care to a variety of individuals, families, and communities.
4. Apply leadership concepts, principles of advocacy and decision making in the provision of quality client care, healthcare team coordination and accountability for delivery of care in a variety of settings.
5. Accept responsibility and accountability for personal and professional behavior and the ethical, legal and professional standards of the discipline of Nursing.
6. Apply knowledge and experience in identifying client needs that will direct clinical judgments and actions resulting in optimal client outcomes and minimize the risk of harm through system effectiveness and individual performance.
7. Prioritize and delegate nursing care, incorporating knowledge of growth and development, population health, health promotion, and disease prevention to achieve optimal health outcomes.
8. Evaluate alterations in physiological, psychological, and psychosocial integrity in order to provide safe and effective nursing care to clients and their families.

END-OF-PROGRAM STUDENT LEARNING OUTCOMES WITH MAPPING:

Upon completion of the program students will:

1. Communicate effectively with clients, colleagues, intraprofessional, and interprofessional health team members through caring modalities and advanced information and communication technologies.
   - *QSEN mapping (Patient centered care; informatics; teamwork and collaboration)*
   - *NLN (Spirit of Inquiry)*
   - *NCLEX mapping NCLEX mapping (Safe and effective care environment)*
   - *Watson (Being present and developing caring, trusting relationships)*
   - *Montefiore Mission/Values (Teamwork)*

2. Apply critical thinking skills and demonstrate intellectual curiosity, critical reasoning, problem solving skills, and creativity through utilization of the nursing process when delivering client centered care.

- *QSEN mapping (Patient centered care)*
- *NLN (Nursing Judgment)*
- *NCLEX mapping (Psychosocial integrity; physiological integrity)*
- *Watson (Creatively using self as part of healing process*
- *Montefiore Mission/Values (Teamwork)*

3. Practice culturally competent, holistic client centered care to a variety of individuals, families, and communities.

- *QSEN mapping (Patient centered care; EBP)*
- *NLN (Professional Identity)*
- *NCLEX mapping (Health promotion and maintenance)*
- *Watson (Teaching and learning with a caring relationship)*
- *Montefiore Mission/Values (Diversity)*

4. Apply leadership concepts, principles of advocacy and decision making in the provision of quality client care, healthcare team coordination and accountability for delivery of care in a variety of settings.

- *QSEN mapping (Teamwork & collaboration)*
- *NLN (Human Flourishing)*
- *NCLEX mapping (Safe and effective care environment)*
- *Watson (Loving-kindness, compassion and assisting with basic needs)*
- *Montefiore Mission/Values (Humanity)*

5. Accept responsibility and accountability for personal and professional behavior and the ethical, legal and professional standards of the discipline of Nursing.

- *QSEN mapping (Patient centered care)*
- *NLN (Professional Identity)*
- *NCLEX mapping (Safe and effective care environment)*
- *Watson (Sensitivity to self and others. Loving, trusting, caring relationship)*
- *Montefiore Mission/Values (Equity)*

6. Apply knowledge and experience in identifying client needs that will direct clinical judgments and actions resulting in optimal client outcomes and minimize the risk of harm through system effectiveness and individual performance.

- *QSEN mapping (Safety; QI)*
- *NLN (Spirit of Inquiry; Nursing Judgment*
- *NCLEX mapping (Safe and effective care environment)*
- *Watson (Being present. Supporting expression of positive and negative feelings)*
- *Montefiore Mission/Values (Diversity-elevate to a new level of care)*

7. Prioritize and delegate nursing care, incorporating knowledge of growth and development, population health, health promotion, and disease prevention to achieve optimal health outcomes.
   - *QSEN mapping (Teamwork & collaboration)*
   - *NLN (Nursing Judgment)*
   - *NCLEX mapping (Health promotion and maintenance; Safe and effective care environment)*
   - *Watson (Creating a healing environment. Assisting with basic needs)*
   - *Montefiore Mission/Values (Humanity- See patients as people first)*

8. Evaluate alterations in physiological, psychological, and psychosocial integrity in order to provide safe and effective nursing care to clients and their families.
   - *QSEN mapping (Safety)*
   - *NLN (Nursing Judgment)*
   - *NCLEX mapping (Safe and effective care environment; Psychosocial integrity; Physiological integrity)*
   - *Watson (Creatively using self as part of healing process)*
   - *Montefiore Mission/Values (Teamwork)*

End of Program Student Learning Outcomes Mapped to QSEN Competencies, NLN Competencies, NCLEX-RN Test Plan, Watsons Theory of Caring and Montefiore Mission/Values

EOPSLO's	QSEN Competency	NLN Competencies for AD Graduates	NCLEX-RN Test Plan	Watson's Theory Caring	Montefiore Mission/Values
1. Communicate effectively with clients, colleagues, intraprofessional, and interprofessional team members through caring modalities and advanced information and communication technologies.	Patient centered care; informatics; teamwork and collaboration.	Spirit of Inquiry	Safe and Effective Care Environment	Being present and developing a trusting, caring relationship with clients, colleagues, and team members	Teamwork- collaborative approach ensures culture of participation, learning, and respect. Build on knowledge and specialized expertise of all disciplines. Bring together multidisciplinary teams and involve patients and families. Innovation- Innovative delivery system, research endeavors, and use of technology to improve provision of care.
2. Apply critical thinking skills and demonstrate intellectual curiosity, critical reasoning, problem solving skills, and creativity through utilization of the nursing process when delivering client centered care.	Patient centered care; Evidence Based Practice	Nursing Judgment	Psychosocial integrity; physiological integrity	Creatively using self as part of caring process and creating a healing environment	Teamwork- bringing together multidisciplinary teams and involving patients and families throughout treatment process to improve quality of patient care, enhance patient safety and provide broadest range of expertise possible.
3. Provide culturally competent, holistic client centered care to a variety of individuals, families, and communities.	Patient centered care; Evidence Based Practice	Professional Identity	Health Promotion and Maintenance	Teaching-learning within context of caring relationship staying within other's frame of reference; health-healing-wellness coaching model.	Diversity- embrace diverse workforce and community. Serve residents in the Bronx and surrounding New York metropolitan area

				Acknowledging existential-phenomenological-spiritual forces; being open to miracles.	as well as patients form across the nation and around the globe. Different backgrounds bring new contributions to patient care and medical advances.
4. Apply leadership concepts, principles of advocacy and decision making in the provision of quality client care, healthcare team coordination and accountability for delivery of care in a variety of settings.	Teamwork and collaboration	Human Flourishing	Safe and Effective Care Environment	Practicing loving-kindness/compassion and equanimity within context of caring. Creating a healing environment. Assisting with basic needs.	Humanity- Physicians, nurses, and other clinical support staff serve with extraordinary care and compassion. Montefiore was established to care for patients with debilitating and chronic illnesses. We see our patients as people first, with a set of values, beliefs, and experiences that shape their needs and our care.
5. Accept responsibility and accountability for personal and professional behavior and the ethical, legal, and professional standards of the discipline of nursing.	Patient centered care	Professional Identity	Safe and Effective Care Environment	Cultivation of sensitivity to self and others. Developing and sustaining a loving, trusting, caring relationship	Equity- Deep belief in fairness to those we serve. Committed to offering access to vital programs and exceptional care to all patients.
6. Apply knowledge and experience in identifying client needs that will direct clinical judgments and actions resulting in optimal client outcomes and minimize the risk of harm through system effectiveness and individual performance	Safety and Quality Improvement	Spirit of Inquiry; Nursing Judgment	Safe and Effective Care Environment	Being present and supporting the expression of positive and negative feelings	Always challenging ourselves to elevate to a new level of patient care.

Revised: 7/7/20; 8/16/21; 8/9/22; 7/26/23; 6/28/24

7. Prioritize and delegate nursing care, incorporating knowledge of growth and development, population health, health promotion, and disease prevention to achieve optimal health outcomes.	Teamwork and collaboration	Nursing Judgment	Health promotion and Maintenance, and Safe and Effective Care Environment	Creating a healing environment at all levels. Assisting with basic needs.	Humanity- See patients as people first, with a set of values, beliefs, and experiences that shape their needs and care.
8.Evaluate alterations in physiological, psychological, and psychosocial integrity in order to provide safe and effective nursing care to clients and their families	Safety	Nursing Judgment	Safe and Effective Care Environment; Psychosocial Integrity, and Physiological Integrity	Creatively using self as part of caring process and creating a healing environment	Teamwork- bringing together multidisciplinary teams and involving patients and families throughout treatment process to improve quality of patient care, enhance patient safety and provide broadest range of expertise possible

ADMISSION POLICIES

Students are admitted to the day cohort in August and to the evening/weekend cohort in January. The Admissions Committee reserves the right to accept only those applicants who meet all the academic requirements and demonstrate the potential to meet the curriculum and program objectives.

EEOC WEBSITE:

Discrimination based on race, color, religion, sex , national origin, disability, age (40 or older) or genetic information (including family medical history) is illegal and will not be tolerated.

MSON will provide reasonable accommodations (changes to the way things are normally done at work) to applicants and employees who need them for medical or religious reasons, as required by law.*

Prior to admission, all applicants have access to a copy of the Cognitive and Physical Program Demands (refer to page 16), required to successfully complete nursing competencies. Any applicant/student who willfully conceals physical limitations during the application process may be subject to dismissal.

ADMISSION PROCESS

REQUIREMENTS

For acceptance as a student, the applicant must:

➢ Submit of an official high school transcript indicating graduation. An average of 85 or higher is required if college course work is not evident.

➢ Overall GPA of 2.7 or better on official college transcript in liberal arts and sciences courses listed on the Montefiore School of Nursing Program of Study.

➢ In the absence of high school graduation, submit high school equivalency (GED).

➢ Successfully complete (C or better) of one-year high school chemistry with lab OR one semester of college chemistry with lab, 4 credits (non-remedial).

>   ➢ Submit official transcript for entrance exam. The applicant may take the entrance exam twice within a one-year period and the most recent exam score will be used for the admission criteria.

>   ➢ Demonstrate satisfactory score on the entrance exam.

➢ It is advisable that as many of the following liberal arts and sciences courses are completed as possible prior to entry to reduce workload:

ENG 101 Writing and Research	3 credits
ENG 102 Writing and Literature	3 credits
BIOL 121 Anatomy and Physiology I (and Lab)	4 credits
BIOL 123 Anatomy and Physiology II (and Lab)	4 credits
BIOL 221 General Microbiology (and Lab)	4 credits
PSYCH 101 General Psychology	3 credits
PSYCH 116 Developmental Psychology Lifespan	3 credits
NUTR 101 Foundations of Nutrition	3 credits
SOC 101 Introduction to Sociology	3 credits

- Achieve a minimum grade of C+ or better in all required courses. Preference is given to applicants achieving no more than one failure in a required course or in English and Science.

- Submit all official transcripts from schools previously attended.

- Demonstrate personal integrity and the potential for nursing as documented by one reference from a guidance counselor, teacher, employer or member of the clergy.

- Provide Proof of citizenship or permanent residency in the United States.

Applicants may be eligible to apply after a 2 year wait period if received a grade below a C+ in a nursing course from a nursing program or after academic dismissal from a nursing program.

JOINT REGISTRATION WITH WESTCHESTER COMMUNITY COLLEGE (WCC)

Westchester Community College (WCC) has been approved as Montefiore School of Nursing's (MSON) non-degree granting partner by The State Education Department/The University of the State of New York/Division of Professional Education/Professional Education Program Review. General education (non-nursing) courses must be taken at Westchester Community College unless otherwise approved by the Coordinator of Student Services or the Dean. MSON students enrolled at WCC will have access to all WCC programs and activities including but not limited to support services such as tutoring, learning centers, and libraries at any WCC campus or online.

The process for registering for Westchester Community College (WCC) courses is as follows:

- Students who are already attending WCC will complete a Non-Matriculated Registration form each semester requesting the general education course(s) they are required to take as indicated on the Program of Study. Once completed, the student will submit the form to the Montefiore School of Nursing (MSON) Coordinator of Student Services (registrar) for approval. The registrar will send the form to WCC, and once confirmed the student will receive an email from WCC via their WCC email address stating the student is clear to register online for the approved classes. More detailed information will follow. Please see attached form.

- Students who will be attending WCC for the first time will complete a Non-Matriculated WCC application. Additionally, each semester these students will complete a Non-Matriculated Registration Form requesting the general education course(s) they are required to take as indicated on the Program of Study. Once completed, the student will submit the forms to the Montefiore School of Nursing (MSON) (registrar) for approval. The registrar will send the forms to WCC, and once confirmed the student will receive an email from WCC via their WCC email address stating the student is clear to register online for the approved classes. More detailed information will follow. Please see attached forms.

- Prior to registering for ENG 101 students must take and pass a WCC placement test unless they receive an appropriate SAT or Regents' score.

- Students must meet all pre-requisites for all courses.

Applicants educated in a foreign country will need to have their high school and college international transcripts validated by a recognized agency that is part of NACES.org.

If an applicant has accumulated the required 24 credits from a US college or university, they may apply for their GED from Albany.

BACKGROUND CHECKS

Montefiore clinical facilities require a background check. All students must apply directly to the agency designated by the School of Nursing Student Services and are financially responsible for the process. Students assigned to Long Term Care Facilities will be subject to a background check in accordance with Department of Health regulations for all direct care providers for nursing home residents. Montefiore Health System will run all students through the OIG (Office of the Inspector General), OMIG (Office of the Medicaid Inspector General), and EPLS (Excluded Parties Listing Service) to check for any exclusions. The student's SSN is used in processing. A student who is unable to utilize an agency due to the background check findings may need to withdraw from the program, an alternate placement cannot be guaranteed.

COGNITIVE AND PHYSICAL PROGRAM DEMANDS

Candidates interested in applying to the Montefiore School of Nursing need to be aware of the cognitive and physical demands required throughout the program. For successful completion of program objectives and competencies, the student must be able to perform the following standard skills for nursing:

- ♦ lift and support a maximum of 50 pounds.
- ♦ transfer clients to and from wheelchairs, stretchers, beds, or x-ray tables.
- ♦ move/operate client conveyance devices and equipment, such as stretchers, wheelchairs, and monitors.
- ♦ respond appropriately to sounds, such as client voice and movements at normal conversational volume, and to equipment signals such as sound and light.
- ♦ read and comprehend written documents.
- ♦ differentiate odors that signify client needs or environmental conditions.
- ♦ visually assess a client's status and environmental safety.
- ♦ demonstrate tactile ability to assess a client's physical status.
- ♦ manipulate dials, levers, keyboard, and other switches and devices associated with healthcare equipment.
- ♦ monitor clients under low light conditions.
- ♦ discriminate among various types of client responses and distress behaviors.
- ♦ manipulate syringes, needles and other invasive devices.
- ♦ initiate and utilize clear, concise verbal communication within a conversational setting; clearly and effectively communicate instructions and information to clients and share information with other health team members.
- ♦ perform arithmetic calculations with accuracy and efficiency.
- ♦ wear protective equipment such as surgical gloves, goggles and face shields.
- ♦ control and process multi-sensory input to focus on priority tasks.
- ♦ interpret orders and directions accurately and carry through with appropriate psychomotor skills; and
- ♦ demonstrate procedures in the clinical setting.

If an applicant has a physical or cognitive limitation, this should be discussed with the Admission Coordinator. Each case will be reviewed on an individual basis. Supporting documentation as described below will be required prior to admission. Reasonable accommodation will be provided.

Students requesting accommodation for entrance testing must submit proof prior to setting the appointment for the exam. Accommodation will not be granted until the appropriate

documentation has been submitted by the student, reviewed, and approved by the school. Accommodation is not granted (do not go into effect) until they are approved by the school.

ACCOMMODATION FOR STUDENTS WITH DISABILITIES:

If a student has a disability that qualifies under the American with Disabilities Act (ADA) and requires accommodations, he/she should contact the Student Services Office for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students may contact the Student Services Office if they are not certain whether a medical condition/disability qualifies. The contact person Michael Main, Admissions Coordinator/Registrar, at 914-361-6472.

Montefiore School of Nursing believes in a total educational experience, and as such, provides reasonable accommodations to assist students with disabilities. Students with a learning disability will be required to submit documentation which includes the formal evaluation or a description of the formal evaluation, not more than 3 years old, from a licensed professional (i.e., psychologist, psychiatrist) approved by the school. Examples include an ***Integrated Psychoeducational Evaluation*** or ***Confidential Neuropsychological Evaluation.*** Documentation needs to provide specific recommended learning strategies based upon formal evaluation. A note from a health care provider does not meet the requirements.

