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COLLEGE ADMINISTRATORS’ RESPONSIBILITIES

The following college personnel should be consulted to obtain the information listed:

College President: policies pertaining to grievances, nondiscrimination, and privacy of student records; information that pertains to school accreditation and licensure; the College’s Strategic Plan, and final actions related to disciplinary actions and appeals.

Vice President for Academic Affairs and/or Director of the Associate Degree Program: descriptions of academic programs, faculty information, data on student enrollment, academic policies and procedures.

Head of Finance: tuition charges, payments, adjustments, and refunds.

Director of Administration: security, elevator passes, lost and found, New Student Orientation, and graduation.

Director of Student Services: policies pertaining to admissions requirements, enrollment, transfer credits, accommodations, and copies of consumer information disclosures.

Financial Aid Counselor: descriptions of financial aid programs, the rights and responsibilities of financial aid recipients, means and frequency of payments of financial aid awards, and student loan repayment.

Helene Fuld College of Nursing’s administration reserves the right to make changes to the organizational structure, policies and procedures, tuition and fees, equipment, materials, curriculum, and course content. Students agree to abide by the policies in this catalog.

Information in this catalog was accurate as of January 2017. You may contact the Office of Student Services at 212-616-7271 for more information.
FACULTY/STAFF DIRECTORY

ACADEMIC OFFICES

Vice President for Academic Affairs and Director of the BS Program: Dr. C. Hughes
Office: Room 404
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Coordinator for the Sciences: Dr. P. Amponsah
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Faculty Secretary: Ms. A. Brown
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FACULTY/STAFF DIRECTORY

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- Phone: 212-616-7273

Director of External Affairs: Ms. M. Hernandez
- Office: Room 313
- Email: Michelle.Hernandez@helenefuld.edu
- Phone: 212-616-7278

Director of the Library and Information Technology: Mr. I. Singh Chauhan
- Office: The Library (Room 316)
- Email: Indrajeet.Singh@helenefuld.edu
- Phone: 212-616-7262

Director of Student Services: Ms. S. Senior
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Head of Finance: Ms. G. Vilkina
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- Phone: 212-616-7270

Application Processing: Ms. C. Oliver
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- Phone: 212-616-7290

Bursar: Ms. Shanice Bailey
- Office: Room 308
- Email: Bursar@helenefuld.edu
- Phone: 212-616-7289

College Recruiting: Ms. A. Ittoop
- Office: Room 300
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- Phone: 212-616-7282

Computer Assistance: Mr. E. Ortiz
- Office: The Library (Room 316)
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- Phone: 212-616-7245

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- Office: Room 310
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- Phone: 212-616-7264

Financial Aid: Ms. A. Thomas
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HELENE FULD COLLEGE OF NURSING

VISION STATEMENT
The College’s vision is to be nationally recognized for excellence in nursing education, and to be noted for having comprehensive, innovative academic programs that are responsive to the healthcare challenges of the future.

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

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

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

In October 1978, the original practical nursing program terminated after educating almost 300 practical nurses. The Hospital for Joint Diseases became known as Joint Diseases North General Hospital in 1979 and was then renamed North General Hospital in 1990. In February 1996, with the permission of the Board of Regents of the University of the State of New York, the name “Helene Fuld School of Nursing” was changed to “Helene Fuld College of Nursing.” It was felt that this name better reflected the College’s standing as an institution of higher education.
In July 2007, the College separated from North General Hospital and was established as an independent not-for-profit College under the authority of the New York State Board of Regents.

In early 2012, the College received approval from the New York State Department of Education to confer the Bachelor of Science degree on registered nurses. The degree emphasizes environmental urban health nursing.

Graduates of the LPN to RN program are awarded an Associate in Applied Science (AAS) degree and are prepared to pass the NCLEX-RN examination required by the National Council of State Boards of Nursing and the New York State Education Department, Division of Professional Licensing Services. Graduates practice within the context of the New York State Definition of Registered Professional Nursing and the National League for Nursing’s Outcomes and Competencies for Graduates of Associate Degree Nursing Programs (2012).¹

The upper division Bachelor of Science program (RN to BS) provides opportunities for strengthening the registered nurse’s professional practice and serves as the foundation for career advancement. Graduates of the upper division nursing program are awarded a Bachelor of Science (BS) degree with a focus on environmental urban health nursing.

**INSTITUTIONAL PROFILE**

The College is located in Harlem, one of the most dynamic and revitalized communities in New York City. Easily accessible from all boroughs, adjacent counties and New Jersey, the College draws students from all of these areas and is conveniently reached by subway, bus or car. Some out-of-state nurses make housing arrangements in New York City in order to attend the College on a commuting basis as the College has no residence facilities.

Currently, there are approximately 450 full- and part-time students enrolled in the associate degree and upper division baccalaureate programs.

To accommodate the needs of students, classes are held from 8:00 a.m. to 9:00 p.m., Mondays through Fridays. Clinical classes are held between 8:00 a.m. and 4:30 p.m. Tuesdays through Sundays. Evening classes are generally held between the hours of 4:00 p.m. and 9:00 p.m.

¹ National League for Nursing (2012). Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master’s, Practice Doctorate, and Research Doctorate Programs in Nursing.
THE PHILOSOPHY OF HELENE FULD COLLEGE OF NURSING

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

EDUCATION

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

NURSING

Nursing is the science and practice that promotes a person’s adaptation to achieve integration with his/her environment during health and illness. The goal of nursing is to promote adaptation in a person’s physiological and psychosocial modes, thereby contributing to the person’s health, quality of life and/or dying with dignity. Nurses intervene in situations when the person exhibits actual or potential ineffective responses to environmental stimuli by utilizing the nursing process.

PERSON

Person includes people as individuals or in groups. Each person is a unique being worthy of respect and dignity that possesses physical, social, psychological, spiritual, and cultural attributes. As a dynamic adaptive system, the person is in constant interaction with an ever-changing environment, continually adapting to environmental stimuli. In the process of satisfying basic physiological and psychosocial needs, the person learns and develops behaviors that strongly influence his or her adaptive responses.

ENVIRONMENT

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

HEALTH

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

NURSING EDUCATION

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

**LICENSED PRACTICAL NURSE**

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

**ASSOCIATE DEGREE REGISTERED NURSE**

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

**BACCALAUREATE DEGREE NURSE**

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

**THE ORGANIZING FRAMEWORK**

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

**Definition of REGISTERED PROFESSIONAL NURSE in New York State Law:**

The practice of the profession of nursing as a registered professional nurse is defined as diagnosing and treating human responses to actual or potential health problems through such services as case finding, health teaching, health counseling, and provision of care supportive to or restorative of life and well-being, and executing medical regimens prescribed by a licensed physician, dentist or other licensed healthcare provider legally authorized under this title and in accordance with the commissioner’s regulations. A nursing regimen shall be consistent with and shall not vary any existing medical regimen *(June 18, 2010)*

Article 139, Section 6902

**THE NURSING PROCESS**

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

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

ACCREDITATION AND MEMBERSHIP

Helene Fuld College of Nursing holds a permanent charter from the Board of Regents of the University of the State of New York authorizing it to grant Associate in Applied Science (AAS) and Bachelor of Science (BS) degrees in nursing. The College is registered by the New York State Education Department, Office of the Professions, State Education Building – 2nd floor, 89 Washington Avenue, Albany, NY 12234; (518-474-3817). (HEGIS Code: 5208.20 AAS)

Helene Fuld College of Nursing has been accredited by the Middle States Commission on Higher Education (MSCHE) since 1988. The MSCHE is located at 3624 Market Street, Philadelphia, PA 19104; (267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

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

The upper division baccalaureate program (RN to BS) is accredited by the Commission on Collegiate Nursing Education (CCNE), a specialized accrediting agency recognized by the U.S. Secretary of Education and CHEA. The CCNE is located at One Dupont Circle, NW Suite 530, Washington, DC 20036; (202-887-6791). (http://www.aacn.nche.edu/ccne-accreditation).

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

HELENE FULD HEALTH TRUST

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

All of the College’s facilities are located in one convenient place. The College is located on the 3rd and 4th floors of Bethel Gospel Assembly church at 120th Street and Madison Avenue in Harlem. College facilities include the Peggy Wines Memorial Library, nursing arts and science laboratories, the computer lab, classrooms, conference rooms, and administrative and faculty offices. Student lounges, lockers, and vending machines are provided.

THE PEGGY WINES MEMORIAL LIBRARY

Equipped with over 30 Internet-connected computers (27 PCs and three Macs), the Library is a major resource for the Helene Fuld educational experience. The Library houses a collection of books and periodicals selected to meet curriculum needs and student and faculty interests. The Library’s collections are supplemented by memberships in resource-sharing consortia.

These partnerships are integrated into the borrowing services provided through the interlibrary loan service and serve to expand the range of materials available to students. Audiovisual and computer assisted instructional resources supplement classroom instruction, enhance learning, and provide a means of independent study and research.

The Library maintains an intranet portal that provides access to the Library’s online catalog, electronic reference sources, online databases, and additional links to external sites of student and faculty interest.

The Library also has space for group study. For a small fee, students may copy selected pages from non-circulating materials. The Library is staffed Monday through Thursday from 8:00 a.m. to 7:45 p.m. and on Friday from 8:00 a.m. to 5:45 p.m. Food, drinks, and book bags are not allowed in the Library.
The Library’s Borrowing Policy:

1. A College ID card is required to borrow books. No other form of identification will be accepted.

2. Students cannot borrow more than two reserve books at one time. The time limit on nursing care plan books is two hours.

3. Reserve books are for Library use only. If a student removes a reserve book from the Library, the student will lose Library privileges for five school days. If a student keeps a reserve book overnight, the student will also be fined $20 per day. Repeat offenders (more than once) will lose all Library privileges.

4. Circulating books may be borrowed for one week with the possibility of renewal for an additional week.

5. The late fee for not returning circulating books on time is $1.00 a day.

6. Reference books never leave the Library.

7. Audio-visual materials are not available for circulation.

COMPUTER LAB

The computer lab is used for classroom instruction including information technology classes, pre-entrance testing, and other standardized testing. The computer lab/classroom has over 40 Internet-connected laptop computers.

LOUNGE AREAS

There are three student lounges in the College; two on the 3rd floor near the Library and one on the 4th floor. Two of the lounges have vending machines and hot/cold water machines. The lounge on the 4th floor has a coffee machine, refrigerator, and microwave oven.

NURSING ARTS LABORATORIES

The nursing arts laboratories are available for students to practice and review clinical skills under the guidance of qualified clinical instructors. The labs are also used to demonstrate selected procedures during nursing workshops and seminars. The labs contain advanced technological resources including a computerized patient simulator for demonstration of basic and advanced assessments and acute care practices, as well as audio/video equipment, and a small library of nursing books.

CLINICAL FACILITIES

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

- The Association to Benefit Children
- Bellevue Hospital Center
- Bronx-Lebanon Hospital Center
- Central Harlem Senior Citizen’s Center
- Harlem Hospital Center
- Henry J. Carter Specialty Hospital and Nursing Facility
- Hospital for Joint Diseases
- Hour Children, Inc.
- Institute for Family Health
- Isabella Geriatric Center
- Jacobi Medical Center
- John T. Mather Memorial Hospital
- Lincoln Medical and Mental Health Center
- Metropolitan Hospital Center
- Montefiore Medical Center
- Mount Sinai Hospital
- Mount Sinai St. Luke’s Hospital
- Mount Sinai West – Emergency Department
- Queens Hospital Center
- Ralph Lauren Center for Cancer Prevention
- Search and Care, Inc.
- Terence Cardinal Cooke Health Care Center
- U.S. Department of Veterans Affairs
GENERAL INFORMATION AND COLLEGE SERVICES

ACADEMIC ADVISEMENT

The faculty and staff of Helene Fuld College of Nursing work with students as individuals and adult learners, providing services that will assist them in attaining the objectives of the program. On admission, each student is assigned to a faculty member for academic advisement and individual help. Students are urged to take the initiative to seek advisement. It is the student’s responsibility to maintain satisfactory academic status and meet college requirements.

BULLETIN BOARDS

Official notices and schedules are posted in a glass-enclosed bulletin board near the main entrance to the 3rd floor. Faculty office hours are posted outside the faculty office suites on the 4th floor (room 404) and on the door of the English faculty office (room 402).

CAREER DEVELOPMENT

Information on employment opportunities in nursing and procedures related to licensure and job finding is incorporated into Professional Foundations (NUR 225), taught in the final quarter of the AAS program. Students are informed of current developments in the nursing profession and encouraged to attend local meetings of professional associations and to subscribe to professional journals.

Recruiters, prospective employers, and program representatives from area colleges are periodically invited to visit the College and talk with interested students. CPR courses are offered periodically to students, prospective students, faculty, and alumni.

CLASS SCHEDULING

Classes are held from 8:00 a.m. to 9:00 p.m., Mondays through Fridays. Day classes are generally held between the hours of 8:00 a.m. and 5:00 p.m. and evening classes between 4:00 p.m. and 9:00 p.m. Clinicals are scheduled Tuesdays through Sundays from 8:00 a.m. to 4:30 p.m. A detailed schedule is distributed and posted before registration.

COLLEGE TOURS

The College makes every effort to accommodate requests for facility tours, provided they are received at least 48 hours in advance. To arrange to take a tour, please contact the college recruiter by calling 212-616-7282.

COUNSELING SERVICES

The College employs a counselor. Short-term and long-term counseling services are available to help students with issues including, but not limited to stress, depression, disorganization, anxiety, family-related problems, and other social issues. In addition, students can be referred to other mental health professionals when appropriate. Students can be seen on a walk-in basis when the counselor is not in session or by scheduled appointment. Appointments can be made by calling 212-616-7264, by emailing the college counselor (College.Counselor@helenefuld.edu), or by stopping by room 312.
ELEVATOR ACCESS
Students with temporary or permanent physical limitations or health problems may obtain an elevator pass from the director of administration. The pass must be shown to the College’s security guard as well as to Bethel Gospel Assembly’s security personnel.

GRADE REPORTING SYSTEM
Grades are available to students online through SonisWeb.

INTERNET WEBSITES/EMAIL
General information about the College can be found at: www.helenefuld.edu. Students may securely register for courses, access course schedules, view their grades, view and pay their bills, etc., by using the College’s Student Information System (SIS) (www.hfcnsonisweb.com). All students are assigned College email addresses upon entering the program. College email addresses remain active for six months after graduation.

LOCKERS
Lockers are available for students to use on a daily basis. They are located on the 4th floor on a first-come, first-served basis. Students must supply their own locks and may not monopolize lockers. The College is not responsible for items left in unlocked lockers.

LOST AND FOUND
The College’s “Lost and Found” is in the director of administration’s office (room 313). Lost and found items can be claimed by stopping by the director’s office during the College’s regular operating hours.

MENTORING PROGRAM
Alumni serve as mentors to interested students in the Mentoring Program. Students who choose to participate in the program are paired up with an alumnus who has shared similar experiences while attending the College. Mentors act as role models, providing professional guidance and encouragement while helping students strengthen their critical thinking skills. Mentors also assist students in developing successful study habits, test taking skills, and coping strategies.

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

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

Helene Fuld College of Nursing encourages students to participate in self-governance. All registered students are members of their respective Class Organization and of the Helene Fuld College of Nursing Student Organization. This organization serves to encourage students to become active citizens of the College. A faculty member is appointed to serve in an advisory capacity to each Class Organization.

Students are encouraged to become members of the National Student Nurses Association. Their Bill of Rights and Responsibilities can be found at http://www.nsna.org/publications/billofrights.aspx

Information about student self-governance is distributed at orientation sessions for incoming students.

TUTORING

Group and individual tutoring is available for most courses. Tutoring is available in all science courses, including Selected Topics in Chemistry and Mathematics (SCI 101). The nursing faculty offer sessions to clarify and reinforce nursing concepts. Additionally, all full-time faculty have four office hours each week when they can meet with students for individual help. Students do not need appointments to see faculty during their regularly scheduled office hours.

The College also subscribes to Smarthinking, an online tutoring service. Smarthinking is available via Blackboard for all students who are enrolled in either the AAS or BS program. With Smarthinking, students can utilize a variety of resources, including submitting their essays to writing tutors who provide individualized feedback, which can be tailored to a specific student’s needs. Additionally, students can access online group tutoring sessions where they can interact live with a tutor using virtual whiteboard technology.