Reasonable accommodation includes extended time for tests and exams, limited to time and a half. The student is responsible for scheduling the test/exam with the course instructor ahead of the scheduled test/exam date. Extended time is not available in the clinical or laboratory setting.

Any student with a documented disability requiring special accommodation is requested to meet with their course instructor during the first two weeks of class during office hours or by appointment. All discussions will remain confidential. Please meet Michael Main in the Student Services Office prior to meeting with the course instructor.

Montefiore School of Nursing is committed to assuring **equal opportunity** to all persons as required by Title IX of the Educational Amendments of 1972, Section 504, of the Rehabilitation Act of 1973; The Americans with Disabilities Act; and other applicable statutes. Inquiries concerning compliance with the foregoing should contact the Dean.

Individual attention is given to each applicant to determine potential success in the program. The school maintains confidentiality throughout the admissions process.

ADVANCED PLACEMENT COURSE (AP)

Students must achieve a grade of 3 or above on an Advanced Placement Examination, through the College Entrance Examination Board, to be eligible to receive a maximum of 9 credits. Transferrable advanced placement exams considered are: English Language and Composition 6 credits; Psychology 3 credits.

TRANSFER CREDIT

A course for which transfer credit is requested must be:
> ➢ Supported by an official transcript.

> ➢ A comparable course with a grade of C+ (2.5) or have sufficient content within the required discipline to justify "transfer by credit".

- A minimum CLEP grade of 50 is required on the College Composition exam for credit in English 101 Writing and Research, Introduction to Sociology, General Psychology and/or Developmental Psychology Lifespan exams. A grade of 65 or higher is required to receive credit for English 102 Writing and Literature, and credit is awarded if College Composition grade is 65 or higher.
- Validated by a recognized agency from NACES.org if taken in another country.

Once enrolled in the program, students may not make course changes or take required courses at any other college other than Westchester Community College without the permission of the Registrar. Doing so may adversely affect matriculation status in the school of nursing. Courses taken without the permission of the Registrar will not be accepted by the School of Nursing.

To take a course at another institution a 'Request to Take a Liberal Arts or Science Course Form' must be submitted to the Registrar for approval. If permission is granted in writing, it will be in effect for that one semester only. Proof of registration is required.

Courses taken at Westchester Community College or schools with which MSON has a Consortium Agreement will be included in the Cumulative GPA. Elective courses taken, in addition to required courses for ADN, taken at an institution with which MSON does not have a Consortium Agreement will not be included in the calculation of GPA or Cumulative GPA. CLEP scores will not be calculated in the GPA or Cumulative GPA.

EVALUATION OF TRANSFER CREDIT

Upon acceptance to the Montefiore School of Nursing:

- The Admission Coordinator reviews official transcripts for acceptable transfer credit.
- The applicant is informed of the courses that will be credited from outside institutions.
- The applicant is given the option to agree or disagree with the Admission Coordinator's decision.
- If the candidate agrees, the transfer courses are entered on the Official Notification of Transfer Credit form.
- If the candidate disagrees and believes more course work should be credited, it is the candidate's responsibility to supply a course description for the credits in dispute in year credits obtained.
- The course description will be reviewed by the Admissions Committee.
- The candidate receives written notification of the decision by the Office of Admissions.

A course that demonstrates equivalent course content but lacks credit equivalence must be from an accredited school. The applicant will need to take an elective once in the program or provide proof of another acceptable transfer course to meet the number of credits required for graduation.

Sciences (Anatomy and Physiology, Microbiology, and Nutrition) must be taken within five years of admission. Challenge exams may be taken provided the original course grade was C+ or better for courses more than ten years old. Inability to achieve a satisfactory grade on the first attempt to challenge will require the student to enroll in the course. Other courses will not be accepted for transfer credit if they were taken more than 20 years ago.

Applicants with a bachelor's degree or master's degree may be granted a waiver of the time frame for transfer credit.

CREDITS BY EXAMINATION

Up to 9 liberal arts credits may be earned by examination. Enrolled students are eligible upon the prior written approval of the Registrar. Students who do not receive pre-approval will not be awarded the credits if successful results are submitted. After obtaining approval from Registrar's Office, students must inform Registrar of registration for Exam for Credit test date and submit paid receipt. The second attempt of an exam is prohibited.

The exams that will be considered are: Introductory Psychology, Introductory Sociology, College Composition and Human Growth and Development available through the College Board (CLEP) www.collegeboard.com.

The minimum score acceptable on a College Board CLEP exam is 50. A score of 65 or better is required on the College Composition Exam to earn credit for ENG 102 Writing and Literature or for credit for both ENG 101 Writing and Research and ENG 102 Writing and Literature.

A passing score must be earned for the course that is challenged prior to the semester for which the course is a co-requisite. For example, if the student is challenging Introduction to Sociology, the student must have earned a CLEP score of 50 or higher prior to the start date of the 4th semester

Unsuccessful results on an examination will be counted as a course failure and will require that the course be taken at Westchester Community College. Such an occurrence might delay program completion if the course is a pre-requisite for a nursing course.

DEFERMENT

Deferment is not allowed.

If the applicant does not register and decides to enter the school at a later date, a new application must be submitted with the appropriate fees. Current admission criteria will apply, and prior acceptance does not guarantee the applicant's re-acceptance status.

Conditional acceptance may be extended if an applicant has a chemistry course in progress during the semester preceding program start date. The student must sign to accept this conditional status, if offered. Acceptance will be rescinded if the student fails chemistry. The student will forfeit tuition deposit if acceptance is rescinded.

ENROLLMENT PROCEDURE

  ➢ Applications are submitted online through our website.

  ➢ A non-refundable application fee must accompany the application.

  ➢ All official transcripts, validating documents, references, acceptable GPA, and official entrance exam transcripts must be submitted by the application deadline to be reviewed by the Admissions Committee.

  ➢ Applications that have supporting documents and entrance exam results will be brought before the Admissions Committee.

  ➢ The applicant will be notified of the Admissions Committee's decision by letter.

➤ Upon receipt of an acceptance letter, the applicant must submit a non-refundable deposit which ensures a place in the incoming class and schedule an informational interview.

➤ The deposit is credited to the first term tuition, purchase of lab supplies, and other fees.

➤ Students must complete a *health examination with screening tests and immunizations as required by the New York State Department of Health and affiliating agencies (this will need to be updated annually).

➤ Students must be fully vaccinated against COVID-19 to attend classes, labs and clinical rotations at Montefiore School of Nursing. The definition of fully vaccinated is as follows: A person is fully vaccinated if at least 14 days have passed after completion of an accepted COVID-19 vaccine series. Students must have also received at least one booster more than 6 months after receiving the Pfizer/BioN Tech or Moderna vaccinations or more than 2 months after receiving the Johnson & Johnson vaccination)

➤ Students must obtain BLS-C (CPR) training on their own (and maintain a current card throughout the program), purchase uniforms, textbooks, and necessary supplies prior to enrollment.

➤ Students are expected to possess basic computer literacy skills (including proficiency with Microsoft Office and electronic mail).

➤ Students will be subject to a mandatory background check and drug screening at their own expense. A re-test is required within 24 hours of notification, at the student's expense, for result "negative dilute." The re-test must be done within 24 hours of notification, at the student's expense, for "negative diluted" results on drug screen. Positive results will not be considered for admission.

➤ Students are required to have health insurance.

➤ Students who suffer a health-related issue such as injury or illness requiring absence or who are returning after giving birth must submit documentation to Occupational Health Services from their healthcare provider permitting return to the classroom, clinical and lab setting without restrictions.

Students are not permitted to begin the clinical experience without health clearance and a current CPR card. The health record, screening tests and immunizations are to be completed before admission by the applicant's Primary Care Provider. The results are to be submitted directly to the occupational health nurse. Students are responsible for obtaining their own health insurance to cover them for medical, emergency, and hospital care.

Students must keep copies of all physical exam forms and lab results. The school cannot provide copies.

FELONY CONVICTION

Applicants and/or students with a felony conviction need to be aware that successful completion of the program does not guarantee licensure. It is the practice of the New York State Office of Professional Discipline (OPD) to review records when the graduate applies for licensure. The OPD will not evaluate candidates until they have passed the NCLEX RN.

Each case is reviewed individually taking into consideration remorse, retribution, and rehabilitation. This may take as long as 2 years. The delay in achieving licensure, or the possible refusal of licensure, may cause individuals to be unable to fulfill scholarship requirements.

MATRICULATION STATUS

A matriculated student has met all the admission requirements and has been formally accepted as a degree candidate by the Admissions Committee.
The matriculated student may:
> - proceed on a full-time or part-time basis.
> - be eligible for financial aid or scholarship monies.
> - run for class office; and
> - be a candidate for graduation.

WESTCHESTER COMMUNITY COLLEGE COURSES

Registration, adds and drops, for Westchester Community College courses must be approved through the Montefiore School of Nursing Coordinator of Student Services office.

Grades achieved in general education courses taken at Westchester Community College will follow that institution's grading policy. The Westchester Community College grading system for all courses is:

GRADE	GPA
A	4.00
B+	3.50
B	3.00
C+	2.50
C	2.00
D	1.00
F	0.00
FN	(Failure, insufficient attendance) 0.00
IF	(Incomplete that became an F) 0.00

REAPPLICATION

An applicant who has been rejected may reapply to the school once after a period of one year from the time of the initial application.

A new application must be submitted with the appropriate fee. All admission policies and procedures in effect at the time of re-application will apply.

BOOKS AND TECHNOLOGY

Upon acceptance to the program, an initial book list is distributed that provides the student with all the necessary nursing texts for the first semester. Second, third, and fourth semester books will be announced prior to start of the semester. The texts will cost approximately $1,250.00.

Students are required to purchase the current edition of the textbook as listed on the course syllabus.

Additional information regarding books is available upon login to Moodle, in Universal Forms.

These approximate book charges do not reflect the costs of texts for Westchester Community College courses. Students taking Westchester Community College courses may be charged registration and lab fees. Nursing texts can be purchased at any large bookstore chain, online bookstore, or follow specific guidelines.

Students must have a laptop computer that meets the minimum system requirements below, reliable internet access, and access to a printer. Exams are administered through Exam Soft and students must bring a laptop to class with the exam downloaded to the laptop on the day of the exam. I-pads and tablets are not compatible with Exam Soft.

EXAMPLIFY: Minimum System Requirements (MSRs) for Windows, Mac

Students and exam-takers downloading the test-taking software, Examplify, should review these Minimum System Requirements (MSRs) to ensure their devices are supported. Examplify works with most modern computers, both Mac and Windows operating systems. To keep Examplify current in the rapidly evolving market, when new technology is introduced, Examplify works hard to timely implement updates that accommodate changes in technologies. It is not always possible, however, to support all hardware or software, unless and until we test and certify updated technologies, including chipsets and operating systems.

Examplify will not run on Chromebooks, Android, or Linux operating systems. Examplify does not support touchscreen input on Mac or Windows laptops.

The following versions of Examplify are currently supported:

- Examplify for Windows
  - Version 3.5.0
  - Version 3.4.6
  - Version 3.3.2
  - Version 3.6.1 (US Bar Exam only)

- Examplify for Mac
  - Version 3.5.0
  - Version 3.4.4
  - Version 3.3.2
  - Version 3.6.1 (US Bar Exam only)

While unsupported versions may still function, ExamSoft may not troubleshoot issues arising on unsupported versions. Users encountering technical issues on an unsupported version may be instructed to update to a supported version in order to resolve their issue.

See additional requirements by platform and version below:

- [Examplify for Windows requirements](#)
- [Examplify for macOS requirements](#)

Examplify for Windows requirements

- Operating System: 64-bit versions of Windows 10 or Windows 11.
- Alternate versions of Windows 10 and Windows 11, such as Windows RT and Windows 10 and 11 S, are NOT supported at this time.
- *If you are using a Microsoft Surface device, [please read this article](#) for important instructions on Windows 10 and 11 "S mode" versus the standard Windows 10 or 11. S mode is not compatible with Examplify.*
- Only genuine versions of Windows Operating Systems are supported.
- The versions of Windows certified for use are Windows 10 22H2, Windows 11 22H2, and Windows 11 23H2.
- For a better experience, we recommend that you take your exam on the same Operating System version that you have recently completed a successful mock exam.
- The English (United States) Language Pack must be installed.
- ExamSoft does not support tablet devices other than Surface Pro as detailed above.
- CPU Processor: Non-ARM-based processor supported by your operating system.
- RAM: 4GB of usable RAM or higher
- Hard drive: 4GB or higher of available space.
- For on-site support, and in order to back up the answer files to a USB drive, a working USB port is required. (Newer devices may require an adaptor.)
- For technical troubleshooting, account passwords including BitLocker keys, may be required.
- Internet connection for download, registration, exam download, upload, and some exam features.
- Using Examplify in a virtual environment is a violation of the End-User License Agreement ([EULA](#)). As such, Examplify cannot be run within virtualized environments or environments that require persistent network connections (local or otherwise) during secure exams. This includes, but is not limited to, VMWare, Parallels, Citrix workspace, virtual disks, streamed images, etc..
- Screen resolution should be at least 1280 x 768. Scaling should be set to 100%.
- [Administrator-level](#) account permissions.

[For instructions on how to check your computer's specifications, click here.](#)

[For instructions on how to update your device to be within these guidelines, click here.](#)

[For instructions on how to check your version of Examplify, click here.](#)

The following requirements apply for exams with ExamID or ExamMonitor enabled:

- Supported version of Examplify
- Hard drive: 4GB or higher available space
- RAM: 8GB or higher recommended; 4GB required
- Webcam: Integrated camera or external USB camera supported by your operating system. Virtual cameras are not supported.
- Microphone (no headphones, no virtual mics)
- Internet: 2.5 Mbps upload speed

Please note: You may not use any virtual camera, audio software, or stereo mixing devices with ExamID or ExamMonitor.

Examplify supports many different audio array devices. However, before you select your audio device, you must validate that your audio is working. To do this, please review this article on confirming your audio settings in Examplify.

Exam-takers that must utilize an external microphone can use a standalone microphone, or one that is built into an external camera; however, headphones with built-in microphones are not supported.

Additional instructions on using an external microphone can be found here.

Examplify for macOS requirements

- Operating System: macOS Monterey, Ventura, or Sonoma
- Only genuine versions of Mac operating systems are supported.
- For a better experience, we recommend that you take your exam on the same Operating System version that you have recently completed a successful mock exam.
- CPU: Intel or M series processor. Devices using Apple's M series processors and Apple Rosetta 2 are supported. To learn more, click here.
  - Rosetta is only required for M series processors on Examplify version 3.3.2 and lower
- RAM: 4GB or higher.
- Hard Drive: 4GB or higher available space.
- For on-site support, and in order to back-up the answer files to a USB drive, a working USB port is required (Newer devices may require an adapter).
- For technical troubleshooting, account passwords including device passwords may be required.
- Server version of Mac OS X is not supported.
- Using Examplify in a virtual environment is a violation of the End-User License Agreement (EULA). As such, Examplify cannot be run within virtualized environments or environments that require persistent network connections (local or otherwise) during secure exams. This includes, but is not limited to, VMWare, Parallels, Citrix workspace, virtual disks, streamed images, etc..
- Internet connection is required for download, registration, exam download and upload.
- Administrator-level account permissions.
- Screen resolution should be at least 1280 x 768. Scaling should be set to 100%.

For instructions on how to check your computer's specifications, click here.

For instructions on how to update your device to be within these guidelines, click here.

For instructions on how to check your version of Examplify, click here.