WI-FI ACCESS

The College has wireless Internet capability. Students with wireless-enabled laptops and phones can access the Internet throughout the College.
INSTITUTIONAL POLICIES

NONDISCRIMINATION POLICY

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

CANCELLATION OF CLASSES

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

CELL PHONES/ELECTRONIC DEVICES

During examinations all electronic devices (including watches, earpieces, and headphones) must be turned off and placed in student lockers or in a place designated by the instructor. Students found to have these devices during exams will be removed from the testing room and will receive a zero on the exam.

Cell phones, pagers, and other electronic devices are not to be seen or used in faculty offices, classrooms, the Library, or other areas where signs are posted restricting their use such as clinical areas, unless authorized by faculty or staff.

Recording devices are only permitted in classrooms with instructor approval. They are not allowed in College offices at any time.

CHILDREN IN THE COLLEGE

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

COLLEGE IDENTIFICATION CARD

A photo identification (ID) card is issued to each student and must be presented to the College’s security guard upon entering the College. All students must have their IDs visible when they are in the College.

No one without a college-issued ID card or visitor pass is allowed in the College. Family members and friends of students, food delivery personnel, etc., must wait at the security desk on the first floor.

Any student who refuses to show their ID card upon entering the College may be subject to disciplinary action.

CREDIT CARD POLICY

The advertising, marketing, or merchandizing of credit cards to students on campus is prohibited.
DRESS CODE

An essential part of preparing students for employment in the nursing profession is to enforce conformity to a dress code. Students must comply with the College’s dress code while attending classes, including while doing any externships or clinical courses. Students must also take daily preventive measures to maintain good personal hygiene.

Classroom Attire: Clothing worn on campus should always be neat and clean. Casual, comfortable clothing may be worn, however, while on campus or while attending campus-related activities, students should never wear the following items of clothing:

- Any clothing with offensive wording on it
- Ripped, torn, baggy, or dirty clothing
- Clothing that is too revealing
- Shorts above mid-thigh length (i.e., “booty” shorts)
- Low-cut blouses or shirts or halter tops
- Visible undergarments

Laboratory Attire: Students are required to wear lab coats in the nursing skills course (NUR121) and for the lab portion of all of the biological science courses (SCI1201, SCI1202, SCI1203, and SCI1204)

Clinical Attire (AAS program): The nursing uniform is a symbol of the nursing profession. The College has a required uniform that must be purchased from Performance Scrubs (www.PerformanceScrubs.com). It should be clean and fresh. Female students are not required to wear caps in the clinical area.

- Shoes: Clean white low-heeled duty regulation uniform shoes are required; sneakers, tennis shoes, clogs, sandals, open-toed or open back shoes are not acceptable. Shoes and shoelaces must be kept clean and white. White socks or white stockings are to be worn with the uniform.
- Hair: Hair should be neatly arranged away from the face. No ornamental hair accessories are allowed. Braids are permissible but must be contained. Male students are to be clean-shaven or have neatly trimmed beards or mustaches. Religious head covers must be navy blue or white.
- Make-up: Heavy make-up, including long false eyelashes or bright eye shadow, is not permitted.
- Nails and nail polish: Fingernails must be kept trimmed and clean and free of polish or other decorations. Artificial nails or overlays are not permitted.
- Perfume: Perfume or after-shave lotions are not to be worn while in uniform.
- Jewelry: Only engagement rings, wedding rings, wristwatches, and one pair of small, plain, stud earrings may be worn. Eyebrow, nose, and tongue rings, and bracelets are not permitted.

Clinical attire for students in the BS program depends on the requirements established by each externship or clinical agency.

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

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

All students are expected to wear their Helene Fuld photo ID cards at all times while at externship or clinical sites.
DRUGS, MEDICATION, AND ALCOHOL

Medications must be kept in their original containers and be properly labeled. The College reserves the right to take disciplinary action against any individual who possesses drugs not covered by a physician or nurse practitioner’s prescription or not kept in their original containers. Use, unauthorized possession, or being under the influence of intoxicating beverages or illegal drugs, will result in disciplinary action or dismissal. A student who has a drug-related conviction may be ineligible for federal student aid.

FOOD AND BEVERAGES

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

HEALTH EMERGENCIES AND REFERRALS

Any student who is injured in the College must report this to a faculty member or administrator at the time the incident occurs. An Incident Report will be filed with the director of administration and if necessary, “911” will be called. If a student has a health emergency during an off-campus clinical experience, their clinical instructor will refer them to the affiliating agency’s emergency department and/or to a private physician.

The College does not assume responsibility for dental care, hospitalization, or treatment of health problems. Students are strongly encouraged to obtain and maintain their own health insurance.

LPN LICENSURE

LPN or RN licensure must be maintained throughout the entire college program.

STUDENTS WITH DISABILITIES

Helene Fuld College of Nursing is in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which ensure that reasonable accommodations are provided for students with documented disabilities. Based on documentation from a qualified practitioner, the College will determine on a case-by-case basis whether a need exists and, if so, what accommodations are appropriate.

The American with Disabilities Act (ADA) of 1990 requires an institution of higher education to provide reasonable accommodations to a qualified individual with a documented disability, provided that this accommodation does not create an undue hardship on the institution. An undue hardship refers to any accommodation that would be unduly costly, expensive, substantially disruptive, or that would fundamentally alter the nature of the program.

A student who requests special accommodations due to a disability must contact the director of student services in the Office of Student Services (room 300) for a copy of the Disability Service Package that includes the Special Needs Self-Disclosure Form and the Documentation Guidelines.

All requests for accommodations must be submitted to the director of student services at least thirty days prior to the beginning of the quarter/semester for which accommodation is needed. The request along with documentation will be presented to the Disability Services Committee and the student will be notified in writing of the decision.
**ACADEMIC INFORMATION AND POLICIES**

**STUDENT ASSESSMENTS**

Course instructors use a combination of quizzes (announced and unannounced), unit tests, formal writing assignments, discussion board postings, and a final examination to arrive at the course grade. Faculty reserve the right to refuse written assignments and correspondence, which are not appropriately neat, legible, and written in Standard English.

Instructors review their specific grading criteria with students during the initial class period. Evaluation of student achievement is calculated using only measurable academic assignments that are directly related to the course objectives and that are identified in the syllabus. No points are assigned for non-academic or unplanned activities such as attendance and participation. Grades are not curved and only the final course grade is rounded up.

Each student’s work is evaluated individually. Evaluation of all course objectives is contained in the grading rubric (quizzes, exams, clinical/laboratory assignments, etc.). Some course requirements are included in the grading rubric but will only be calculated after the achievement of a minimum course grade of 78.0. These items will be clearly indicated in the course syllabus.

During the final clinical week, students in the AAS program receive quarterly individual clinical evaluations and cumulative summaries.

Students in the AAS program who are enrolled in nursing courses must complete all assigned focused reviews and remediation prior to taking the Integrated Kaplan exams. All Integrated exams must be completed and remediated prior to attending the required Kaplan NCLEX-RN Review.

**STUDENT RECORDS**

Permanent records, which are retained for seven years after completion, withdrawal, or dismissal from the program, include:

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

**POLICY ON PROMOTION AND CONTINUANCE**

All students must have earned a minimum Grade Point Average (GPA) of 2.0 by the end of their first quarter (AAS program) or semester (BS program) to continue in the program.

To remain in good standing, all full-time students must attain a cumulative GPA of 2.35 by the beginning of the second quarter (AAS program) or second semester (BS program). Students not meeting this requirement are subject to dismissal. A full-time student who changes from full-time to part-time must attain a cumulative GPA of 2.35 by the end of their second part-time quarter (AAS program) or second part-time semester (BS program) or be subject to dismissal.

Part-time students must attain a cumulative GPA of 2.35 by the beginning of the fourth quarter (AAS program) or second semester (BS program) or be subject to dismissal. A part-time student who has a cumulative GPA that falls below 2.35 more than once after the third quarter (AAS program) or first semester (BS program) will be subject to dismissal.

All students must earn a minimum cumulative GPA of 2.35 to graduate.