The following requirements apply for exams with ExamID or ExamMonitor enabled:

- Supported version of Examplify
- Hard drive: 4GB or higher available space
- RAM: 8GB or higher recommended; 4GB required
- Microphone (no headphones, no virtual mics)
- Internet: 2.5 Mbps upload speed

Examplify 3.6.1 for Windows requirements

- Operating System: 64-bit versions of Windows 10 or Windows 11.
- Alternate versions of Windows 10 and Windows 11, such as Windows RT and Windows 10 and 11 S, are NOT supported at this time.
- If you are using a Microsoft Surface device, please read this article for important instructions on Windows 10 and 11 "S mode" versus the standard Windows 10 or 11. S mode is not compatible with Examplify.
- Only genuine versions of Windows Operating Systems are supported.
- The versions of Windows certified for use are Windows 10 22H2, Windows 11 22H2, and Windows 11 23H2.
- For a better experience, we recommend that you take your exam on the same Operating System version that you have recently completed a successful mock exam.
- The English (United States) Language Pack must be installed.
- ExamSoft does not support tablet devices other than Surface Pro as detailed above.
- CPU Processor: Non-ARM-based processor supported by your operating system.
- RAM: 4GB of usable RAM or higher
- Hard drive: 4GB or higher of available space.
- For on-site support, and in order to back up the answer files to a USB drive, a working USB port is required. (Newer devices may require an adaptor.)
- For technical troubleshooting, account passwords including BitLocker keys, may be required.
- Internet connection for download, registration, exam download, upload, and some exam features.
- Using Examplify in a virtual environment is a violation of the End-User License Agreement (EULA). As such, Examplify cannot be run within virtualized environments or environments that require persistent network connections (local or otherwise) during secure exams. This includes, but is not limited to, VMWare, Parallels, Citrix workspace, virtual disks, streamed images, etc..
- Screen resolution should be at least 1280 x 768. Scaling should be set to 100%.
- Administrator-level account permissions.

For instructions on how to check your computer's specifications, click here.

For instructions on how to update your device to be within these guidelines, click here.

For instructions on how to check your version of Examplify, click here.

The following requirements apply for remote exams with ExamID or ExamMonitor enabled:

- Examplify version 3.6.1
- Hard drive: 4GB or higher available space
- RAM: 8GB or higher recommended; 4GB required
- Webcam: Integrated camera or external USB camera supported by your operating system. Virtual cameras are not supported.
- Microphone (no headphones, no virtual mics)
- Internet: 2.5 Mbps upload speed

Please note: You may not use any virtual camera, audio software, or stereo mixing devices with ExamID or ExamMonitor.

Examplify supports many different audio array devices. However, before you select your audio device, you must validate that your audio is working. To do this, please review this article on confirming your audio settings in Examplify.

Exam-takers that must utilize an external microphone can use a standalone microphone, or one that is built into an external camera; however, headphones with built-in microphones are not supported.

Examplify 3.6.1 for macOS requirements

- Operating System: macOS Monterey, Ventura, or Sonoma
- Only genuine versions of Mac operating systems are supported.
- For a better experience, we recommend that you take your exam on the same Operating System version that you have recently completed a successful mock exam.
- CPU: Intel or M series processor. Devices using Apple's M series processors and Apple Rosetta 2 are supported. To learn more, click here.
- RAM: 4GB or higher.
- Hard Drive: 4GB or higher available space.
- For on-site support, and in order to back-up the answer files to a USB drive, a working USB port is required (Newer devices may require an adapter).
- For technical troubleshooting, account passwords including device passwords may be required.
- Server version of Mac OS X is not supported.
- Using Examplify in a virtual environment is a violation of the End User License Agreement (EULA). As such, Examplify cannot be run within virtualized environments or environments that require persistent network connections (local or otherwise) during secure exams. This includes, but is not limited to, VMWare, Parallels, Citrix workspace, virtual disks, streamed images, etc..
- Internet connection is required for download, registration, exam download and upload.
- Administrator-level account permissions.
- Screen resolution should be at least 1280 x 768. Scaling should be set to 100%.

For instructions on how to check your computer's specifications, click here.

For instructions on how to update your device to be within these guidelines, click here.

For instructions on how to check your version of Examplify, click here.

The following requirements apply for exams with ExamID or ExamMonitor enabled:

- Examplify version 3.6.1
- Hard drive: 4GB or higher available space
- RAM: 8GB or higher recommended; 4GB required
- Microphone (no headphones, no virtual mics)
- Internet: 2.5 Mbps upload speed

Please note: You may not use any virtual camera or audio software with ExamID or ExamMonitor.

Exemplify Support+1 (866) 429-8889, ext. 1

CREDIT CARDS

Montefiore School of Nursing **prohibits** the advertising, marketing or merchandising of credit cards on college campus to students.

FINANCIAL INFORMATION

Students are billed separately each term by the Montefiore School of Nursing and Westchester Community College. Both institutions expect prompt payment of bills before the first day of class. Credit is extended when notice of grants and/or loans are on file.

TUITION, FEES, and EXPENSES

TUITION PAYMENT

Each student receives a statement for tuition and fees prior to the beginning of the semester. Full payment is expected prior to the first day of class. A payment plan is available. All financial obligations must be met for the prior semester before the student will be allowed to register for the upcoming semester. Also, all financial obligations to the school and college must be satisfied before the Certification of Professional Education Form will be sent to The University of the State of New York The State Education Department Office of the Professions for the graduate to sit for the NCLEX-RN exam.

UPON GRADUATION: (Fees)

Graduation & Pinning fee is $258.00 (non-refundable)
Students eligible for graduation are required to pay a $258.00 fee. If unable to attend the graduation exercises, no part of the graduation fee is refundable. Graduates in absentia should come to the school to receive their cap, gown, pin, and diploma.

FOR STUDENT WHO ENTER THE PROGRAM SPRING 2024 AND BEFORE

Montefiore | School of Nursing

2024-2025 TUITION, FEES AND EXPENSES
Students Enrolled Prior to Fall 2024
SUBJECT TO CHANGE

First Semester
See 2023-2024 Tuition and Fee Schedule

WESTCHESTER COMMUNITY COLLEGE (WCC)		
GENERAL EDUCATION COURSES		
BIOL 121	Anatomy & Physiology I-Lec/Lab*	4 credits
BIOL 123	Anatomy & Physiology II-Lec/Lab*	4 credits
BIOL 221	General Microbiology-Lec/Lab*	3 credits
NUTR 101	Nutrition	3 credits
ENG 101	Writing and Research	3 credits
ENG 102	Writing and Literature	3 credits
PSYCH 101	General Psychology	3 credits
PSYCH 116	Developmental Psych: Lifespan	3 credits
SOC 101	Introduction to Sociology	3 credits
WCC Tuition (NYS Residents): $197.00 per credit		
WCC Tuition (Non-Residents): $493.00 per credit		
Registration Fees $106.75. *Courses subject to lab fees.		

MISCELLANEOUS FEES	
Clinical Make-up per incident	$150.00
Health Clearance Late Submission	$100.00
Tuition Late Payment	$75.00
Bounced Check	$25.00
Student ID Replacement	$25.00
Parking Chip Replacement (MV)	$25.00

Second Semester

Tuition: **NURSING 2 ($609.00 per credit hour)** $ 6,090.00

Fees:
General Fees…………………………………… $ 479.00
Learning Resource Package $ 390.00
Lab Fees……………………………………….. $ 105.00
Technology Fee…………………………………. $164.00

SUBTOTAL: **$7,228.00**

Additional Nursing 2 Expenses (approximate):
Textbooks……………………………………. $ 310.00
Montefiore Mount Vernon Parking (per/semester)…… $ 125.00
Clinical Site Parking Garage Fees.............................. $ 104.00

First Year Total Tuition, Fees & Expenses: **$16,562.75**

Third Semester

Tuition: **NURSING 3 ($609.00 per credit hour)** $ 5,481.00

Fees:
General Fees…………………………………… $ 479.00
Learning Resource Package $ 390.00
Technology Fee…………………………………. $ 236.00

SUBTOTAL: **$6,586.00**

Additional Expenses N3 (approximate):
Textbooks……………………………………. $ 325.90
Montefiore Mount Vernon Parking (per/semester)…… $ 125.00
Clinical Site Parking Garage Fees.............................. $ 210.00

Fourth Semester

Tuition: **NURSING 4 ($609.00 per credit hour)** $ 6,090.00

Fees:
General Fees…………………………………… $ 479.00
Learning Resource Package $ 390.00
Graduation Fees………………………………… $ 258.00
Technology Fee…………………………………. $ 236.00

SUBTOTAL: **$7,453.00**

Additional Expenses N4 (approximate):
Textbooks……………………………………. $ 59.95
Montefiore Mount Vernon Parking (per/semester)…… $ 125.00
Clinical Site Parking Garage Fees.............................. $ 135.00

Second Year Total Tuition, Fees & Expenses: **$15,019.85**

Program (approximate) Total Tuition, Fees & Expenses: **$31,582.60**

* Please Note the Academic Resource Packet has gone from $390 to $471 for New Fall 2024 students only. Returning Students will pay $390.00

FINANCIAL AID:

If you are interested in applying for financial aid please go to the FAFSA website http://www.fafsa.ed.gov Use School Code 042372.
FAFSA deadlines: Fall Semester - March 15th Spring Semester - October 15th
To be considered for a Federal Direct Student Loan complete an online Master Promissory Note (MPN) and Loan Entrance Counselling at www.studentaid.gov
Any questions for our financail aid officer please call 914-361-6081 or email mdorelia@montefiore.org

REFUND POLICY: *Withdrawal during 1st week 100%, Withdrawal during 2nd week 75%, Withdrawal during 3rd week 50%, Withdrawal during 4th week 25%.*

Montefiore | School of Nursing

New Student 2024-2025 TUITION, FEES AND EXPENSES
<u>SUBJECT TO CHANGE</u>

First Semester

Tuition:	**NURSING 1 ($609.00 per credit hour)**	$	6,090.00
Fees:	General Fees ………………………………………	$	479.00
	Learning Resource Package ……………………	$	471.00
	Lab Fees……………………………………………	$	155.00
	Technology Fee…………………………………	$	91.00
	SUBTOTAL:		**$7,286.00**

Additional Nursing 1 Expenses (approximate):

Uniforms………………………………………	$	300.00
Textbooks……………………………………	$	750.00
Background Check & Drug Screening………	$	185.75
CPR Certification……………………………	$	100.00
Montefiore Mount Vernon Parking (per/semester)…….	$	125.00
Clinical Site Parking Garage Fees..............................	$	130.00

Second Semester

Tuition:	**NURSING 2 ($609.00 per credit hour)**	$	6,090.00
Fees:	General Fees………………………………………	$	479.00
	Learning Resource Package ……………………	$	471.00
	Lab Fees……………………………………………	$	105.00
	Technology Fee…………………………………	$164.00	
	SUBTOTAL:		**$7,309.00**

Additional Nursing 2 Expenses (approximate):

Textbooks……………………………………	$	310.00
Montefiore Mount Vernon Parking (per/semester)…….	$	125.00
Clinical Site Parking Garage Fees..............................	$	104.00

First Year Total Tuition, Fees & Expenses:	**$16,724.75**

Third Semester

Tuition:	**NURSING 3 ($609.00 per credit hour)**	$	5,481.00
Fees:	General Fees………………………………………	$	479.00
	Learning Resource Package ……………………	$	471.00
	Technology Fee…………………………………	$	236.00
	SUBTOTAL:		**$6,667.00**

Additional Expenses N3 (approximate):

Textbooks……………………………………	$	325.90
Montefiore Mount Vernon Parking (per/semester)…….	$	125.00
Clinical Site Parking Garage Fees..............................	$	210.00

Fourth Semester

Tuition:	**NURSING 4 ($609.00 per credit hour)**	$	6,090.00
Fees:	General Fees………………………………………	$	479.00
	Learning Resource Package ……………………	$	471.00
	Graduation Fees…………………………………	$	258.00
	Technology Fee…………………………………	$	236.00
	SUBTOTAL:		**$7,534.00**

Additional Expenses N4 (approximate):

Textbooks……………………………………	$	59.95
Montefiore Mount Vernon Parking (per/semester)…….	$	125.00
Clinical Site Parking Garage Fees..............................	$	135.00

Second Year Total Tuition, Fees & Expenses:	**$15,181.85**
Program (approximate) Total Tuition, Fees & Expenses:	**$31,906.60**

WESTCHESTER COMMUNITY COLLEGE (WCC)
GENERAL EDUCATION COURSES

BIOL 121	Anatomy & Physiology I-Lec/Lab*	4 credits
BIOL 123	Anatomy & Physiology II-Lec/Lab*	4 credits
BIOL 221	General Microbiology-Lec/Lab*	3 credits
NUTR 101	Nutrition	3 credits
ENG 101	Writing and Research	3 credits
ENG 102	Writing and Literature	3 credits
PSYCH 101	General Psychology	3 credits
PSYCH 116	Developmental Psych: Lifespan	3 credits
SOC 101	Introduction to Sociology	3 credits

WCC Tuition (NYS Residents): $197.00 per credit
WCC Tuition (Non-Residents): $493.00 per credit
Registration Fees $106.75. *Courses subject to lab fees.

MISCELLANEOUS FEES

Clinical Make-up per incident	$150.00
Health Clearance Late Submission	$100.00
Tuition Late Payment	$75.00
Bounced Check	$25.00
Student ID Replacement	$25.00
Parking Chip Replacement (MV)	$25.00

* Please Note the Academic Resource Packet has gone from $390 to $471 for New Fall 2024 students only. Returning Students will pay $390.00

FINANCIAL AID:

If you are interested in applying for financial aid please go to the FAFSA website http://www.fafsa.ed.gov Use School Code 042372.
FAFSA deadlines: Fall Semester - March 15th Spring Semester - October 15th
To be considered for a Federal Direct Student Loan complete an online Master Promissory Note (MPN) and Loan Entrance Counselling at www.studentaid.gov
Any questions for our financail aid officer please call 914-361-6081 or email mdorelia@montefiore.org

REFUND POLICY: *Withdrawal during 1st week 100%, Withdrawal during 2nd week 75%, Withdrawal during 3rd week 50%, Withdrawal during 4th week 25%.*

FINANCIAL AID INFORMATION

Financial Aid Programs

Federal Student Loans
Direct Subsidized Loans and Direct Unsubsidized Loans are federal student loans offered by the U.S. Department of Education (ED) to help eligible students cover the cost of higher education at a four-year college or university, community college, or trade, career, or technical school. Federal Direct Loans must be repaid.

Students can qualify for a Direct Loan based on financial need, as determined by the *Free Application for Federal Student Aid* (FAFSA). The **Direct Subsidized Loan,** a need-based loan, offers in-school interest subsidies paid by the federal government. Students may also qualify for a non-need-based loan known as the **Direct Unsubsidized loan.** These loans do not offer interest subsidies. Students can be awarded both subsidized and unsubsidized Federal Direct Loans within an academic year.

Application: Students must complete the FAFSA. (**MSON School Code 042372))**

Direct PLUS Loans for Parents
Direct PLUS Loans are for parents who wish to borrow to help pay for their child's education. These loans enable parents with good credit histories to borrow money for each dependent child who is enrolled at least half-time. In cases of divorce or separation, either parent may borrow on behalf of the student.
Application: Students must complete the FAFSA. Parents can apply at www.studentaid.gov **(MSON School Code 042372)**

Federal Pell Grants:
The Pell Grant Program is the foundation of the federal government's financial aid programs and is the largest federal grant program offered to undergraduates. Federal Pell Grants are awarded to undergraduate students with financial need and who have not earned a bachelor's, graduate, or professional degree. A Federal Pell Grant, unlike a loan, does not have to be repaid, except under certain circumstances. To qualify for a Pell Grant, a student must demonstrate financial need through the *Free Application for Federal Student Financial Aid* (FAFSA®) form.

A congressionally legislated index calculated from the student's *Free Application for Federal Student Aid* (FAFSA®) form, the Student Aid Index (SAI), is an eligibility index number that the school's financial aid office uses to determine how much federal student aid you would receive if you attended the school. This number results from the financial information you and your contributor(s) provide on your FAFSA® form.
This number is not a dollar amount of aid eligibility or what your family is expected to provide. A negative SAI indicates the student has a higher financial need.

The college will determine your financial need by subtracting your SAI from the cost of attendance. Your Student Aid Index (SAI) is calculated using the information you provide on your *Free Application for Federal Student Aid* (FAFSA®) form. The calculation uses certain information from your tax return and the net worth of your assets. If you provide your consent and approval, most of the tax information used to calculate the SAI is transferred directly from the IRS* into the FAFSA form.

SAI Formula for a Dependent Student:
Parents' Contribution from Income + Parents' Contribution from Assets + Student's Contribution from Income + Student's Contribution from Assets

SAI Formula for an Independent Student:
Student's Contribution from Income + Student's Contribution from Assets

Application: The Free Application for Federal Student Aid (FAFSA) must be completed each academic year at www.studentaid.gov (**MSON School Code 042372**)

Supplemental Education Opportunity Grants (SEOG):
Federal SEOG funds are reserved for undergraduate students who demonstrate exceptional financial need, as determined by the College. Priority for these awards is given to Pell Grant recipients taking 6 or more credits.
Application: Early completion of the FAFSA is necessary for being considered. Financial Aid notifies eligible recipients.

NEW YORK STATE TUITION ASSISTANCE PROGRAM (TAP):
TAP is available to New York State residents or student who qualifies under the NYS DREAM Act. You must be registered for 12 credits or more to be eligible. Amounts are based on net taxable income and other factors.
Part-Time Tuition Assistance Program (TAP) is available to students taking six to eleven credits per semester. Students must be a legal NYS resident for 12 continuous months prior to enrolling or qualifying under NYS-DREAM Act.
Application: The TAP application may be completed by selecting the link at the end of your online FAFSA. If you do not complete the TAP application when you complete your FAFSA, an online application is also available at www.hesc.ny.gov. (**MSON School Code 0395**)

Private Student Loans
Private Education Loans are **credit-based loans borrowed by the student** which, depending on the credit worthiness of the applicant, may require a co-signer. The student's credit score determines the interest rate and fees for Private loans. We advise students to obtain their credit report to verify that the information being used to determine their rate is accurate and up to date. It is always important to ensure that information reported to credit bureaus is correct.
Many lenders now offer a choice between a fixed-rate loan and a variable interest rate loan. Upon applying, your lender will provide you with necessary information regarding your options. On either type of loan, the interest will begin to accrue at time of disbursement.
Students are permitted to finance up to their cost of attendance minus other aid.
MSON Participating Lender: Sallie Mae

Application: See Financial Aid Office for information

Title IV Loan Counseling

Prior to receiving the first disbursement of a Direct Subsidized Loan or Direct Unsubsidized Loan, the student must undergo entrance counseling unless the student has received a prior Direct Subsidized Loan, Direct Unsubsidized Loan.

In addition, all student borrowers of a loan made under the Federal Direct Stafford Loan programs must undergo exit counseling after the borrower ceases at least half-time enrollment at the institution.

Entrance Counseling and MPN

First-time Federal Direct Stafford Loan borrowers must complete a Stafford Loan Master Promissory Note (MPN) and Entrance counseling session. Entrance Counseling and the Loan Master Promissory Note (MPN) should both be completed online at www.studentaid.gov. Both must be on file before funds can be approved and sent to MSON. This ensures that the student fully understands their rights and obligations as a student loan borrower. Returning borrowers (students who have borrowed a Federal Stafford Loan within the past 12 months) do not need to complete another MPN or Entrance Counseling Session. Entrance counseling informs students of their various loan repayment responsibilities, including repayment options, interest accrual, and aggregate loan limits.

Exit Counseling

Once a student has graduated, dropped below a half-time enrollment status, or has withdrawn from school, the Office of Financial Aid will send the student notification to complete Exit Counseling.

The notification informs the student to visit www.studentaid.gov and complete Exit Counseling. Exit counseling informs students of their various loan repayment responsibilities, including repayment options, interest accrual, and aggregate loan limits. Students must complete exit counseling to receive transcripts and have their name sent to Albany to take the NCLEX-RN exam.

Financial Aid Program Availability

Financial aid programs which are available to students attending the Institution are distributed through the following published documents:

- The Institution Catalog
- The MSON Financial Aid Guide
- The Institution Financial Aid website

Additional resources are published outside of but are distributed through, the Office of Student Financial Aid & Scholarships. These resources include but no The Guide to Federal Student Aid published by the U.S. Department of Education.

Student Eligibility Requirements

To be eligible to receive Federal assistance, a student must:

1. Be admitted and enrolled in an eligible program of study.
2. Be a U.S. citizen, U.S. national, or U.S. permanent resident or reside in the United States for other than a temporary purpose (supportive documentation may be required to verify residency or citizenship status) as an eligible non-citizen.
3. Maintain satisfactory academic progress in their course of study.
4. Not be in default on any loan or owe a repayment on a Federal Pell Grant, or FSEOG, or Grant.
5. Demonstrate financial need via the FAFSA.

Net Price Calculator

This calculator is intended to provide *estimated* net price information (defined as estimated cost (price) of attendance — including tuition and required fees, books and supplies, room and board (meals), and other related expenses — minus estimated grant and scholarship aid) to current and prospective students and their families based on what similar students paid in a previous year. Additional information is available at https://www.montefiorehealthsystem.org/net-price-calculator

Rights and Responsibilities of Students Receiving Financial Aid

As a recipient of financial aid, there are certain rights and responsibilities of which students should be aware. These rights and responsibilities of students on financial aid are listed in the following documents:

1. Federal Student Guide,
2. The MSON Financial Aid Guide, and
3. NASFAA Encyclopedia.

Students have the right to know the:

- Financial aid programs available at the Institution.
- An application process that must be followed to be considered for aid.
- Criteria used to select recipients and calculate need.
- The Institution refund and repayment policy.
- The Office of Financial Aid policies surrounding Satisfactory Academic Progress
- Special facilities and services available under the Americans with Disabilities Act (ADA)
- Disbursement procedures for financial aid.
- Procedure for determining how his/her financial aid was awarded.
- Procedure for accepting/declining aid package.

Students are responsible for:

- Completing all forms accurately and by the published priority deadlines.
- Submitting information requested by The Office of Financial Aid staff promptly.
- Keeping the Office of Financial Aid informed of any changes in address, name, marital status, financial situation, or any change in student status.
- Reporting to The Office of Financial Aid any additional assistance from non-institutional sources such as scholarships, loans, fellowships, and educational benefits.
- Notifying The Office of Financial Aid of a change in enrollment status.
- Maintaining satisfactory academic progress.
- Re-applying for aid each year.
- Understanding and accepting responsibility for all agreements signed.

Person(s) Designated to Provide Financial Aid Information

Information concerning people designated to provide financial aid information is listed in the Institution Catalog and on the Institution Financial Aid website. Only information published, provided, or referred by The Office of Financial Aid staff is valid. Any additional information should be verified with staff from the financial aid office.

Leave of Absence

This policy sets forth MSON's requirements pertaining to leaves of absence, in accordance with federal regulation 34 CFR 668.22 (d).

A leave of absence ("LOA") is a temporary interruption in a student's program of study that must be approved by the Dean's Office at MSON. An LOA cannot exceed 180 days in any 12 month period and may impact a student's financial aid. Therefore, any student requesting an LOA who receives financial aid should consult with the Financial Aid Office to determine how their financial aid will be affected by an LOA.

The following criteria must be satisfied for a student to be granted an approved LOA:

- The student must submit a request for a leave of absence in writing to the Dean. The request must state the reason(s) for the request and the anticipated length of the LOA. The request must be submitted in such form as is required by the school.
- An LOA cannot be granted for academic reasons (i.e., to avoid failing).
- There must be a reasonable expectation that the student will return from LOA.
- A student returning from an LOA must resume training at the same point in the academic program that they began the LOA.
- Upon return from an LOA, the MSON will **not** assess the student any additional institutional charges.
- For recipients of financial aid, MSON must clearly explain the potential impact an LOA will have on their loan repayment status (grace period, repayment, etc.) before granting the LOA. The information provided will include the financial consequences if the student fails to return from LOA.

A student granted an LOA is not to be considered withdrawn, and no return of federal financial aid is required. If a student does not meet the LOA criteria but ceases attendance the student is considered to have ceased attendance from the institution, and a Title IV return of funds calculation is required if the student received federal financial aid. Depending on the point in the semester when the student ceased attendance, the student may be required to return financial aid funds received for the semester.

Return of Title IV Funds Policy

Federal Financial Aid is awarded to students based on the assumption that students will be enrolled for a period, such as a semester. Withdrawing will affect financial aid. Dropping classes may also impact financial aid if the student falls below full-time status. Federal financial aid funds that are not earned must be returned. The first step in calculating Return of Title IV Funds is to determine the withdrawal date.

Withdrawal prior to midterm is allowed once during the program of studies. Withdrawal prior to the published date is recorded as a W. Withdrawal after the midterm is recorded as a

Withdrawal Pass (WP) or Withdrawal Fail (WF) depending on the student's achievement in course work at the time of withdrawal. A WF will be included in computation of the GPA. A student may request W/P or W/F until two weeks before the Final Exam. Students should seek counsel with their faculty advisor prior to withdrawal from a course since the program of studies must be completed within a three-year period from the time of admission.

A student who would like to officially withdraw from the program must contact the Coordinator of Student Services. The withdrawal date is the date the student ceased attendance. The last date of attendance is considered the date of withdrawal. The withdrawal date is determined as follows:
• If the student does not notify the school of his or her withdrawal and unofficially withdraws, the withdrawal date is the last date of recorded class attendance documented by the school. The withdrawal date must be determined by the school within 14 calendar days of the student's last date of attendance.
• If the student notifies the school before he or she stops attending classes, the withdrawal date is the last date of attendance as documented by the school.
• If the student notifies the school after he or she stops attending classes, the withdrawal date is the last date of recorded class attendance documented by the school.
• If the student fails to return from an approved leave of absence or is expelled, the withdrawal date is the last date of recorded class attendance prior to the leave of absence as documented by the school.
• If the student takes an unapproved leave of absence, the withdrawal date is the last date of recorded class attendance prior to the leave.

The last date of recorded class attendance is based on an activity that is monitored by the school, such as submission of assignments, attendance records, examinations, or tutorials.
In addition, MSON follows these policies:
• failure to submit a withdrawal form to the Coordinator of Student Services will result in a grade of F for the course.
• only one withdrawal may be taken during the program.
• withdrawal from a course prior to the midpoint is recorded as a W.
• withdrawal from a course after the midpoint is recorded as WP or WF; and a WF is counted as a course failure.

A student must be in good academic standing to be eligible for a leave of absence (LOA). A LOA automatically becomes a resignation after one year. Requests for a LOA must be submitted **in writing** to the Dean. A verbal request must be followed in one week by a written request.

Following LOA approval from the Dean, students who have received Title IV funds are allowed LOA of up to 180 days in any 12-month period if they make the request in writing and provide a reason for the LOA request. Based on the student's reason for the LOA request and based on the expectation that the student will return, the Dean may approve the LOA request. If the student does not return, MSON will calculate the refund/return of Title IV Aid based on the last date of recorded attendance. A LOA may have an impact on the student's loan repayment terms including the exhaustion of some or all of the student's grace period. Students not receiving Title IV funds may request a LOA for up to one year. If the LOA was granted for medical reasons, clearance from the Primary Care Provider must be presented to the Occupational Health Nurse prior to return.
On returning to the program of studies, students must comply with current policies. The student must progress at a rate that allows completion of the program within three years of entry into the

program. Therefore, if a student takes a LOA for one year, that student will not be permitted any course failures because of time constraints in completing the program.

Return of Title IV Aid due to Withdrawal from the Institution
If a recipient of Title IV aid withdraws during a semester, the Montefiore School of Nursing (MSON) will return the unearned Title IV funds to the Title IV programs. Based on the student's last date of attendance, the withdrawal date, if the student has attended 60% of the semester or less, the earned amount is calculated by dividing the portion of the semester completed in days by the length of the semester in days. The amount of Title IV aid earned equals the percent earned times the amount of Title IV aid disbursed, or the amount of Title IV aid that could have been disbursed. If the student has attended greater than 60% of the semester, then he or she earns 100% of the Title IV funds.
The percent of unearned Title IV Aid equals the difference between Title IV aid that was disbursed or could be disbursed for the semester and the amount of Title IV aid that was earned.
• MSON is responsible for returning the lesser of the institutional charges for the semester times the percentage of Title IV aid funds that was unearned or the entire amount of unearned Title IV aid funds.
• The student is responsible for returning any remaining balance of unearned Title IV Aid. Any loan funds that the student or his/her parents must return will be returned in accordance with the terms and conditions of the Master Promissory Note. Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid by the student is any amount owed in excess of 50 percent of the grant funds received by the student. An overpayment of $50 or less is not required to be paid by the student.

Charges include tuition and fees and can include other education-related expenses assessed by MSON. Unearned Title IV funds must be returned within 45 days of the date of determination of the student's withdrawal, which may be no later than 14 days from the date of withdrawal.

Title IV loan amounts will be returned by the MSON and credited to the appropriate programs in the following order: Unsubsidized Federal Stafford Loans, Subsidized Federal Stafford Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grants, and FSEOG.
If, after calculation of return the student owes tuition or other expenses the student must make arrangements for payment with the Bursar.
Processing Steps
• Determine the number of calendar days in the semester
• Determine the number of calendar days student was in attendance up until the date of withdrawal Scheduled breaks of five or more days are not included when counting days in attendance and the number of days in the semester
• Calculate percentage earned
• Calculate percentage unearned
• Calculate the amount of Title IV Aid earned
• Calculate amount of Title IV Aid unearned
• Calculate amount of institutional charges
• Multiply institutional charges by the percentage unearned
• MSON is responsible for the above amount up to total unearned Title IV aid
• Determine amount MSON returns to each Title IV program
• Calculate student responsibility
• Determine student responsibility to loan programs
• Determine student responsibility to Grant programs

• Follow overpayment procedures
• MSON returns funds to program according to regulatory requirements
• MSON collects grant overpayment or reports overpayment to NSLDS
• Satisfactory repayment agreement with the Bursar
• MSON reports overpayment to Department's DCS

Students for whom a portion of Title IV aid must be returned will receive communication from the Student Affairs Office sent to their personal email address indicating an adjustment has been made on their behalf. This communication will also provide instructions regarding balances on the student's account that must be paid by the student and arrangements for repayment must be made with the Bursar.

Post-withdrawal Disbursements
In the event the amount of Title IV aid the student has earned is greater than the amount of Title IV aid that has been disbursed, the difference will be disbursed to the student. A Return to Title IV calculation will be performed to ensure funds for which a student was eligible and had earned but had not been disbursed are offered as a post-withdrawal disbursement. Post- withdrawal disbursements of loan funds must be made within 180 days of the date MSON determines the student withdrew. A post-withdrawal disbursement of grant funds must be made no later than 45 days after the date of determination. A post-withdrawal disbursement must be made from available grant funds before available loan funds.

Written notification will be sent to the student or parent (for parent PLUS loans) within thirty (30) days of the date it is determined the student withdrew and confirmation received before making any post-withdrawal disbursement of loan funds. The notification will include: a request for confirmation; a confirmation deadline of fourteen (14) days or more; the type and amount of loan funds it wishes to credit to the student's account or disburse directly; an option to accept or decline the post-withdrawal disbursement; a notice of obligation to repay loan funds, and a notice the student or parent may not receive as a direct disbursement loan funds that the institution wishes to credit to the student's account unless the institution agrees to do so. If there is a post-withdrawal disbursement of grant funds, the grant funds will be applied to institutional charges and/or disbursed to the student.

REFUNDS

Students must follow the withdrawal policy to be eligible for a refund. Please see Withdrawal Procedure for details. The postmarked date of the mailed letter of withdrawal, or the date on which the letter was delivered in person, serves as the basis for computing the refund.

Refunds for withdrawal are as follows:

Withdrawal during the 1st week	100%
Withdrawal during the 2nd week	75%
Withdrawal during the 3rd week	50%
Withdrawal during the 4th week	25%
Thereafter	0

Refunds are for tuition charges only. Registration and fees are not refundable.
The Bursar is responsible for granting tuition refunds if applicable. Refunds will be given to the student within 30 days of the withdrawal.

Refunds of tuition and fees paid to WCC are governed by the rules and regulations of WCC.

College Navigator Website

Consists primarily of the latest data from IPEDS. The College Navigator website can be found at http://nces.ed.gov/collegenavigator/?cx=1

Interest Free Payment Plan:

An interest free payment plan is also available. The plan covers tuition, general fees & ATI resources. Under the plan, you pay monthly amounts throughout the semester (4 installments) without accruing interest. There is an enrollment fee (currently $50.00) to participate in the plan. The enrollment fee is non-refundable. Payments received after each installment payment due date will be assessed as a $25.00 late fee. The contract will be canceled after two months of nonpayment. If the Installment Plan Contract is cancelled, you must immediately pay all outstanding institutional charges, including tuition and fees, to continue in the program. You may apply for an institutional loan for purposes of making some or all of the payment.

CONSEQUENCES OF A DELINQUENT ACCOUNT

Students who fail to meet their financial obligations to the school and college will not be able to continue in the nursing program and will not be able to register for courses for the next semester until the financial obligation is met.

 For graduating students, all financial obligations to the school and college must be satisfied, the Student ID card returned, and if applicable, completion of Student Loan Exit Counseling before the Certification of Professional Education Form will be sent to The University of the State of New York The State Education Department Office of the Professions for the graduate to sit for the NCLEX-RN exam.