Students who are enrolled in NUR221 must pass the Dosage Calculation Test I with a grade of 80% or higher to be promoted to NUR222; students who are enrolled in NUR222 must pass the Dosage
Calculation Test II with a grade of 90% or higher to be promoted to NUR 223; and students who are enrolled in NUR223 students must pass Dosage Calculation Test III with a grade of 100% or higher to be promoted to NUR 224. Students will have two opportunities during the quarter to take each test. Students who do not pass the test cannot progress to the next nursing course, but will have an opportunity to take the test again the next time the nursing course is offered. There will be no further opportunities to test if the student is unable to pass during the second quarter.

ATTENDANCE POLICY

The College expects all students to attend classes, conferences and clinical practice sessions since excessive absences may affect the quality of a student’s academic achievement and the attainment of the program objectives. Faculty members distribute the policies regarding attendance in writing at orientation or on the first day of classes.

Students are required to be in attendance for all clinical evaluations and final examinations. Individual course policies generally follow these guidelines:

- Faculty take attendance in all courses (i.e., class, conference, and clinical experience). Specific policies for individual courses are in the course overviews. The vice president for academic affairs or the director of student services may request attendance records at any time.

- Students are expected to arrive at scheduled classes and clinical practice on time. Instructors are authorized to refuse admittance to students who arrive more than 15 minutes late to class or clinical. Arriving late or departing early three (3) times equals one (1) absence. Two (2) absences will result in a failure in the course.

- No late examination (announced quiz, unit test, etc.) may be taken until the student shows a receipt from the Bursar, verifying payment.

- No clinical absences are permitted.

ABSENCE DUE TO ILLNESS

Absence or early departure from the clinical area due to illness (or other emergency) must be reported to the clinical instructor. Students should not call the nursing office or clinical unit at the affiliating agency to report an absence. If a student cannot attend or leaves the clinical class early due to an emergency, the student is required to notify the coordinator of the course in writing within 48 hours of an absence stating the reason for their absence. Documentation must be provided supporting the reason for an absence (emergency room discharge, doctor's note, etc.). Clinical make-up will not be allowed during any student's class hours and must be completed by the end of week 10. Two clinical absences cannot be made up.

Two consecutive absences from lecture due to illness must be communicated to the course coordinator (in the AAS program) or the director (in the BS program). The student must bring a report from the healthcare provider stating the nature of the illness, the treatment received, and the student’s ability to return to school.

ABSENCE FOR RELIGIOUS REASONS

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95 – 100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90 – 94</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>85 – 89</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>80 – 84</td>
<td>3.0</td>
</tr>
<tr>
<td>* C+</td>
<td>78 – 79</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>74 – 77</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70 – 73</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>65 – 69</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>60 – 64</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>0</td>
</tr>
</tbody>
</table>

* C+/78% is the passing grade in all nursing and science courses, including Selected Topics in Chemistry and Mathematics.

C is the passing grade for the behavioral science courses, English, and liberal arts.

A transfer course is recorded on the final transcript, but is not computed in the GPA.

GRADE POINT AVERAGE

To compute the quarterly GPA, multiply quality points earned by the credits in each course. Add up the total number of quality points earned in all courses and divide by the total number of credits.

For example, if a student receives an A in a 3-credit course, a B in a 3-credit course and a C in a 4-credit course, the GPA will be:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Credits</th>
<th>Total Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>4</td>
<td>8</td>
</tr>
</tbody>
</table>

10 29 (29/10 = 2.90)

The cumulative GPA is the total number of quality points earned divided by the total number of credits attempted.
PREGNANCY
A student who is pregnant must promptly report her pregnancy to her course coordinator and/or instructor(s). A student who is pregnant while enrolled must provide documentation from her physician or clinic stating that she is approved to continue in the program. The document must include written approval specifically stating that there are no restrictions on activity or weight lifting.

The course coordinator (AAS program) or director (BS program) will notify the student’s instructors and give the document to the associate director of student services, who will put it in the student’s file.

Following each prenatal visit, any new restrictions must be reported immediately to the student’s program director and instructors. The College reserves the right to require a student to take a maternity leave.

A student who becomes pregnant and who will deliver before the completion of her studies can be granted a maternity leave.

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

A student may request a leave of absence if all financial obligations to the College are satisfied and if the student has presented no cause for dismissal. The student must state the reason for the request and complete an official Leave of Absence Form. A leave of absence is limited to one year, unless the student is receiving federal student aid, in which case, the limit is six months. When granted a leave of absence, the student receives a letter from the director of student services confirming the arrangements.

A student who has taken a leave of absence from the College and has not been in attendance for at least one year must meet the program requirements in effect at the time of application for readmission.

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

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

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

AUDITING COURSES
No auditing of courses is allowed.
REPEATING COURSES

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

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

GRADE OF “INCOMPLETE”

Students are expected to complete course requirements within the quarters or semesters in which they are taken.

In an exceptional situation, a faculty member may give an Incomplete (I) if a student is unable to complete a course due to illness or circumstances beyond his/her control. With the approval of the vice president for academic affairs, written arrangements will be made to complete all work no later than five weeks after the end of the course. If the work is not completed as specified, the grade will automatically become an “F”.

ACADEMIC WARNING

A student who fails a course will be notified that they must meet with the Academic Standards Committee in order to discuss the reason(s) for the course failure and the measures that they can take to prevent another failure. At the meeting, the student will be warned that a failure in another course in the same discipline or a grade point average that is below the College’s standards will result in dismissal from the College. When a student receives a warning for a failure in either a science or a nursing course, the student is not allowed to register for a science and a nursing course simultaneously until the course that was failed has been taken and passed with a minimum grade of C+.

ACADEMIC PROBATION

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

DISMISSAL

The College reserves the right to dismiss a student for any serious reason, specifically those reasons listed under “Disciplinary Action” (see page 28) and/or failure to meet academic and/or clinical standards; student standards of conduct violations, health problems that interfere with attainment of program goals and that cannot be resolved; failure to comply with financial or legal obligations; and drug or alcohol abuse.

The decision to dismiss a student for failure to meet academic or clinical standards is made in accordance with Policies on Promotion and Continuance (see page 14). This may be appealed to the Academic Standards Committee.

After a dismissed student has exercised his/her option to meet with the Academic Standards Committee for academic reasons, and/or the Student Integrity Committee for non-academic reasons, the student cannot request readmission to the College.
FINANCIAL AID POLICIES

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

The policy of Helene Fuld College of Nursing is to distribute financial aid in an equitable and non-discriminatory manner. Students must submit the “Free Application for Federal Student Aid” (FAFSA) online at www.fafsa.ed.gov and their latest Federal Income Tax return (1040, 1040A or 1040EZ). Financial aid applicants who are residents of New York State must also apply for TAP Awards. The College cannot assist a student in seeking financial aid unless these forms are filed. Based on this information, an assessment is made and aid is offered or denied. Particular attention is given to heads of households with young dependents. Our aim is to make it possible for any qualified, motivated student to attend the College.

METHOD OF PAYMENT

Institutional awards, as well as all monies received through state and federal sources (grants and loans), are applied directly to student accounts. Any balance remaining is given to the student. Awards are generally issued on a quarterly or semester basis.

SATISFACTORY ACADEMIC PROGRESS

Students receiving financial assistance must meet the College’s requirements for "Promotion and Continuance" (See page 14). All recipients must make satisfactory academic progress. Financial aid will be suspended if satisfactory academic progress is not made. In cases of extenuating circumstances, the College may waive the satisfactory progress requirement, consistent with federal and state regulations.

STUDENT FEDERAL/STATE DEBTS

If a student owes federal or state grant money received from another institution, no additional monies may be disbursed until the money owed has been repaid. If a student received an overpayment due to institutional error, the student may continue to receive payments for which they are otherwise eligible, as long as they have signed an agreement to repay the overpayment within a reasonable period of time.