CURRICULUM

The Associate in Science Degree (in Nursing) is awarded to students who have successfully completed 39 credits in nursing and 30 credits in the liberal arts and sciences.

ACADEMIC YEAR

The traditional academic year is divided equally into two 16-week semesters, fall and spring. Some students elect to take general education courses during the summer.

CLINICAL FACILITIES

Montefiore School of Nursing has contractual agreements with the following clinical facilities:
> - Montefiore Medical Center, Bronx
> - Montefiore New Rochelle Hospital
> - Schaffer Extended Care Center
> - Montefiore Mount Vernon Hospital
> - United Hebrew New Rochelle
> - St. Vincent's Hospital Westchester

HIPAA

Requirements will be provided, and student must always comply.

COURSES

General Education/Liberal Arts and Science courses support the concepts and knowledge of the core nursing curriculum and help the student understand the complexity of health and illness. The courses in the basic disciplines typically provide the underpinnings of applied work.

SCIENTIFIC FOUNDATIONS

The basic sciences – Anatomy and Physiology, Microbiology, and Nutrition, explain the intricacies of how the human body functions and the effects of health, disease and treatment.

The behavioral sciences – Psychology and Sociology, extend the understanding of human behavior on personal, interpersonal, family, group and societal levels.

The arts and humanities – English helps one to communicate thoughts, ideas, and emotions effectively.

CORE NURSING CURRICULUM

The nursing curriculum provides the knowledge, skills, and professional values needed for a successful nursing practice.

As students advance through the four semesters, theoretical concepts progress from lesser to greater complexity. Clinical practice broadens from the application of general principles to the adaptation of nursing care in selected client-care settings.

Nursing 1 gives students the basic physical assessment skills and core content to prepare them for future clinical courses. Primary concepts of adult development, health and restoration of health are emphasized.

Nursing 2 uses nursing skills and knowledge to address complex needs of clients with med-surg conditions.

Nursing 3 presents students with the opportunity to adapt their nursing skills and knowledge when working with the childbearing and childrearing families. Mental health and psychiatric nursing concepts are presented. Students gain clinical experience in labor and delivery, postpartum, and psychiatric care settings.

Nursing 4 advances students' skills and knowledge in addressing high technology needs and interventions for clients with med-surg conditions. Students will continue to develop their ability to make critical observations, effective plans for interventions, and sound clinical decisions. Time management, organization, and priority-setting and delegation skills will be strengthened. Leadership and management of care will be a focus.

Program of Study

First Semester		
Course Number	**Title**	**Credits**
BIOL 121	Anatomy and Physiology I (and Lab)	4
ENG 101	Writing and Research	3
PSYCH 101	General Psychology	3
NUR 1	Nursing 1 Theoretical Framework for Nursing	10
	Total Credits First Semester	20
Second Semester		
Course Number	**Title**	**Credits**
BIOL 123	Anatomy and Physiology II (and Lab)	4
ENG 102	Writing and Literature	3
PSYCH 116	Developmental Psychology Lifespan	3
NUR 2	Nursing 2 Nursing of Adults I	10
	Total Credits Second Semester	20
Third Semester		
Course Number	**Title**	**Credits**
BIOL 221	General Microbiology (and Lab)	4
NUTR 101	Foundations of Nutrition	3
NUR 3	Nursing 3 Nursing of Childbearing/Childrearing Families and Mental Health	9
	Total Credits Third Semester	16
Fourth Semester		
Course Number	**Title**	**Credits**
SOC 101	Introduction to Sociology	3
NUR 4	Nursing 4 Nursing of Adults II	10
	Total Credits Fourth Semester	13
	Total Program Credits	**69**

One college credit represents the equivalent of 15 hours of lecture, or 30 hours of laboratory work.
One nursing credit represents the equivalent of 15 hours of lecture, or 60 hours of clinical practice.
The ratio of didactic hours to credit is 1:1
The ratio of clinical hours to credit is 4:1.
The ratio of lab hours to credit is 2:1
Nursing 1 (7 credits didactic, 2 credits clinical, 1 credit lab)
Nursing 2 (7 credits didactic, 2 credits clinical, 1 credit lab)
Nursing 3 (7 credits didactic, 2 credits clinical)
Nursing 4 (8 credits didactic, 2 credits clinical)

COURSE DESCRIPTIONS – <u>MONTEFIORE SCHOOL OF NURSING</u>

Nursing 1 (NUR 1) – THEORETICAL FRAMEWORK FOR NURSING
10 Credits: (272 hrs) 112 hours theory (7 hr/wk) 32 hours laboratory (2 hr/wk)
128 hours clinical (8 hr/wk) Co-requisites: BIOL 121, PSYCH 101, ENG 101

This course introduces the student to the conceptual foundations of nursing practice and focuses on health promotion, disease prevention, holistic care, physical assessment, and treatment modalities. The student is provided with an overview of the profession of nursing, legal-ethical issues, communication, the nursing process and role of the associate degree nurse. Pharmacology & Bioethics are integrated.

The course begins with an introduction to the profession of nursing, basic human needs, culture and ethnicity, promoting wellness and values and ethics in nursing. The safety and wellbeing of the client and health care personnel, including infection control standards, client education, illness prevention and normal assessment findings utilizing a systematic approach. Therapeutic modalities are presented including medication administration, perioperative care, pain management and wound care. Clinical education includes the care of the mature and older adults in both long-term care and medical-surgical settings.

The student is introduced to nursing care planning with an emphasis on the assessment, nursing diagnosis and planning phases. The process of inductive reasoning and critical thinking is applied to clients with common disorders throughout the clinical experience.

Nursing 2 (NUR 2) – NURSING OF ADULTS I
10 Credits: (272 hrs.)   112 hours theory (7 hr/wk) 32 hours laboratory (2 hr/wk)
128 hours clinical (8hr/wk).
Pre-requisites: NUR 1, BIOL121, PSYCH 101, ENG 101
Co-requisites: BIOL123, ENG102, PSYCH 116

This course focuses on meeting the health needs of adult individuals with episodic conditions and chronic disorders as well as acute illnesses and surgical interventions. Students will acquire knowledge relevant to the care of hospitalized clients with urinary/renal, skin, musculoskeletal, gastrointestinal, biliary, endocrine, metabolic, and oncologic disorders.

Each unit initially presents health promotion and maintenance issues and the prevention and early detection of illness. Physiological adaptation and the maintenance of maximum integrity are emphasized for each condition.

Students are expected to adhere to ethical, legal and professional standards of nursing care to preserve the dignity of clients while protecting their privacy and confidentiality. Emphasis is placed on the intervention and evaluation phases of the nursing process,
along with the integration of physiological, psychological, social and developmental theories in all phases of a client's care. Pharmacology & Bioethics are integrated.

Clinical experience in Med-Surg units and specialty units.
Advocacy and collegiality are reviewed in depth to ensure a safe, effective care environment. Students are expected to apply problem-solving skills utilizing inductive and deductive reasoning. Organization, prioritization and the ability to implement critical thinking skills are expected outcomes.

Nursing 3 (NUR 3) - NURSING OF CHILDBEARING/CHILDREARING FAMILIES AND MENTAL HEALTH
9 Credits: (240 hrs) 112 hours theory (7 hr/wk)   128 hours clinical (8 hr/wk)
Pre-requisites: NUR 1, NUR 2, BIOL121, BIOL123, PSYCH 101, PSYCH 116, ENG101, ENG-102
Co-requisites: NUTR 101, BIOL 221

This course focuses on childbearing and childrearing families, maternal, and pediatric nursing care as well as nursing care for the client with mental health and mental illness. It is designed to include the experience of wellness and illness as family-centered events, the state of pregnancy and childbirth as periods of wellness in the life of a woman, and knowledge of child development in the planning of nursing care of the newborn, child, and adolescent. Conceptual foundations introduced in NUR 1 and the principles of nursing care presented in NUR 2 are adapted to meet the needs of childbearing/childrearing families, care for the client antepartum, intrapartum, and postpartum, care for pediatric clients, and promotion of mental health and care of the client with mental illness. Effective communication techniques and teaching-learning strategies for children, adolescents, and their parents are incorporated.

The course also provides exposure to the role of the registered nurse in mental health nursing. Disease processes in mental health are presented. Students discuss the physical and psychosocial impact of these disorders on individuals, families and communities and how the treatment options affect lifestyles.

Pharmacology is integrated. Clinical experiences include Pediatric, Obstetric, and Mental Health Units as well as Inpatient and Outpatient Facilities.

Nursing 4 (NUR 4) – NURSING OF ADULTS II
10 Credits: (256 hours) 128 hours theory (8 hr/wk) 128 hours clinical (8 hr/wk)
Pre-requisites: NUR 1, NUR 2, NUR 3, BIOL121, BIOL123, BIOL221, NUTR 101, PSYCH101, PSYCH 116, ENG 101, ENG102.
Co-requisites: SOC101

Building upon skills and knowledge acquired in previous courses, this course focuses on nursing care designed to assist the client/client system in maximizing their health potential during acute illnesses with complex needs. Disease processes in respiratory, cardiovascular, hematologic and sensory/neurological areas are presented. The course provides exposure to the role of the registered nurse in leadership, management of care, community nursing, and critical care nursing. An introduction to emergency preparedness and bioterrorism are included.

Leadership and management of care are emphasized to ensure a safe, effective care environment. Students will explore the changing healthcare environment, organizational structure, prioritization of care, inter-professionalism, conflict resolution, quality improvement, change theory, and components of a healthy work environment. Students are expected to clinically demonstrate proficiency in nursing management of client care, delegation, psychomotor skills and the ability to synthesize and integrate nursing knowledge to make appropriate decisions regarding safe evidence-based nursing care.

Pharmacology is integrated. Clinical experiences include acute care settings and outpatient clinics.

NURSING 4 PRECEPTORSHIP

The preceptorship is designed to enhance the nursing student's clinical experience during the last 5 weeks of the final semester of the program. This 48-hour clinical experience is coordinated, monitored, and evaluated by MSON faculty. The preceptorship affords the student the opportunity to work with a registered nurse who guides the student in a realistic practice setting.

The student will work with the assigned staff nurse based upon mutually agreed times that the staff nurse is working. It is the student's responsibility to complete the designated hours within the designated time frame. This scheduling requires flexibility and time management skills. The student may be required to work with the preceptor on days and at times other than the day/time the student had clinical at the beginning of the semester. The student may also be required to work 7:00 pm - 7:00 am depending on the preceptor's schedule. Students may decline the preceptorship experience and have the option of continuing with the regularly scheduled clinical day or participating in the preceptorship during the last 48 hours of the clinical rotation.

COURSE DESCRIPTIONS – WESTCHESTER COMMUNITY COLLEGE
(taken directly from the Westchester Community College catalog)

BIOL 121 - Anatomy and Physiology 1 (and Lab)   4 credits
Designed for both the biology and non-biology major. A systematic study of the structure and function of the various systems of the human body. Topics included are: the skeletal system, musculature, the nervous system, the endocrine system, and the reproductive system.

Notes: Anatomy and Physiology 1 & 2 are integral parts of a one-year (two-semester) comprehensive course designed for majors in science and certain health sciences.

BIOL 123 - Anatomy and Physiology 2 (and Lab)   4 credits
Continuation of BIOL 121 Anatomy and Physiology 1 (and Lab). Topics included are: the circulatory system, the respiratory system, the digestive system, metabolism, the urinary system, fluid and pH balance.

Notes: Anatomy and Physiology 1 & 2 are integral parts of a one-year (two-semester) comprehensive course designed for majors in science and certain health sciences.
Prerequisites: BIOL 121 Anatomy and Physiology 1 (and Lab).

BIOL 221 - General Microbiology (and Lab)   4 credits
Relationship of micro-organisms to each other and their place in the living world. Destruction, removal, and inhibition. Importance in medicine and health. Methodology is stressed. For Medical Technology students and as a basic course in microbiology for students in biology and related fields.

Notes: The distinction among the Microbiology courses is in orientation: Basic Microbiology (3 credits) —fundamental; General Microbiology (4 credits) — general; Selection depends on your curriculum. The 4-credit course is the transfer course and assumes basic information.
Prerequisites: BIOL 121 Anatomy and Physiology 1 (and Lab).
Offered spring, fall, and summer semesters.

ENG 101 - Writing and Research   3 credits
Students in this class conduct research and write proposals, annotated bibliographies or literature reviews, and research essays. They develop research topics and questions; identify, summarize, analyze, evaluate, and synthesize relevant sources; and present arguments based on their findings. Students document where information and ideas come from by using MLA style. They enter academic conversations by doing research that builds upon existing knowledge.

Prerequisites: Successful completion of prerequisite course ENG 92 - Writing for College 2 or ESL 122 - Introduction to Academic Writing 2; a grade of "A" in ENG 91 - Writing for College 1; or appropriate course placement.

ENG 102 - Writing and Literature   3 credits

The second semester of a two-semester English sequence. Students are introduced to literary terminology and methodology. They demonstrate in writing and discussion the ability to understand, analyze, and interpret works representing (but not limited to) the genres of drama, fiction, and poetry. Students enter broader conversations about literature by conducting research, evaluating sources, and documenting where information and ideas come from using MLA style.

Prerequisites: ENG 101 - Writing and Research or equivalent at another college.

NUTR 101 - Foundations of Nutrition   3 credits

A study of the nutrients, their functions, sources, requirements and utilization. Special topics include nutritional needs of pregnant women, the athlete, and the vegetarian.

Notes: Open to all students.

PSYCH 101 - General Psychology   3 credits

This course is an introduction to psychology as a behavioral science. Topics include the theoretical perspectives of psychology, research methodology, the biological basis of behavior, sensation and perception, motivation and emotion, learning and memory. While primarily a lecture and a discussion course, other pedagogical methods such as case studies, student projects, films, and on-line exercises may be used to develop a more comprehensive understanding of human behavior. Designed for students who meet the college's requirements for enrollment in first-year undergraduate courses who want an introduction to psychology.

Prerequisites: Successful completion of prerequisite course ENG 92 - Writing for College 2 or ESL 122 - Introduction to Academic Writing 2, or appropriate course placement. Alternatively, students may take the course if they have completed ENG 101 - Writing and Research or are taking it as a corequisite.

PSYCH 116 - Developmental Psychology: Lifespan   3 credits

This is a survey course focusing on human development from the time of conception to the death. It will emphasize theoretical issues and empirical findings in the areas of social, physical, cognitive, personality, and emotional development with attention to impact of the culture on human development.

Prerequisites: PSYCH 101 General Psychology.

SOC 101 - Introduction to Sociology   3 credits

Basic theories and concepts relating to the study of groups in human society are studied. Emphasis is placed on the concept of culture; the reciprocal relationships of culture and the individual. It is designed to introduce interested students to the basic principles of this discipline.

Pre or Corequisites: Successful completion of prerequisite course ENG 92 - Writing for College 2 or ESL 122 - Introduction to Academic Writing 2, or appropriate course placement. Alternatively, students may take this course if they have completed ENG 101 - Writing and Research or are taking it as a corequisite.

ACADEMIC POLICIES

ACADEMIC LOAD

A full-time student is one who carries 12 credits or more a semester.
A part-time student is one who carries 11 credits or less a semester.

ATTENDANCE

Punctuality: Students arriving late for class, lab or clinical may be denied entrance. The time will be counted as an absence. Students arriving late for examinations may be denied entrance at the discretion of the instructor; no additional time will be given if allowed to proceed with exam. Attendance is mandatory in the classroom, lab and clinical.

CLASSROOM: Students arriving late for an examination may be denied entrance at the discretion of the instructor; no additional time will be given if allowed to proceed with the exam.

LAB: 2 late arrivals =1 absence   3 absences = Failure of the lab and failure of the nursing course associated with the lab. See lab syllabi for additional information regarding attendance and punctuality. **Students must be on time for lab.**

CLINICAL: 2 late arrivals = 1 absence; 1 absence = Make-up day required on scheduled make-up date posted on syllabus.
2 absences = Incomplete grade "I" for the course until second absence is successfully completed. The "I" will be converted to earned didactic course grade. Note that this make-up may be scheduled after the semester ends and must be made up when clinical site and faculty available for make-up.
3 absences= Failure of the clinical and failure and the nursing course associated with the clinical. **Students must be on time for all clinical rotations.**

Students arriving late, out of compliance with the dress code, or unprepared for clinical will be dismissed from clinical. This will count as an absence and a make-up fee applies.

Clinical make-up days will occur prior to final exams as determined at the beginning of the semester per calendar. The student incurs financial responsibility for clinical make-up to be paid prior to attendance and receipt brought to the clinical. All absences must be made-up; a third absence results in course failure. Final grade will not be posted until the clinical make-up has been satisfied.

Clinical Expectations: Students are expected to arrive for the clinical rotation in proper uniform and prepared to deliver safe nursing care. The student who arrives and is not in the appropriate uniform and/or fails to demonstrate preparation with sufficient knowledge to render patient care, including medication administration, will be sent home. This will count as a clinical absence and clinical make-up with the fee will be required. Three clinical absences will result in failure of the clinical rotation and failure of the associated nursing course.

Nursing 1 orientation days are mandatory.

To comply with Federal regulations, the school maintains a record of yearly, mandatory attendance pertaining to:
  ➢ fire, safety, and campus security.
  ➢ OSHA and blood borne pathogens.
  ➢ drug and alcohol abuse; and

> ➢ sexual harassment
> ➢ sexual assault

TRANSPORTATION

Students are required to provide their own transportation to the school and affiliating agencies and are also responsible for their own transportation costs, fees, and parking. Financial responsibility for taxi, livery service, parking fees and tickets or public transportation is incurred by the student. Students are expected to arrive at least 15 minutes prior to classes, labs, and clinical rotations.

UNIFORMS

Orders must be placed directly by the students for correct fitting. Montefiore School of Nursing Uniforms must be purchased from Cintas. The order forms are available on Moodle. Please place your order in time for your first day of clinical.

TAPING and PHOTOGRAPHS

Neither audiotaping nor videotaping of classes, labs, or clinicals is permitted. Students are expected to maintain confidentiality regarding situations and names in discussion. Distribution of any pictures or recordings in the classroom, lab, or clinical setting to social media outlets such as YouTube, Facebook, Instagram, etc. is prohibited. No photographs, audiotaping, nor videotaping are allowed during test reviews, classroom, lab experiences, clinical, or clinical/pull-out experiences. No photographs or videotaping in any setting is allowed. Students in violation of these rules are subject to disciplinary action up to and including immediate dismissal.

EXAMINATIONS

Examination schedules and policies are posted at the beginning of each course.
One make-up **unit** exam will be permitted; a make-up unit exam must be taken within one week. When taking a make-up exam, 5 points will be deducted from the score. Additional missed exams will be recorded as zero. Make up exam may vary from original format.

Exams are given through Exam Soft. Students are expected to bring a laptop, that meets minimum system requirements, to class on scheduled exam days with the exam downloaded two (2) hours prior to the class.

Students must silence all cell phones in their possession and place the cell phone in the front of the classroom prior to the start of the exam. Students may not have access to their cell phones during exams. Students in violation of this policy will be subject to a grade of "0" on the exam and additional disciplinary action. If a student needs access to their cell phone for a health/medical reason accommodation must be requested and approved by the Dean.

It is the student's responsibility to have the exam downloaded on their laptop at least two hours prior to the scheduled exam time. In the event of an unforeseen circumstance, such as the student is not able to upload the exam, computer malfunctions at the last minute, etc. the student will be permitted to use a school supplied laptop to take the exam. The student is responsible for taking care of the issue prior to the next exam. Students will only be permitted to use the school laptop once per semester. After that, the student must schedule a make-up exam within the week in the computer lab with a 5-point deduction. Under no circumstances will students be given a paper copy of an exam.

Students are responsible for downloading and uploading exams in Exam Soft. Exams must be uploaded when the student finishes taking the exam prior to leaving MSON premises. If the student fails to upload the exam a grade of "0" will be recorded for that exam in the gradebook.

1.3 minutes are allowed for each exam question in Nursing 1. In Nursing 2, Nursing 3, and Nursing 4 1.2 minutes are allowed for each exam question. 1.5 minutes are allowed for each NGN question. Examinations end at the stated time. A student arriving late for an examination will not be given additional time at the end of the examination. Students who are more than 15 minutes late for the exam will be required to schedule a make-up exam within one week of the scheduled exam with the 5-point deduction.

Students may not be present during the review of any missed exam. Cell phones, tape or video recorders and cameras may not be used during exams and reviews. Any student who violates this policy will be immediately dismissed.

The length of time for students to make inquiries regarding unit examinations is two weeks from the date of the specific examination. After two weeks, unit examinations will not be available for review. Final examinations may be reviewed on an individual basis within 1 week of the final exam.

Students may appeal specific questions by submitting written rationale with current references (no older than 5 years) for their answer to the question(s) of concern to the course instructor within one week (7 days) of the exam review. The instructor will respond to the student within one week (7 days) from receipt of the appeal.

Make-up final exam may be permitted in documented extraordinary circumstances within 1 week of scheduled final; decision by faculty. Five points will be deducted for make-up final exams.

Cumulative Grade Point Average (GPA) Courses taken at Westchester Community College (joint registrant) will be included in the GPA. Courses taken or challenged at an outside institution will be treated as transfer credits, and therefore will are not calculated in the GPA. To facilitate an understanding of this process, a sample calculation is provided:

	STEPS		EXAMPLE		
1.	Multiply the number of credits for each course by the quality points for the letter grade achieved to obtain the course quality points.		**GRADE** Quality Points	Credits	**COURSE** Quality Points
2.	Add the number of course credits.	BIO1 221 PSY 101 NUR 1	B+= 3.5 C = 2.0 C+= 2.5	X4 X3 X10	= 14 = 6 = 25
3.	Add the number of course quality points.			17	45
4.	Divide the sum of the course quality points by the total number of credits.		45 divided by 17 = 2.64		

COMPREHENSIVE STANDARDIZED TESTING

The School of Nursing incorporates ATI resources, learning assignments, and standardized testing into the curriculum. These resources are integrated into course work assigned each semester. Students will also take standardized tests each semester which are included in the final course grade. The cost of ATI resources, which includes NCLEX-RN review course at the end of the curriculum, is included in the semester fees. ATI Website address: http://www.atitesting.com

GRADING SYSTEM FOR MONTEFIORE SCHOOL OF NURSING

The passing grade in a nursing course is C+ in theory and P in clinical and in lab. In order to earn a P, the student must have at least a 78.00. A passing grade in theory, lab, and clinical is required to proceed to the next nursing course. The course grade for a student who passes clinical and/or lab and receives less than a C+ in theory will be recorded as the actual achieved theory grade. The course grade for a student who fails clinical or lab and passes theory will be recorded as an F. The passing grade for General Education courses is C+ and will be calculated into the GPA. All courses required for degree must be completed within three years of start date at Montefiore School of Nursing.

The grading scale for nursing courses:

GRADE	EQUIVALENT NUMERICAL GRADE	QUALITY POINTS
A	94.00 - 100.00	4.0
A-	90.00 - 93.99	3.75
B+	86.00 - 89.99	3.5
B	83.00 - 85.99	3.0
B-	80.00 - 82.99	2.75
C+	78.00 - 79.99	2.5
C	75.00 - 77.99	2.0
C-	73.00 - 74.99	1.75
D+	71.00 - 72.99	1.5
D	69.00 - 70.99	1.0
D-	65.00 - 68.99	0.5
F	Below 65.00	0.0
P	Pass	---
W	Withdrawal without penalty	---
WP	Withdrawal – Pass	---
WF	Withdrawal – Fail	0.0
I	Incomplete	---
TR	Transfer credit (refer to admission policy)	
CR	Credit by examination	

In the event a student's final course grade falls within the 77.5 – 77.99 range, the grade will be rounded up and the student will be awarded a C+.

INCOMPLETE ("I")

The grade of Incomplete will be assigned only when the student's course work to date is satisfactory, and the student is passing the course at the time the student requests an "I". If course work has not been completed in the four-week period, the "I" will automatically be converted to an "F". See the Academic Calendar for the specific deadline to resolve the Incomplete grade.

The "I" may be given only if the student
  ➢ is passing the course at the time of the request
  ➢ has permission of the instructor to postpone course completion.
  ➢ has been absent for legitimate reasons from the scheduled final
     examination provided course work has been completed; or
  ➢ has **make-up clinical** absences which occurred for legitimate cause.

The student will not be able to progress to the next course and financial aid eligibility may be jeopardized until the "I" has been converted to a passing grade.

ADVANCEMENT

Advancement to the next level requires:
- achievement of C+ in nursing course.
- achievement of C+ in General Education courses.
- a cumulative GPA of 2.5 or higher.
- 90% on the Dosage Calculation Competency examination for Nursing 1, Nursing 2, and Nursing 3;100% on the Dosage Calculation Competency examination in N4.

A student must complete all nursing courses, 39 credits, at the Montefiore School of Nursing within 150% of the time from the start date of Nursing 1 (Six (6)) semesters to be eligible for the Associate in Science Degree (in Nursing).

DOSAGE CALCULATION COMPETENCY

At the beginning of each semester, students must pass a dosage calculation competency exam to continue satisfactory progression in the clinical setting. A grade of 90% or higher must be achieved to pass this exam in Nursing 1, Nursing 2, and Nursing 3. A grade of 100% must be achieved in Nursing 4. If a student does not pass on the first attempt, the student will be offered remediation and an opportunity to re-test. If the student does not pass the dosage calculation exam on the second attempt, by the instructor's deadline, the student must withdraw from the nursing course. This will be recorded as a "W" on the student transcript. Please refer to the withdrawal policy. Withdrawal prior to midterm is allowed once during the program of studies. This will be considered a second withdrawal if the student has a prior withdrawal, and the student will be academically dismissed. If this is the first withdrawal, the student may request to repeat the course, and will be allowed to do so if space is available in the course.

SATISFACTORY ACADEMIC STANDING

Satisfactory academic standing requires that students meet the requirements for promotion and progress at a rate that allows completion of the program within three years of enrollment.

SATISFACTORY ACADEMIC PROGRESS

To be eligible for Title IV federal student assistance, a student must make Satisfactory Academic Progress. The Satisfactory Academic Progress policy requires students to meet both a qualitative and a quantitative standard as described below. Student financial aid recipients are evaluated at the end of each semester. All semesters of attendance are taken into account including semesters when no Title IV federal student assistance funds were received.

Qualitative Standard: Students must maintain a cumulative grade point average (CGPA) of 2.5.

Quantitative Standard:

- Pace: Students must maintain a pace of progression equal to passing 67 percent of all attempted credit hours.

- Maximum Time Frame: Students must complete their program within 150 percent of the normal time frame of the program as measured in credit hours. Therefore, the Montefiore School of Nursing Program is 69 credits, and the maximum time frame would be 103 credit hours.

Incompletes, Repeated Courses, Withdrawals, and Transfer Credits

- Incompletes: If a student is approved for an Incomplete ("I") in a course, the student has two weeks to complete the course, or the grade will be converted to an "F" grade. The credits count as credits attempted and the grade will be included in the CGPA.

- Repeated Courses: A failed course must be repeated, and the student is expected to achieve a "C+" grade. A student may not be enrolled in the same course more than twice. All of the credits for repeated courses count as credits attempted. Only the grade from the repeated course counts in the CGPA.

- Withdrawals: Courses with grades of "W", "WP, and "WF" count as credits attempted but not earned. Withdrawal prior to midterm is allowed once during the program of studies. Withdrawal after midterm is recorded as a Withdrawal Pass (WP) or Withdrawal Fail (WF) depending on the student's achievement in course work at the time of withdrawal. A WF is included in computation of the CGPA.

- Transfer Credits: Transfer credits count as credits attempted and earned, but the grades are not calculated in the CGPA. However, credits earned under a joint registrant or consortium agreement count as credits attempted and credits earned, and the grades are included in the CGPA.

- Remedial Courses: There are no remedial courses available at Montefiore School of Nursing.

Financial Aid Warning: Students who have been receiving Title IV federal student assistance and fail to meet one or more of the Satisfactory Academic Progress minimum standards at the end of a semester will automatically be placed on Financial Aid Warning. Students placed on a semester of Financial Aid Warning will be sent an email notifying them that they are being placed on Financial Aid Warning. While on Financial Aid Warning, students will be eligible to receive Title IV federal student assistance.

Students who do not meet the minimum standards of Satisfactory Academic Progress after the semester of Financial Aid Warning will be denied eligibility for future semesters until they are able to meet the minimum standards of Satisfactory Academic Progress or submit an appeal that is approved.

Satisfactory Academic Progress Appeal Procedures and Financial Aid Probation:

Students who fail to meet one or more of the Satisfactory Academic Progress minimum standards after one semester of Financial Aid Warning will be sent an email notifying them that they will no longer be eligible to receive Title IV federal student assistance. Students have the option to appeal the loss of Title IV federal student assistance.

- Appeal Process: Students who wish to appeal must submit a letter to the Registrar if the failure to maintain Satisfactory Academic Progress was due to extenuating

circumstances (i.e., significant injury or illness of the student or the death of an immediate family member). Students must attach documentation to support their appeal and must explain what change has occurred in their situation allowing them to demonstrate Satisfactory Academic Progress in the next evaluation.

If the appeal is not approved, the student is not eligible for Title IV federal student financial assistance.

- Financial Aid Probation: If the appeal is approved, a student will be placed on one semester of Financial Aid Probation. If more than one additional semester is needed to meet the Satisfactory Academic Progress requirements, MSON may develop an Academic Plan with the student whereby the student will be able to meet the Satisfactory Academic Progress minimum standards within a reasonable time frame. While on Financial Aid Probation and on an Academic Plan, students will be eligible to receive Title IV federal student assistance.

  If a student fails to meet the minimum standards of Satisfactory Academic Progress after one semester of Financial Aid Probation or fails to meet the terms of the Academic Plan, the student will be denied any additional Title IV federal student assistance.

Re-establishing Title IV Federal Student Assistance Eligibility:

Students who lose eligibility for Title IV federal student assistance may complete the courses at their own expense so that they can meet the Satisfactory Academic Progress minimum standards and regain eligibility to receive Title IV federal student assistance.

PROBATION

The faculty review a student's progress at the end of each course. Students who fail a course are placed on Academic probation until the failed course is successfully repeated. While on probation, a student may continue taking required courses for which the failed course is not a pre-requisite. It is suggested a student on probation meet with his/her advisor every other week regarding progress in probation area.

SUSPENSION

A student may be suspended for disruptive behavior in any course setting. A make-up day and fee will be required if this occurs in the clinical setting. If the disruptive behavior continues after the suspension, the student will be subject to dismissal from the program.

FAILURE

A student is permitted one course failure C, C-, D, F or W/F; includes liberal arts and science courses, grade below 50 on CLEP credits by exam (grade below 65 for College Composition-English Comp II) and school of nursing courses. The failed course must be repeated at the first opportunity. A student may not proceed with any course for which the failed course was a pre-requisite. If the failed nursing course includes a laboratory or clinical component, the entire course is repeated. The student is placed on probation until the failed course has been successfully completed. Once admitted, student may **not** be enrolled in a specific course more than twice.

Upon completion of a repeated course, both the original grade and the second grade achieved will appear on the student's transcript.

GRADE APPEAL PROCESS

PURPOSE: In order to facilitate the protection of student rights, the following systematic procedure has been established in relation to challenging a test, exam, or course grade.

PROCEDURE: The student who wishes to challenge a test, exam, or final course grade will go through the following steps:

- _Step I_: Within 5 days of posting of the grade, the student receiving a failing grade will meet with the course instructor to review the test, exam, and/or final course grade and discuss the reasons for the challenge and/or the reasons for failure.

- _Step II:_ Within 3 days of meeting with the instructor, if the student wishes to challenge his/her grade, after meeting with the instructor and reviewing the grade, he/she must submit a written appeal to the course instructor stating the reason(s) he/or she is challenging the grade. The course instructor will respond to the student in writing within 5 days.

- _Step III_: If the student is not satisfied with the response from the course instructor, the student may appeal, in writing, the course instructor's decision to the Assistant Dean. The Assistant Dean will respond to the student in writing within 5 days.

  - Step IV: If the student is not satisfied with the Assistant Dean's response, the student may appeal the Assistant Dean's decision, in writing, to the Dean. The Dean will evaluate all correspondence and respond to the student in writing, within 5 days. The decision of the Dean shall be final.

Grade appeals will be considered only for the semester in which the student is currently enrolled. Grade appeals for prior semesters will not be considered.