If a student is in default on a prior educational loan, they can be eligible for financial aid if they have made satisfactory repayment arrangements with the loan holder. (See the financial aid counselor for information.)
FEDERAL FINANCIAL AID PROGRAMS

Helene Fuld College of Nursing Federal Code: 015395

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

- PELL GRANT

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

- FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG)

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

- THE WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM

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

- VETERANS ADMINISTRATION BENEFITS

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

- POST-9/11 GI Bill

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

NEW YORK STATE FINANCIAL AID PROGRAMS

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

* TUITION ASSISTANCE PROGRAM (TAP)

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

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

• REGENTS GRANTS FOR CHILDREN OF DECEASED AND DISABLED VETERANS

Grants of $450 per year are made to full-time students who are legal residents of New York State at the time of application and who are the child of a deceased or disabled veteran who was a legal resident of New York State at the time of induction into service. Applications are available from the New York State Higher Education Services Corporation, 99 Washington Avenue, Albany, NY 12255.

Information regarding financial aid for Native Americans and New York State Regents Scholarships can be obtained from the Financial Aid Office.

OTHER SOURCES OF FINANCIAL AID

• THE ALFREDA BROWN MEMORIAL SCHOLARSHIP

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

• HOSPITAL LEAGUE/DISTRICT 1199, TRAINING AND UPGRADE FUND

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

• THE MASCIONE FAMILY SCHOLARSHIP PROGRAM

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

• THE PEGGY WINES MEMORIAL SCHOLARSHIP FUND

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

• THE RUDIN FOUNDATION

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

• THE SWITZER FOUNDATION

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

Helene Fuld College of Nursing’s policies regarding academic integrity and student’s rights and responsibilities, are based on the National Student Nurses Association’s Bill of Rights and Responsibilities which can be found online at: http://www.nsna.org/publications/billofrights.aspx.

STUDENT’S RIGHTS

Every Helene Fuld College of Nursing student has:

• The right to a quality education which includes having access to quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; and access to adequate materials, resources, and facilities.

• The right to an impartial, objective evaluation of their academic performance.

• The right to be in a safe and pleasant learning environment that stimulates creativity in learning as well as personal and professional growth.

• The right to develop personally through opportunities such as formal education, extracurricular activities, and involvement with others.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

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

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

• The right to file a complaint with the U.S. Department of Education: the name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920
STUDENT STANDARDS OF CONDUCT

The Helene Fuld College of Nursing student is expected to:

- Accept responsibility for his/her actions.
- Respect the rights of faculty, staff, peers, and all other persons at all times.
- Observe and respect College policies and regulations as they are stated in this catalog.
- Respect College property and facilities.
- Refrain from any form of cheating or dishonesty. (See details below.)
- Refrain from plagiarizing anyone else’s work. (See details below.)
- Respect confidential information and comply with HIPAA regulations.
- Respect the personal belongings of others.
- Refrain from requesting faculty to alter unmerited grades.
- Refrain from offering gifts to faculty and/or staff.

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

- Knowingly furnishing false information to the College.
- Physically or verbally abusing another person or behaving in a way that threatens or endangers their health and safety.
- Behaving in a discourteous, disrespectful, or disruptive manner towards other students, faculty, or staff on or off campus.
- Attempting to bribe a College employee.
- Violating the Test Taking Protocol.

DRUG AND ALCOHOL POLICY

Helene Fuld College of Nursing is a drug and alcohol-free college, and is in full compliance with the Drug-Free Schools and Communities Act of 1989, the Drug Free Work Place Act of 1988, and Federal regulation 34CFR Part 86.

Possession, use, or distribution of illicit drugs or alcohol in the College or at College-sponsored events is prohibited and is cause for dismissal. Legal sanctions will be taken under local, state, or federal law against any student or employee who possesses or distributes illicit drugs or alcohol.

Drug and alcohol counseling and treatment services are available. Students who need help are encouraged to meet with the college counselor for referral to the appropriate resources.

ANTI-HAZING POLICY

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

A TOBACCO-FREE CAMPUS

The College does not permit the use of any tobacco products (i.e., cigarettes, cigars, pipes, smokeless tobacco products, and e-cigarettes) on campus, which includes the sidewalk in front of the building. Smokers are only allowed to smoke on the park side of 120th Street.

FIREARM FREE ZONE

The College does not permit any types of firearms on campus, even if the carrier has a permit.
TEST TAKING PROTOCOL

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

- Students are not allowed to bring cell/mobile/smart phones, pagers, watches, and other electronic devices into classrooms during examinations. Books, coats, and handbags should be left in lockers or stored in classrooms in designated areas.

- Students are not allowed to bring pencils and pens to the testing area. Pencils, calculators, and scratch paper will be provided. Calculators and scratch paper cannot leave the testing room when the test is over.

- Students are not allowed to access or bring any educational, test preparation, or study materials to the testing site.

- At the start of the test, students must sign the roster and enter the individual test number. Proctors may assign or rearrange seating at their discretion.

- Students are not allowed to take examinations for other students.

- Students are not allowed to engage in disruptive behavior at any time.

- Students are not allowed to seek help from any other party in answering items (in person, by phone, text, or email) during the examination.

- Only the marks on the Scantron sheet count. Any additional marks on the sheet must be erased, and marks on the exam itself will not be graded.

- Once a student receives exam materials and sits for the exam, the student is considered to have taken the exam.

- Students are not allowed to leave their seats during the test. Students with questions should raise their hands and a proctor will come to them.

- Students are not allowed to leave the classroom during the testing period. Exceptions may be made for urgent physical needs. Students must ask permission to exit the testing room before completing the exam. The student should raise his/her hand, and wait to be escorted out of the testing room.

- Students are not allowed to interrupt the test to move their cars.

- Students are not allowed to tamper with the computers or use them for any function other than taking the examination (during specialty testing using the computer).

- If a student experiences hardware or software problems during an examination (during specialty and/or exit testing using the computer), the student should notify the proctor by raising his/her hand.

- A student who exits the testing room after handing in their exam will not be readmitted.

- When the examination is over, students are not allowed to disclose or discuss test questions or answers from the exam with anyone (this includes posting or discussing questions on the Internet and via social media).

- Test questions will not be reviewed in class immediately following the exam.

- If a student arrives late for an exam and agrees to take the exam, the student must hand in their paper at the official end of the exam.
CHEATING
Cheating is prohibited at Helene Fuld College of Nursing. The College expects its students to maintain the highest levels of honesty and ethics.

Cheating is the act of obtaining or attempting to obtain unauthorized materials or information, and then presenting them as your own. Some examples of cheating are:

- Copying from another student during an in-class exam, take-home exam, lab assignment, or homework assignment, or allowing another student to copy from you.

- Submitting written work that has been completed with other students. Collaboration with other students is only allowed if the instructor has stated that it is a group project.

- Submitting someone else's work as your own such as term papers.

- Consulting any sources during an exam, including but not limited to books, papers, "cheat sheets", cell phones, PDAs, or any other devices not authorized by the instructor.

- Buying, selling, or circulating exams or study guides published by Helene Fuld College of Nursing without the instructor’s consent.

- Changing graded materials, including Scantrons, and then re-submitting the work for re-grading.

- Submitting work that was previously submitted for grading in another course.

- Obtaining or distributing answers prior to an exam.

- Fabricating information.

Other forms of academic dishonesty include:

- Stealing exams or other materials.

- Signing another student’s name on attendance sheets or other documents.

- Lying to an instructor or College official to avoid failing, being placed on probation, or being dismissed.

If you are in doubt as to whether your intentions or the intentions of others constitute cheating, it is your responsibility to check with the course instructor or your advisor prior to proceeding.
PLAGIARISM

Plagiarism is a form of academic dishonesty (cheating). Plagiarism occurs when an individual attempts to represent another’s words, thoughts, or ideas as his or her own.

Examples of plagiarism include but are not limited to:

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

As plagiarism is a form of cheating it will be dealt with under the same guidelines as all other forms of academic dishonesty. A faculty member who believes a student has engaged in plagiarism will follow the same procedures as those designated for all forms of cheating at the College.

COPYRIGHT INFRINGEMENT POLICY

Copyright infringement is the act of using copyrighted material, without the permission of the author. In the file-sharing context, uploading or downloading copyrighted work without permission constitutes an infringement.

In order to comply with federal copyright laws, file sharing applications are restricted on the College’s computer networks. Students are not allowed to install any applications on the College's computers and disciplinary action will be taken against any student who engages in copyright infringement.