DISMISSAL

Dismissal from the program will result if the student:
- ➤ Fails more than one course, C+ required for nursing courses <u>and</u> general education courses; and a 50 or better on a CLEP (65 or better for English Comp II credit).
- ➤ Fails to comply with school and course policies.
- ➤ Fails to register for a course.
- ➤ Fails to return to repeat a course as scheduled.
- ➤ Fails to achieve a cumulative GPA of 2.5 at the end of each semester.
- ➤ Fails to uphold professional and ethical standards; or
- ➤ Fails to uphold the behavior standards identified in the Student Handbook.
- ➤ Is not able to complete the program within 150% of the time from the start date of Nursing 1 (Six (6)) semesters.
- ➤ Must repeat a course more than once to complete the Program of Study. A student may not be enrolled in the same course more than twice. Examples include a course failure and withdrawal from the same course; two withdrawals from the same course, or two failures of the same course.

Students exhibiting behavior that disrupts the education process will be counseled and referred for possible disciplinary action. Students with disciplinary action may be prevented from attending a clinical agency which may result in failure of the nursing course.

Academic dismissal is a sanction imposed for failure to meet established levels of academic achievement. Academically dismissed students are eligible to re-apply after a 2-year wait period.

Extenuating Circumstances Appeal Related to Academic Dismissal: A student who meets the following criteria may appeal academic dismissal in a formal letter to the Dean citing extenuating circumstances:
- ➢ the student was passing the course prior to the withdrawal date.
- ➢ an unforeseen event/circumstance occurred that prevented the student from successfully completing the course.
- ➢ the student can provide documentation from a professional such as a physician, psychiatrist, psychologist, attorney, etc., stating that this event/circumstance prevented the student from successfully completing the course.
- ➢ the student must describe the extenuating circumstance and how this prevented him/her from passing the current course in the formal letter.

The Dean will respond to the student in writing within 5 days of the appeal. The Dean's decision is final.

Disciplinary dismissal is for violation of institutional rules of conduct. Disciplinary dismissed students are not eligible to re-apply.

STANDARDS (Professional and Ethical)

A student displaying behaviors/actions in violation of professional and ethical standards including, but not limited to, the following may be dismissed from the program:
- ➢ falsification of records and/or assignments.
- ➢ cheating or evidence of intent to cheat.
- ➢ plagiarism
- ➢ failure to comply with reasonable guidance/direction of faculty and/or Montefiore associate
- ➢ taping or photographing of tests/exams; taping or photographing during exam reviews
- ➢ any breach of exam integrity
- ➢ abusive language, threatening demeanor, or inappropriate behavior
- ➢ sexual harassment.
- ➢ interfering with the teaching-learning process.
- ➢ disregard of infection control practices.
- ➢ noncompliance with a drug or alcohol rehabilitation program.
- ➢ unacceptable conduct on Montefiore property or in any setting where MSON business is being conducted.
- ➢ removal of school property.

WARNING

The faculty review each student's progress at the midpoint of each course. Students whose progress is not satisfactory at midpoint will be provided with a notification and offered academic advisement.

WITHDRAWAL

Withdrawal prior to midterm is allowed once during the program of studies. Withdrawal prior to the published date is recorded as a W. Withdrawal after the midterm is recorded as a Withdrawal Pass (WP) or Withdrawal Fail (WF) depending on the student's achievement in course work at the time of withdrawal. A WF will be included in computation of the GPA.

Students should seek counsel with their faculty advisor prior to withdrawal from a course since the program of studies must be completed within six semesters from the time of admission. The decision to withdraw from a course or the program MUST be submitted in writing to the Registrar. For recipients of loans, the withdrawal date determines when a student's grace period begins and can also determine whether a refund of charges is required.
See the Academic Calendar for specific withdrawal date.

- A student choosing to withdraw from MSON after the commencement of classes is to provide a written notice to the Registrar. The notice must include the expected last date of attendance and be signed and dated by the student.
- If special circumstances arise a student may request, in writing to the Dean, a leave of absence. Such a request must include the anticipated start and end dates of the leave. A leave of absence must be approved by the Dean. If a student fails to return from the leave of absence, on the scheduled date, the withdrawal date will be the date the student was scheduled to return from the leave of absence.
- A student will be determined to be withdrawn from MSON if the student misses seven consecutive instructional days without notification of absence and/or all of the days are unexcused. The withdrawal date will be the last recorded class attendance documented by the school.

LEAVE OF ABSENCE

A student must be in good academic standing to be eligible for a leave of absence (LOA).
A LOA automatically becomes a resignation after one year.

Requests for a LOA must be submitted **in writing** to the Dean. A verbal request must be followed by a written request within one week. Students who do not return to classes at the beginning of the semester and have not submitted an LOA will be dismissed from MSON.

Students who have received Title IV funds are allowed a LOA of up to 180 days in any 12-month period if the LOA is approved by the Dean.

Students not receiving Title IV funds may request LOA for up to one year. If the LOA was granted for medical reasons, clearance from the Primary Care Provider must be presented to the Occupational Health Nurse prior to return.

On return to the program of studies, students must comply with current policies. The student must progress at a rate that allows completion of the program within three years of entry into the program. Therefore, if a student takes an LOA for one year, that student will not be permitted any course failures because of time constraints in completing the program.

MILITARY - ACTIVE USA SERVICE MEN/WOMEN, USA RESERVISTS

Those persons who are actively serving in the armed forces/reserves shall not be penalized or held accountable for time lost during periods of deployment or call to active duty or fulfilling reservists' obligations.

Those who must leave the program for a continuous period of time greater than two weeks will be provided a seat in the next offering of that course from which they withdrew, on a priority list of seats available. They must start from day 1 of the course. They will not be limited to completion of the program in 3 years.

Any person actively enrolled in the Reserves will not be penalized for missing a clinical day and will not be held to policy limiting missed clinical days to no more than 2. The student will have the opportunity to make arrangements with their instructor to make up the clinical time missed either in the clinical setting, via case studies or written assignments. Clinical make-up fee would be waived.

Polices are in effect for those who provide official documentation for call to duty.

TRANSFER BETWEEN COHORTS

Requests to transfer between the day and evening cohorts must be submitted in writing to the Coordinator of Student Services.

CONTACT INFORMATION

It is the student's responsibility to keep their current information on file in Student Services Office. This includes cell phone number, mailing address, and personal email address. The student will be given a montefiore.org email address following admission. The montefiore.org email address must be used for all MSON communication.

GRADUATION

Graduates are awarded the Associate in Science Degree (in Nursing) and name sent for eligibility to take the NCLEX-RN licensure exam when the following have been met:

> ➤ attainment of the end of program student learning outcomes.
> ➤ satisfactory completion of all courses on the Program of Study maintaining a GPA of 2.5
> ➤ submission of official transcripts from all colleges attended.
> ➤ fulfillment of all financial and other obligations including return of ID and security swipe
> ➤ if applicable, completing Student Loan Exit Counseling.

Students will be allowed to attend graduation and walk with their cohort if they lack 3 credit hours or less in a general education course.

HONORS

Students achieve honor recognition for maintaining a B+ (3.5) GPA. Dean's List designation will be placed on the student's academic transcript.

All students with a GPA of 3.5 or better will receive graduation honors. The following honors will be noted on the student's transcript:
> ➤ Cum Laude   3.5 to 3.69
> ➤ Magna Cum Laude   3.7 to 3.89
> ➤ Summa Cum Laude   3.9 to 4.0

RECORDS

Family Educational Rights and Privacy Act (FERPA)

MSON complies with the provisions of the 1974 Family Educational Rights and Privacy Act (FERPA). FERPA assures students attending a postsecondary educational institution that they have the right to inspect and review certain educational records and to seek corrections of inaccurate or misleading data through informal or formal procedures. FERPA also protects student privacy rights by setting strict limits on disclosure of students' educational records without their consent. Students can seek enforcement of their FERPA rights by filing complaints with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. S.W., Washington, DC 20202-5920. Information about this office is available on the Internet at

https://www2.ed.gov/about/contacts/gen/index.html?src=ft

MSON has designated the following information as directory information under FERPA and, as such, may be disclosed, without consent, to a third party upon request:

- Student's name
- Degrees, honors, and awards received
- Major field of study
- Dates of attendance
  Institutional email address
- Photograph

A student must submit a written release for additional information to be given to any person or agency.

Students are notified annually of their rights under FERPA. Also, notice of Confidential Release must be on file with the Registrar's Office to determine the level of information shall be released to a parent or public individual.

Students/graduates have the right to:
> inspect and review their own education records maintained by the school.
> challenge the content of records on the grounds that they are inaccurate, misleading or a violation of their privacy or other rights; and
> control disclosures from their education records with certain exceptions.

Any student/graduate has the right to inspect and review education records within a reasonable period of time. The student shall not have access to:
> financial records of parents.
> confidential letters of recommendation.
> private records kept by faculty.
> records kept by the security department; and
> student/graduate employment records.

When the student/graduate and Registrar are unable to resolve questions as to the accuracy of information contained in the record, the student will have an opportunity to challenge the contents. The student/graduate should:
> make a written request to the Dean for a formal review.
> review the records with the Dean.
> record a written explanation of the contents; and

> initiate the grievance committee if not accepting of the decision.

Release of personally identifiable information without the student/graduate consent will be allowed to:

> - school personnel who have a legitimate educational interest.
> - representatives of federal agencies and state education authorities authorized by law to have access to education records.
> - state and local officials to whom information must be released.
> - accrediting organizations.
> - parents of a dependent student as determined by the Internal Revenue Code of 1954;
> - parents of a student under 21 years of age who has violated campus rules regarding the use or possession of alcohol or controlled substances.
> - necessary people in emergency situations to protect health and safety; and
> - persons designated in subpoenas or court orders.

Directory information (name, address, field of study, etc.) may be disclosed by an institution without violating the Buckley Amendment.

When written consent by a student/graduate is required for release of personally identifiable information, such consent shall:
> - specify records to be released.
> - include reasons for such release.
> - specify to whom records are to be released.
> - be dated; and
> - be signed by the student/graduate.

FERPA only provides opportunities for access and review to enrolled or formerly enrolled students. Applicants who were not admitted have no right to access their records.

The school may withhold copies of the transcripts of students who have defaulted on college loans or if they owe the school or college money.

FERPA (See 34 CFR, Part 99)

Note that the financial aid policy is rather brief and only emphasizes what happens when a student elects to mark records as confidential. Also, there is no reference to institutional or federal FERPA guidelines.

However, it is important to note that when a record is marked confidential, the student cannot discuss with anyone in the office, his student record over the phone or through e-mail. Otherwise, the institution has violated FERPA guidelines. Furthermore, if the student wishes to discuss his information in person, he/she needs to show a valid ID.

Student records cannot be discussed with parents if the student is considered independent as defined for tax purposes. Student records cannot be discussed with parents when the student is a dependent, unless the student grants written permission. Permission forms may be obtained from the Student Services Office.

Finally, with regards to counselors seeing students at the same time, FERPA implies that if a student has the potential to access another student's records, this violates said student's right to privacy. There is no distinction made under FERPA as to how a student has access to another student's records, just that it should be avoided. The law mandates that "if allowing a student to

review his or her education records would violate the privacy of a different student's records, either the other student's information must be redacted or consent must be obtained before disclosure." See http://www.finaid.org/educators/ferpa.phtml

STUDENT FACILITIES AND SERVICES

Montefiore School of Nursing aims to provide an environment that meets the needs of the students.

STUDENT HANDBOOK

The Student Handbook is available on Moodle and our website. The handbook outlines the rights and responsibilities of the student and the school. It is the student's responsibility to refer to the handbook as appropriate and prior to meetings with faculty or the Dean.

ACADEMIC ADVISEMENT

The student's course instructor serves as the academic advisor. The advisor ensures compliance with school policies and requirements, monitors the student's progress, and is available for support and mentoring throughout each semester in the school.

RESOURCES

There is a library located on 3rd floor, designated as a quiet space with computers where students may access online library resources. The library should not be used for group study. Study rooms and the student lounge, which may be used for group study are located on the 5th floor of the school.

COMPUTERS

The School of Nursing provides access to computers and the internet for student use related to course work. All students are expected to use the school computers in a responsible manner. The school reserves the right to monitor computer/internet activity. Computer access may be restricted and/or prohibited if computer activity:
- Violates any state or federal law
- Is utilized for commercial activity
- Is used to harass, threaten, libel, slander or otherwise cause harm to an individual and/or group
- Causes damage or destruction to software and/or hardware
- Downloads, copies or transmits unauthorized, copyrighted material
- Utilizes unapproved software
- Tampers with and/or gains access to network, data, or other computer systems
- Conducts personal business or access personal email

In addition, students violating this policy on computer use may be subject to further disciplinary action and/or termination from the program.

Students must also have a laptop computer and internet access off campus, as well as internet access.

COUNSELING

Students who require non-academic counseling may be referred to local agencies or the Employee Assistance Program (EAP) for assistance. EAP provides confidential assistance 24 hours a day, seven days a week. The school is not notified of any student using EAP or any agencies services, and information is maintained in strict confidence. Students may contact EAP directly at 1-844-300-6072 or by email at clientservice@carebridge.com. The website address is: www.myliferesource.com

Local agencies available to help students cope more effectively with personal, emotional, and situational barriers to learning are identified in the Student Handbook. Services are available on a sliding scale basis at some local agencies.

HEALTH

Students have the primary responsibility for maintaining and safeguarding their personal health and are required to have health insurance. The Employee Health Office or an Emergency Department within the hospital is available for injury occurring during class or clinical hours. The student will receive initial treatment at an affiliating clinical agency, as available, and then report to Montefiore New Rochelle Hospital Occupational Health Office. Students are required to maintain a relationship with their Primary Care Providers and retain health insurance coverage as the school and hospital incur no financial responsibility for services provided.

LEARNING FACILITIES

The nursing labs and classrooms are located on the 1st and 3rd floors of the school. Belsky Auditorium, located on the 1st floor, is used for special classes, workshops, and school events. Clinical rotations are arranged to meet the specialty natures of the nursing courses.

LIBRARY

The Philip Murray Library (seating capacity of 20) is located on the 3rd floor of the School of Nursing. MSON has migrated to an on-line modality for students and Montefiore associates. Both libraries are utilized by medical and nursing staff and students. Students may also use the Mount Vernon Public Library and students enrolled in general education courses at Westchester Community College may also use their library. A copy machine is available in the library (3rd floor of the SON) for student use.

Electronic Library Resources: All students have remote access to "Nursing Reference Center" and "CINAHL with Full Text" through Moodle. To access, log into Moodle / Universal Forms / Right hand side of screen / Library Resources / Links are posted.

Access to OVID Library along with the Nursing Reference Center and CINAHL are on the intranet http://mountvernon.montefiore.org / Clinical Department / Medical Library **or** http://newrochelle.montefiore.org / Clinical Department / Medical Library.

If a student needs assistance with library resources or if needs to request an article or text via interlibrary loan, they may contact Shiegla Smalling, Library Director Health Sciences Library Montefiore Medical Center at ssmallin@montefiore.org telephone 718-920-2320 or Marie Elias, Associate Librarian Health Sciences Library Montefiore Medical Center at melias@montefiore.org telephone 718-920-4666.

MEALS

The cafeteria is located on the 2nd floor of the school. It is open Monday through Friday, 6:30 am to 3:00 pm. Vending machines are in the cafeteria.

MOODLE

Montefiore School of Nursing utilizes Moodle, an online Course Management System (CMS), also known as a Virtual Learning Environment (VLE). Moodle will provide students with access to grades, course material and other areas of interest. The Admissions Coordinator/Registrar is the Moodle Administrator. Upon enrollment all students will be enrolled onto Moodle website and registered in the appropriate course modules.

ORGANIZATIONS

Each class forms its own organization and elects officers. The Officers of each class are members of the Student Council. Students may direct concerns to their class President who should seek guidance from the faculty representative for Student Council or the Assistant Dean for evaluation of the problem and appropriate interventions. Students may also present general concerns to the faculty during the first ten minutes of the monthly Faculty Organization meeting. The schedule of Faculty Organization meetings is posted each semester on Moodle.

ORIENTATION

Two mandatory orientation programs for new students are scheduled prior to the beginning of the first semester. Failure to attend will result in the loss of admission. Future admission will require re-application. Course orientation affords students the opportunity to be updated on changes in school policies and procedures and review the course requirements prior to the beginning of classes. During the initial orientation program, all government and hospital-mandated programs are presented, these are again required annually.

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)

To ensure a safe and healthful environment, students must conform to OSHA requirements.

SAFETY AND SECURITY

CODE OF CONDUCT

Students represent the hospital and school and are expected to use professional behavior in the school and affiliating facilities. Failure to adhere to an acceptable Code of Conduct may result in suspension and/or dismissal. The Student Handbook defines expected behavioral standards.

MONTEFIORE SCHOOL OF NURSING MAINTAINS A DRUG/ALCOHOL, SMOKE-FREE ENVIRONMENT

SMOKING

Smoking is prohibited on all Montefiore property and a student who engages in smoking is subject to disciplinary action. Additionally, students whose clothes have the odor of smoke may be asked to leave the classroom, lab, and or clinical setting.

DRUG AND ALCOHOL ABUSE

Montefiore School of Nursing standards of conduct prohibit the unlawful distribution, possession or use of illegal drugs or alcohol by students or employees of the school. Sanction for violation of these standards includes termination and possible referral for prosecution.

ALCOHOL-LIKE SUBSTANCE ON BREATH (ALSOB) AND/OR SIGNS OF IMPAIRMENT

A student who presents with an ALSOB or signs of impairment will be sent to the Emergency Room for evaluation. If a student refuses this evaluation, she/he may be suspended pending investigation. The student will be removed from the classroom or clinical setting. See substance abuse policy in Student Handbook.

RULES & REGULATIONS GOVERNING THE USE OF UNLAWFUL DRUGS & ALCOHOL

1. The unlawful use, possession or distribution of drugs and alcohol by students or their guests, is strictly prohibited within the school and hospital premises at all times.

2. Students, faculty, staff and visitors to the campus are prohibited from engaging in actions or situations which recklessly or intentionally endanger mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. People engaging in such actions will be subject to disciplinary action which may include civil, criminal, and/or monetary penalties as well as suspension or dismissal from Montefiore School of Nursing.

3. No student may report for class or clinical assignment under the influence of intoxicating beverages or drugs.

4. Any student suspected of being in violation of the above regulations will be removed from the classroom or clinical area and referred to the Emergency Room. Laboratory testing will be requested, and clearance will be required from the health service nurse and/or physician.

5. Any student who requires drug and/or alcohol counseling and rehabilitation will be referred to the Employee Health Office for assistance.

6. A student will be temporarily suspended during the period of treatment or dismissed if she/he is unwilling to receive the recommended treatment.

7. If a treatment program is prescribed, the student must show evidence of successful completion of the program before being reinstated in the school.

8. A student who is in violation of the local, New York State, or Federal laws, will be referred for prosecution for violation of the standards of professional conduct.

CAMPUS SECURITY

Montefiore School of Nursing distributes information on campus security and crime statistics during the orientation program in accordance with the Crime Awareness and Campus Security Act of 1990, amended in 1998. Information is also provided to the students related to sexual harassment, sexual assault and bias crimes during the orientation program. The Montefiore Mount Vernon Hospital Security Department is responsible for campus security and maintaining crime statistics annually. Statistics are available for disclosure to students through Moodle. The school's statistics are also online at the United States Department of Education's website: https://ope.ed.gov/campussafety/#/

Students MUST wear their picture identification badge in the school, hospital and when on clinical and college affiliations. Students are urged to use security precautions when entering the school through the security doors. The school is protected by the same security system utilized by the hospital.

The school has a duty to maintain a campus reasonably free of foreseeable harm. This does not extend to off-campus premises; the campus is defined as 53 Valentine St. Mount Vernon, NY. Vehicle accidents or criminal activity occurring during the transit of a student to and from the school, or between the school and clinical or college affiliations are beyond the school's control.

The School of Nursing has an Advisory Committee on Campus Safety and Security to address concerns and issues related to safety and security. The Committee meets annually to review current campus security policies and procedures, to recommend changes for improvement, to review current educational materials related to safety and security and to review the annual crime statistics report. The Committee is comprised of the following members: Dean, Assistant Dean; Managers of Security for MNR and MMV; 2 faculty members; Registrar; and 2 students. The Advisory Committee on Campus Safety and Security will provide upon request all campus crime statistics as reported to the United States Department of Education and will provide (within 10 days of request) a hardcopy mailed to an individual requesting this information.

A student may report on-campus crimes and/or incidents, including forcible or non-forcible sex offenses and bias crimes to the hospital security department. All students have the right to make a report to local law enforcement and/or state police. To report criminal activity or an emergency to Campus Security dial 914-361-2222. Updates and news bulletins related to campus security are posted on Moodle. Please see Article 129-B policies in the Student Handbook.

The Campus Sex Crimes Prevention Act (Section 106 of Public Law 106-39)
This is a federal law enacted on October 28, 2000 that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. This law requires institutions of higher education to issue a statement advising students where information concerning registered sex offenders may be obtained. In New York State, this information can be obtained by contacting the Division of Criminal Justice Service at 1-800-262-3257 or 1-518-457-5837 or at http://www.criminaljustice.ny.gov/nsor/   You must be at least 18 years old and provide your name, address and telephone number in order to request this information.

FIRE AND SAFETY

During orientation and annually, fire safety regulations are reviewed with students. Periodic unannounced fire drills are to be conducted. Students are responsible for knowing regulations and policies. Failure to comply with the direction of an associate with the Department of Environmental Health and Safety, and /or Campus Security may result in disciplinary action including dismissal from the nursing program.

FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989

HANDICAPPED ACCESSIBILTIY

A ramp approach to the building is located at the Montefiore Mt. Vernon Hospital entrance. Hospital and Montefiore School of Nursing elevators are available for use between all floors.

Bathroom facilities are available in the lobby located on the first floor of the hospital. A bathroom with handicap access is available on the 1st and 3rd floor of the school.

HARASSMENT - BULLYING

Harassment on the basis of race, color, gender, religion, national origin, age, and disability constitutes discrimination and, as such, violates among others, the Americans with Disabilities Act. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual and has the purpose or effect of creating an intimidating, hostile, or offensive environment.

Harassing conduct includes, but is not limited to, the following: epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts.

Bullying information is further outlined in the Student Handbook posted on Moodle.

HARASSMENT - SEXUAL

Inappropriate or unsolicited comments or actions of a sexual nature are not tolerated. If students believe they are a victim of this type of behavior, they should immediately inform the Coordinator of Student Services and the matter will be investigated. The incident will be handled in a confidential manner.

Any actual or perceived episodes of harassment will be fully investigated and may lead to termination from the program.

For crimes of violence, including, but not limited to sexual violence, MSON shall make a notation on the transcript of students found responsible after a conduct process that they were "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation." For a Respondent who withdraws from the MSON while such conduct charges are pending, and declines to complete the disciplinary process, MSON shall make a notation on the transcript of such students that they "withdrew with conduct charges pending." In cases of suspension, MSON will consider removing the notation one year after conclusion of the suspension. Requests should be sent to Title IX Coordinator. Notations for expulsion shall not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

FACULTY & STAFF LISTING

ACADEMIC AFFAIRS

Dr. Rebecca Greer, DNP, RN, Dean

AAS - Virginia Western Community College; BBA - Roanoke College;
MSN - University of Phoenix; DNP - Case Western Reserve University

Susan Joseph, PhD, RN, CNE, Assistant Dean

BSN – L.T. College of Nursing, Mumbai, India
MSN – Mercy College, Dobbs Ferry, NY
PhD – Northcentral University, San Diego, CA

Elizabeth Chimento, Executive Assistant,
Academic Affairs Office

FACULTY

Patricia Coyne, RNC-MNN, MSN, MPA, Faculty

BSN - Lehman College, Bronx, NY
MPA - Pace University, NY; MSN - Mercy College, NY

Joan Gibson-Parkes, DNP, MSN, RN, Faculty
Certified Diabetes Educator
Certified Medical-Surgical Nurse

AS – Bronx Community College, Bronx, NY
BS – College of New Rochelle, New Rochelle, NY
MSN – Lehman College, Bronx, NY
DNP – Chamberlain University College of Nursing

Benita Jones, MSN, RN, Faculty

AAS - Helene Fuld College of Nursing, New York, NY
BSN, MSN - College of Mt. St. Vincent, Riverdale, NY

STUDENT SERVICES

Michael Main, BA, Coordinator of Student Services/Registrar

BA - IONA College, New Rochelle, NY

Martine Dorelian, BS, Financial Aid Administrator

BS – Farmingdale State College, E. Farmingdale, NY

Sharna Walker, MBA, MA

MBA – University of Phoenix, Phoenix, AZ
MA – Montclair State University, Montclair, NJ

ADJUNCT FACULTY

Lisa Augustine, MBA, RN, Adjunct Faculty

BSN - College of Nursing, University of Calicut
MBA - Baruch College, City University of New York

Karlene Bennett-Wynter, DNP, MSN, CPN, RN, Adjunct Faculty

AS - D. Hopfer School of Nursing; BSN-Chamberlain College of Nursing
MSN - Sacred Heart University, Fairfield, CT
DNP – Chamberlain University

Caridad Cobarrubia, MSN, RN, Adjunct Faculty

BSN – Long Island University, Brooklyn, NY
MSN – Mercy College, Dobbs Ferry, NY

Veronica Dixon, MSN, RN, Adjunct Faculty

AS – D. Hopfer School of Nursing, Mt. Vernon, NY
BSN, MSN - Mercy College, Dobbs Ferry, NY

Nancy Famby, MBA, RN, Adjunct Faculty

BSN – College of New Rochelle, New Rochelle, NY
MBA – American Intercontinental University, Chicago, IL

Lisa Gressett, MS, RN, Adjunct Faculty

AS – D. Hopfer School of Nursing, Mt. Vernon, NY;
BS – College of New Rochelle, NY
MS – University of Phoenix, Phoenix, AZ

Miriam Hill, MSN, RN, Adjunct Faculty

BSN - Dominican College, Orangeburg, NY;
MSN - Lehman College, Bronx, NY

Janice Kosseh-Butcher, DNP, RN, Adjunct Faculty

BSN – Pace University, Pleasantville, NY
MSN – College of Mt. St. Vincent, NY
DNP – Quinnipiac University

Monique Luckett-Cummings, FNP, MSN, RN, Adjunct Faculty

AS - Rockland Community College, Suffern, NY
BSN, MSN - SUNY Delhi, Delhi, NY
FNP – Mount Saint Mary College, Newburg, NY

Joann Malloy, DNP, MSN, RN, Adjunct Faculty

AS - Iona College, NY; BSN, MSN - Mercy College, NY
DNP – Chamberlain University College of Nursing

Leonie Maxwell, MSN, RN, Adjunct Faculty

AS - Rockland CC; BSN - Mercy College, Dobbs Ferry, NY
MSN - University of Phoenix

Ericka McNeal, MSN, RN, Adjunct Faculty

AS - D. Hopfer School of Nursing, Mt. Vernon, NY
BSN, MSN - Mercy College, Dobbs Ferry, NY

Oluwatoyin Modupe, FNP, MSN, RN, Adjunct Faculty

AS – D. Hopfer School of Nursing, Mt. Vernon, NY
BSN, MSN – Mercy College, Dobbs Ferry, NY
FNP – College of New Rochelle, New Rochelle, NY

Nicole Morris, MSN, RN, Adjunct Faculty

AAS - Cochran School of Nursing, Yonkers, NY
BS - NY Institute of Technology
MSN - Mercy College, Dobbs Ferry, NY

Kristine Pisano, BSN, RN, Adjunct Faculty

BSN – Concordia College, Bronxville, NY
BS – Fairfield University, Fairfield, CT

Patricia Porter, MSN, RN, Adjunct Faculty

AS – Kingston School of Nursing, Jamaca
BSN – Dominican College, Orangeburg, NY
MSN – Chamberlain College of Nursing

Jermaine Reid, MSN, BSN, RN, Adjunct Faculty

AS – Montefiore School of Nursing
BSN – Chamberlain University, Downers Grove, IL
MSN – Aspen University School of Nursing, Phoenix, AZ

Shelly-Ann Robinson, MSN, RN, Adjunct Faculty

AAS – Bronx Community College, Bronx, NY
BSN, MSN – Chamberlain University, Addison, IL

Sheila Samuels, DNP, RN, Adjunct Faculty

AAS - Cochran School of Nursing, Yonkers, NY
BSN - Pace University, New York, NY
MSN - Aspen University, Denver, CO
DNP – Grand Canyon University, Phoenix, AZ

Carla Stewart, MSN, RN, Adjunct Faculty

BSN, MSN - Mercy College, Dobbs Ferry, NY

Heather Tucker, MSN, RN, Adjunct Faculty

AS – D. Hopfer School of Nursing, Mt. Vernon, NY
BSN – College of New Rochelle, New Rochelle, NY
MSN – Capella University, Minneapolis, MO

ADVISORY BOARD MEMBERS FOR MONTEFIORE SCHOOL OF NURSING

Anthony Alfano, MPH
Vice President, Executive Director
Montefiore New Rochelle Hospital

Cathy Cahill, RN, BC, MS
Director of Pediatric Ambulatory
Children's Hospital at Montefiore

Maureen Carmen, MSN, RN
Nursing Department Chairperson /
Assistant Professor of Nursing
Westchester Community College

Keith Carney, RN
Staff Nurse, Montefiore Moses
2023 Class President and Alumnus

Sandra Dave, DNP
Dean, Cochran School of Nursing

Frank DiGiovanni
Director Corporate Compliances &
MSON Title IX Coordinator
Montefiore New Rochelle

Colette Forde, DNP, CNM, RN
Director of Clinical Education
Montefiore Medical Center

Mary Gadomski, RN
Executive Director, Montefiore Home Care

Dianne Gordon, DNP, MSN, RN
Director of Nursing
Montefiore Mount Vernon

Rebecca Greer, DNP, RN
Dean, Montefiore School of Nursing

Ann Hay, MSN, RN
Assistant Professor of Nursing /
Curriculum Chair
Westchester Community College

Susan Joseph, PhD
Assistant Dean, Nursing 2 Faculty
Montefiore School of Nursing

Danielle Kennedy-Shannon, MSN, MPA, RN
Assistant Vice President of Nursing
Montefiore New Rochelle Hospital

Leigh-Anne McMahon, DNP
Executive Vice President
Patient Care Services and
Chief Nursing Officer
White Plains Hospital

Joan O'Brien, MSN, RN
Assistant Vice President, Nursing
Montefiore Wakefield Campus

Esma Paljevic, Ed.D. RN, Associate Dean,
Lienhard School of Nursing,
Chair, Department of Undergraduate
Studies, Pace University

Danielle Parchment
Staff Nurse, Montefiore Weiler
2023 Class Vice President and Alumnus

Emy Velez
Director, Human Resources
Montefiore New Rochelle Hospital

TRAVEL DIRECTIONS

FROM POINTS SOUTH

Take the Bronx River Parkway North into Westchester to Exit 10A (Yonkers Avenue/Mount Vernon Avenue). Take a right up the hill. Turn left at Stevens Avenue. At the second traffic light, turn left on to North Seventh Avenue. Take the next left onto Valentine Street. The Montefiore School of Nursing entrance is on Valentine Street.

FROM POINTS NORTH

South to Cross County Parkway and then to Bronx River Parkway South, exit at Bronx River Road (Mount Vernon-Yonkers). Proceed left to light, make another left across the bridge onto Oak Street. Proceed with directions as above.

FROM LONG ISLAND

Take Whitestone Bridge to the Hutchinson River Parkway North, exit 12, left at light onto East Lincoln Avenue. Proceed about one mile to Gramatan. Make left on Gramatan. Proceed ¼ mile. Right on Prospect Avenue, 2 blocks to Valentine Street. (Prospect turns into Valentine Street).

Take Throggs Neck Bridge to I-95 to the Hutchinson River Parkway North. Proceed with directions as above for the Whitestone Bridge.

BY TRAIN

Take the Metro North New Haven Line from Grand Central Station to Mount Vernon East. Take a short taxi ride, or walk west approximately six blocks up Prospect Avenue, passing Gramatan Avenue, City Hall, and the Police Department.

Alternate route: Metro North Harlem Division to Mount Vernon West station with a short taxi ride to the school. There are several hills to climb and it's too far to walk.

BUS INFORMATION

For routes and schedules, call (914) 813-7777.

PARKING

A municipal parking garage is located one block south of the hospital on Stevens Avenue.

The hospital maintains a garage on 7th Avenue immediately across from the entrance to the hospital.

There is alternate side of the street parking on Wednesday and Thursday from 8:00 to 12 Noon around the school. There are meters on correct days in front of the school for two-hour periods. Meters must be fed until 8:00 pm. Quarters only. The City of Mount Vernon does not honor suspension of alternate street parking regulations issued by New York City.

INDEX