POLICY REGARDING SOCIAL NETWORKING/SOCIAL MEDIA

Social Media is a way for people to use technology for social interaction through the use of words, images, audio, and video. Examples of social media sites include, but are not limited to, websites such as Facebook, MySpace, LinkedIn, Twitter, YouTube, and more.
Helene Fuld College of Nursing views social media sites positively and respects the rights of students and employees to use them as a medium of self-expression. Posts made to social media sites may, however, become viral or become publicly available for a long time or potentially permanently, even if they are deleted from the website to which they were originally posted. Postings on social media sites may reflect negatively or positively on the College. The College and its employees and students have ethical and legal obligations with respect to these communications. In order to ensure that ethical and legal obligations are adhered to, students are required to comply with this policy. The intent of this policy is not to restrict the flow of useful and appropriate information, but to maintain the College’s reputation and legal standing, and to minimize risk to the College’s interests and its employees and students. This policy applies to online as well as offline conduct, as communications, which begin offline, can potentially result in online harm or injury.

The College’s social networking/social media policy states that, "**Any statement which may cause actual or potential harm or injury to the College, a college employee, or to another student will be grounds for dismissal.**"

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

- Posting or discussing discriminatory or harassing comments concerning anyone associated with the College. Students are prohibited from harassing, bullying, or intimidating other students or anyone associated with the College. Behaviors that constitute harassment or bullying include comments that are derogatory with respect to race, color, creed, religion, national origin, ancestry, genetic information, sex, age, disability, sexual orientation, marital status, veteran status, political beliefs or any other protected class or status recognized by federal, state or local law; sexually suggestive, humiliating or demeaning comments; and threats to intimidate or physically injure another student or anyone affiliated with the College.

- Speaking or posting on behalf of the College without the explicit permission of the president of the College.

- Posting College-related pictures or voice recordings of College employees, students, or anyone associated with the College, without that person’s permission.

- Posting or discussing confidential patient information or any information or photographs concerning patients and/or their families. **Maintaining the confidentiality of our patients and families is of the utmost importance to the College.** Any inappropriate disclosure of patient information, whether direct or indirect disclosure, is subject to disciplinary action, up to and including dismissal.

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

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

- Posting or discussing engaging in conduct prohibited by the College’s policies, including the use of illegal drugs.
STUDENT INTEGRITY COMMITTEE PROCEDURE

When a faculty member or proctor suspects a student of cheating, plagiarism, or other form of academic misconduct, the following procedure will apply:

- The faculty member or proctor will apprise the student of this suspicion and refer the student to the "Academic Integrity and Student Rights and Responsibilities" section of this catalog.

- In case of doubt, the faculty member or proctor will give that student the opportunity to meet and discuss the validity of the charges and the College's possible response to the charges. If after discussion with the student, the faculty member or proctor still believes that charges should be brought against the student, and that sanctions may apply, an Academic Integrity Form including specific details of the charges will immediately be completed. The course coordinator is notified by receipt of this form. The course coordinator will forward the information to the Student Integrity Committee who will determine the validity of the claim and determine the appropriate penalty if the student is found guilty. The student may deny or admit guilt. A copy of the form is placed in the student’s file.

The penalty depends upon the severity of the infraction. Possible penalties are:

- A zero on the exam or activity/project.
- Failure for the course.
- Suspension from the College.
- Dismissal from the College.

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

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

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

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

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

- The decision of the Student Integrity Committee is final.

DISCIPLINARY ACTION

The decision to discipline a student can also be made when the student violates the College’s Student Standards of Conduct. Infractions include but are not limited to:

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

It is desirable to settle a problem as quickly as possible. The first way is to discuss the issue with the person concerned.

Students may prefer to discuss their problems with the college counselor, their advisors, a faculty member, or an administrative staff member, rather than to initiate a formal process. Such discussions are always kept confidential, unless the student desires to initiate an action, which necessitates involving other people. The discussions, however, do not constitute Step 1 of the formal grievance process.

If these approaches are not successful, students may use the College’s formal Grievance Process for any issues other than those involving academic dishonesty or to take issue with a college policy.

What is a grievance?

A grievance is a claim by a student that an unfair decision has been made affecting him/her adversely that does not arise out of charges that he/she has violated the Student Standards of Conduct, or that a College policy or regulation has been violated or misinterpreted to his/her detriment.

What is NOT a grievance?

The College reserves the right to formulate and change its policies and enforce them. Students are informed in a timely manner of changes to the College’s policies. A student cannot grieve a College policy.

What is the purpose of the grievance process?

The purpose of the grievance process is to find an equitable solution to a problem at the lowest possible level. It is to everyone’s advantage to keep the proceedings as friendly, informal, and confidential as possible.

THE GRIEVANCE PROCESS

What are the rules for handling grievances?

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

Steps II – IV requests and responses must be postmarked within five school days of the appropriate meetings/decisions.

The student must represent himself/herself and may have a person of his/her choice, other than an attorney, accompany him/her during any step(s) of the process.

What are the specific steps of the Grievance Process?

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

Step II – If not satisfactorily resolved at Step I, the grievant may (within five school days) request in writing (via email AND USPS mail) a meeting with the president, furnishing the specific reasons for the request. The president will either meet with the grievant or respond in writing, advising the grievant of the decision. This shall be done within five school days following the receipt of the request.
Step III – If not satisfactorily resolved at Step II, an academic grievant may (within five school days) request in writing (via email AND USPS mail) a meeting with the Executive Committee of the faculty (without the president present), again furnishing the specific reasons for the request. The Executive Committee will either meet with the grievant or respond in writing advising the grievant of the decision. This shall be done within five school days following the receipt of the request.

Step IV – If not satisfactorily resolved at Step III, the grievant may (within five school days) request a meeting with the Executive Committee of the Helene Fuld College of Nursing Board of Trustees, again furnishing the specific reasons for the request. The Trustees will either meet with the grievant or respond in writing, advising the grievant of the decision. This shall be done within five school days following the receipt of the request. The action of the Trustees shall be final. When action (such as suspension or dismissal) constitutes the substance of a grievance, the president will use discretion in suspending such action until the grievance is resolved.
CRIME AWARENESS AND CAMPUSS SECURITY

Helene Fuld College of Nursing is concerned with the security and safety of the College community and is determined to provide a safe and pleasant environment for all its students and employees.

A primary purpose of this section is to set forth and explain to the College community the definitions, policies, and procedures relating to sexual offenses and other criminal behavior on campus, including sexual misconduct and bias-related/hate crimes. It is provided in compliance with Articles 129-A and B of the New York State Education Law, the Clery Act: 20 U.S.C. 1092, the Violence Against Women Act (1994) and Reauthorization (2013), and the Campus Sexual Violence Elimination Act (2013).

THE CAMPUS SEX CRIMES PREVENTION ACT

The Campus Sex Crimes Prevention Act (section 106 of Public Law 106-39) is a federal law enacted on October 28, 2000 that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. This law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State, concerning registered sex offenders, may be obtained. In New York, information can be obtained from the Division of Criminal Justice Services by visiting their website at: http://www.criminaljustice.ny.gov/SomsSUBDirectoy/search_index.jsp or by calling 518-457-5837 or 800-262-3257.

CAMPUS SECURITY AND CRIME PREVENTION

The College occupies space on the 3rd and 4th floors of the Bethel Gospel Assembly church building. The main entrance/exit is at 24 East 120th Street.

Classes are held from 8:00 a.m. to 9:00 p.m., Mondays through Fridays. No one without a college-issued ID card or visitor pass is allowed in the College. Family members and friends of students, food delivery personnel, etc., must wait at the security desk on the first floor. Any student who refuses to show their ID card upon entering the College may be subject to disciplinary action.

All incidents (e.g. theft) and emergencies (e.g. falls) are to be reported to the director of administration (room 303) or to the president or her assistant in the executive office (room 309) who will immediately notify the appropriate personnel.

CRIME REPORTING

The Crime Awareness and Campus Security Act of 1990 requires the College to distribute information on campus security to students and employees, including information and policies regarding crime, sexual assault prevention, sexual harassment, and drug and alcohol use.

Data on crime statistics is distributed annually via email to all faculty, staff, and students, and is posted on the College’s website for public viewing. As required under subsection 6433 of Article 129-A of the education law, the College’s Annual Security and Fire Safety Report is distributed every year on October 1st. The College’s crime statistics can also be viewed on the United States Department of Education’s website for campus crime statistics (http://ope.ed.gov/security/). This information can also be obtained from the director of administration (212-616-7273).

Changes made to campus security policies and procedures after publication of this catalog will be emailed to all students and employees via campus email. Inquiries regarding the College’s security policies and procedures should be directed to the director of administration (212-616-7273).
HARASSMENT POLICY, RESPONSIBILITIES, AND PROCEDURES

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

SEXUAL HARASSMENT

Helene Fuld College of Nursing prohibits:

Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:

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

SEXUAL MISCONDUCT

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

- Sexual assault
- Domestic violence
- Dating violence
- Stalking

Acquaintance rape is sexual assault that occurs between people who know each other and is more common on college campuses than stranger rape. Acquaintance rape is as serious as any other form of rape.

With regard to sexual abuse and/or assault-rape, no student may engage in sexual conduct with another person without effective consent. Sexual misconduct includes, but is not limited to, non-consensual sexual contact and attempted non-consensual sexual contact. An individual cannot give effective consent who is: under the age of 17, physically helpless, mentally incapacitated, severely impaired and/or incapacitated because of drug or alcohol intoxication.

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

Any student or employee who believes that he or she has been subjected to a sexual offense has the right to press criminal charges against the actor. The police would conduct the investigation of these allegations, and the judicial authorities would impose penalties. The College reserves the right to conduct its own investigation and determine whether the charges are valid and what, if any, penalty should be imposed. If criminal charges are lodged and later dismissed, or if the actor is found guilty, the College reserves the right to make an independent judgment about the actors continued enrollment at or employment by the College based upon consideration of the overall well-being of the College community. The penalties for violating the rules of the College will result in ejection of the
violator from College property and in the case of a student or faculty violator, his or her suspension, expulsion, or other appropriate disciplinary action; and, in the case of an organization, rescission of permission to operate on College property. In addition, if a student is found responsible through the College’s conduct process for crime(s) of violence, including, but not limited to sexual violence, the College will make one of the following notations on the transcript of such student.

That they were:

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

- “dismissed after a finding of responsibility for a code of conduct violation.”

If a student withdraws from the College while such conduct charge(s) is pending and declines to complete the disciplinary process, the College will note on the student’s transcript that he or she “withdrew with conduct charges pending.”

Responsibilities

1. The president of the College is the Title IX coordinator and is responsible for overseeing compliance in implementation of this policy.

2. Administrators and coordinators, and all other persons with supervisory responsibility for employees and/or students are responsible for implementation and dissemination of this policy within their respective areas.

Procedures

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

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

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

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

CAMPUS SEXUAL ASSAULT VICTIMS’ BILL OF RIGHTS

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

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

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

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

4. Be notified of the outcome of any campus police investigation or disciplinary proceeding held pursuant to your complaints, and the right to representation at each stage of such investigation or proceeding, whether or not they are conducted by trained legal personnel or persons not so trained;

5. Be free from any kind of coercion or suggestion from campus personnel that:
   - You should not report the crimes committed against you to civil and criminal authorities or to campus law enforcement or disciplinary officials; or
   - You should report the crimes as lesser offenses than you perceive them to be.

6. Be free from any kind of obstruction of justice, coercion, or suggestion to you that you not report, or under-report, the crimes because:
   - You are somehow responsible for the commission of the crimes against you;
   - You were contributorily negligent or assumed the risk of being assaulted; or
   - By reporting the crimes you would incur unwanted personal publicity.

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

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

BIAS-RELATED CRIMES

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

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

- Intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.
Under the Hate/Bias Crime Reporting Act, hate crimes are not a new category of crime. The Act mandated that all crimes that are judged to be based on racial, religious, ethnic, sexual orientation, or disability biases must be reported both as hate/bias crimes and under the customary offence categories.

The penalties for committing such crimes will include reporting the incident to the appropriate authorities so that an independent investigation can be conducted. A hate crime is classified as a violent felony offense. Violent felony offenses are punishable by fines and/or imprisonment. The College will also undertake an investigation of such incidents.

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

Conduct that could result in disciplinary action includes:

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

BIAS-RELATED CRIME REPORTING

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

All students are expected to familiarize themselves with the fire and safety regulations of the College and the clinical area to which they are assigned.

All students should know the exact location of the fire alarm boxes, fire exits, stairways, and fire extinguishers in the College and the assigned clinical areas.

Fire alarms and extinguishers are located throughout the College. There is a fire extinguisher next to each alarm box. Fire exits and stairways are clearly marked.

DISCOVERY OF FIRE OR SMOKE IN THE COLLEGE

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

EVACUATION PROCEDURE AND RESPONSE TO FIRE ALARM BELLS

When the fire alarm bells ring everyone must leave the building immediately, by going directly to the nearest staircase and exiting the building. A designated fire marshal will enter the restrooms in order to alert anyone in those areas to leave immediately.

Evacuation will proceed from all fire exits directly to the street. When exiting, use only the right side of the stairway. Remain quiet so that instructions are clearly understood and followed. Silence also aids in diminishing confusion and panic. Do not return to the College until the “all clear” is sounded.

All those evacuating the building will proceed to Marcus Garvey Park opposite the building, where they will remain until instructions have been received from the New York City Fire Department.

HOTLINES, COUNSELING, AND REFERRAL SERVICES

24-_HOUR HOTLINES

Crime Victims Treatment Center: 212-523-4728

Lifenet Crisis Hotline: 800-LIFENET (543-3638) (Suicide hotline and other mental health needs)
   Spanish: 877-298-3373
   Asian Languages: 877-990-8585

NYC Domestic Violence Hotline: 800-621-4673 (English and Spanish)

NYC Police Department Sex Crimes Report Line: 212-267-7273 (for victims of sexual assault)

Safe Horizon: 212-227-3000 (rape and sexual assault hotline)

OTHER HOTLINES NOT OPEN 24 HOURS

Al-Anon (for family members): 212-941-0094

Alcoholics Anonymous: 212-647-1680

GMHC AIDS Hotline: 212-807-6655

Narcotics Anonymous: 212-929-6262

The Witness Aid Services Unit (legal information and assistance): 212-335-9040

Additional resources are available from the college counselor.
ASSOCIATE IN APPLIED SCIENCE DEGREE – LPN TO RN
### ASSOCIATE DEGREE PROGRAM

#### CALENDAR

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<td>Last Day of Term</td>
<td>June 23</td>
<td>June 22</td>
<td>June 28</td>
</tr>
<tr>
<td>SUMMER VACATION</td>
<td>June 24 - Aug. 13</td>
<td>June 23 - Aug. 19</td>
<td>June 29 - Aug. 18</td>
</tr>
<tr>
<td>SUMMER I TERM BEGINS (Optional)</td>
<td>June 26</td>
<td>June 25</td>
<td>July 1</td>
</tr>
<tr>
<td>Independence Day observed (H)</td>
<td>July 4</td>
<td>July 4</td>
<td>July 4</td>
</tr>
<tr>
<td>Last Day of Term</td>
<td>July 28</td>
<td>July 27</td>
<td>Aug. 2</td>
</tr>
<tr>
<td>SUMMER II TERM BEGINS</td>
<td>Aug. 14</td>
<td>Aug. 20</td>
<td>Aug. 19</td>
</tr>
<tr>
<td>Labor Day (H)</td>
<td>Sept. 4</td>
<td>Sept. 3</td>
<td>Sept. 2</td>
</tr>
<tr>
<td>Last Day of Term</td>
<td>Oct. 20</td>
<td>Oct. 26</td>
<td>Oct. 25</td>
</tr>
<tr>
<td>FALL VACATION</td>
<td>Oct. 21 - 29</td>
<td>Oct. 27 - Nov. 4</td>
<td>Oct. 26 - Nov. 3</td>
</tr>
<tr>
<td>FALL TERM BEGINS</td>
<td>Oct. 30</td>
<td>Nov. 5</td>
<td>Nov. 4</td>
</tr>
<tr>
<td>Pinning Ceremony</td>
<td>Nov. 13</td>
<td>Nov. 12</td>
<td>Nov. 18</td>
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<tr>
<td>GRADUATION</td>
<td>Nov. 16</td>
<td>Nov. 15</td>
<td>Nov. 21</td>
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<tr>
<td>Thanksgiving (H)</td>
<td>Nov. 23 - 26</td>
<td>Nov. 22 - 25</td>
<td>Nov. 28 - Dec. 1</td>
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</tbody>
</table>
ACADEMIC INFORMATION AND POLICIES

Helene Fuld College of Nursing offers a one-year full-time associate degree program of instruction in nursing, liberal arts, and science for adult men and women who are licensed practical nurses. Twenty-seven quarter credits earned toward the Associate in Applied Science degree in Nursing are established by pre-admission testing and earned through LPN licensure. An additional 79.5 quarter credits must be earned at Helene Fuld to complete degree requirements and qualify the graduate to take the National Council of State Boards of Nursing NCLEX-RN exam and apply for licensure as a registered nurse.

The calendar year is divided into four quarters. Each quarter is ten weeks long. Course descriptions are listed in this catalog in 75-minute sessions instead of the more traditional 50-minute hour (See pages 55 - 58). The required program of studies can be completed in four quarter-terms within one calendar year. A student can extend the program to one and a half or two years by carrying a reduced course load. Part-time students must complete the program within three years. Nursing cohorts are admitted twice a year, in November and in April.

CREDITS

As the AAS program operates on a quarter system, credit is granted on the basis of quarter credits rather than the more usual semester credit. One-quarter credit equals two-thirds of one semester credit. One semester credit equals 1.5 quarter credits. One and one half quarter credits are granted for successful completion of: one 75-minute lecture session; two 75-minute laboratory sessions; or three 75-minute clinical sessions a week for ten weeks.

Liberal arts and science courses must either precede or be taken concurrently with the parallel nursing courses. Nursing courses must be taken in the prescribed sequence.

STUDENT LEARNING OUTCOMES FOR THE ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

At the completion of the program, the Helene Fuld graduate from the Associate in Applied Science degree program is expected to achieve the following program outcomes:

1. Demonstrate the ability to communicate using standard American English with an emphasis on clarity and purpose.

2. Utilize appropriate therapeutic communication that demonstrates caring and sensitivity to clients, their families, and their communities.

3. Incorporate the biological sciences, social sciences, and humanities into the practice of professional nursing.

4. Recognize the impact of physical and psychosocial influences on the client’s health status when providing individualized nursing care.

5. Within a theoretical framework, provide quality, evidence-based nursing care to culturally diverse populations.

6. Utilize critical thinking to develop evidence-based, individualized plans of care that relate nursing theory to clinical practice.

7. Utilize information technology to communicate, to access resources, and to provide client-centered care.

8. Educate clients and families about health promotion, disease prevention, and desired outcomes.

9. Demonstrate professional responsibility and ethical and legal practices.

10. Express a commitment to lifelong learning and educational advancement.
**Program Goals/Outcomes**

The following criteria have been identified as important to ensuring that the College is providing an educational experience that prepares students for success in the nursing profession:

- **Program Satisfaction**: Eighty percent of graduating seniors will report that they are satisfied with their program and state that the program prepared them to function successfully in the healthcare industry.

- **Job Placement Rates**: Ninety percent of graduates will be employed within six months of graduation.

- **Graduation Rates**: Sixty-five percent of all entering students will complete the AAS program in 24 months.

- **Licensure Pass Rates**: Eighty-five percent of the AAS graduates will pass the NCLEX-RN examination on their first attempt.
# CURRICULUM

|------|------|-------|------------|-------|

## Pre-Entrance—November, January, April & August

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Cr.</th>
<th>Sess.</th>
<th>Sess.</th>
<th>Sess./Wk.</th>
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<tbody>
<tr>
<td>SCI 101</td>
<td>Selected Topics in Chemistry and Mathematics</td>
<td>4.5</td>
<td>3</td>
<td>3</td>
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</tr>
<tr>
<td>NUR 121</td>
<td>Clinical Nursing Skills *</td>
<td>1.5</td>
<td>1</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
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<td><strong>4</strong></td>
<td><strong>3</strong></td>
<td><strong>4</strong> (7)</td>
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## Quarter I—November & April

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Cr.</th>
<th>Sess.</th>
<th>Sess.</th>
<th>Sess./Wk.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI 201</td>
<td>Anatomy &amp; Physiology I</td>
<td>3</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>NUR 221</td>
<td>Medical-Surgical Nursing I</td>
<td>9</td>
<td>6</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>BEH 231</td>
<td>Introduction to Psychology</td>
<td>4.5</td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>ENG 281</td>
<td>English I **</td>
<td>4.5</td>
<td>3</td>
<td>3</td>
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<td><strong>Total</strong></td>
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<td><strong>11</strong></td>
<td><strong>8</strong> (19)</td>
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## Quarter II—January & August

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Cr.</th>
<th>Sess.</th>
<th>Sess.</th>
<th>Sess./Wk.</th>
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</thead>
<tbody>
<tr>
<td>SCI 202</td>
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<td>4.5</td>
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<tr>
<td>NUR 222</td>
<td>Psychiatric-Community Mental Health Nursing</td>
<td>7.5</td>
<td>5</td>
<td>3</td>
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<tr>
<td>BEH 232</td>
<td>Human Development</td>
<td>4.5</td>
<td>3</td>
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<tr>
<td>ENG 282</td>
<td>English II **</td>
<td>4.5</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>21</strong></td>
<td><strong>14</strong></td>
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<td><strong>8</strong> (19)</td>
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## Quarter III—April & November

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Cr.</th>
<th>Sess.</th>
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<th>Sess./Wk.</th>
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</thead>
<tbody>
<tr>
<td>SCI 203</td>
<td>Anatomy &amp; Physiology III</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>NUR 223</td>
<td>Parent-Child Health Nursing</td>
<td>9</td>
<td>6</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>BEH 233</td>
<td>Introduction to Sociology **</td>
<td>4.5</td>
<td>3</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>16.5</strong></td>
<td><strong>11</strong></td>
<td><strong>8</strong></td>
<td><strong>8</strong> (16)</td>
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## Quarter IV—August & January

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Cr.</th>
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<th>Sess.</th>
<th>Sess./Wk.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI 204</td>
<td>Microbiology</td>
<td>4.5</td>
<td>3</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>NUR 224</td>
<td>Medical-Surgical Nursing II</td>
<td>7.5</td>
<td>5</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>NUR 225</td>
<td>Professional Foundations</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15</strong></td>
<td><strong>10</strong></td>
<td><strong>7</strong></td>
<td><strong>8</strong> (15)</td>
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**TOTAL PROGRAM**

<table>
<thead>
<tr>
<th>Cr.</th>
<th>Equiv.</th>
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</thead>
<tbody>
<tr>
<td><strong>79.5</strong></td>
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**Advance Credit *****

<table>
<thead>
<tr>
<th>Cr.</th>
<th>Equiv.</th>
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</thead>
<tbody>
<tr>
<td><strong>27</strong></td>
<td><strong>18</strong></td>
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**Credit for AAS Degree**

<table>
<thead>
<tr>
<th>Cr.</th>
<th>Equiv.</th>
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</thead>
<tbody>
<tr>
<td><strong>106.5</strong></td>
<td><strong>71</strong></td>
</tr>
</tbody>
</table>

* Five-week course
** Hybrid course
*** Established by pre-admission testing
PART-TIME SCHEDULES

Students may complete the program on a part-time basis over a period of one and a half or two years. The entire program must be completed within three years. This time frame does not include the pre-requisite courses, Selected Topics in Chemistry and Mathematics and Clinical Nursing Skills. (For credit distribution and hours, see page 41.)

PART-TIME SCHEDULE—18 MONTHS

<table>
<thead>
<tr>
<th>Quarter I—November &amp; April</th>
<th>Quarter IV—August &amp; January</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI 201 Anatomy &amp; Physiology I</td>
<td>SCI 204 Microbiology</td>
</tr>
<tr>
<td>BEH 231 Introduction to Psychology</td>
<td>NUR 222 Psychiatric-Community</td>
</tr>
<tr>
<td>ENG 281 English I</td>
<td>Mental Health Nursing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quarter II—January &amp; August</th>
<th>Quarter V—November &amp; April</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI 202 Anatomy &amp; Physiology II</td>
<td>NUR 223 Parent-Child Health Nursing</td>
</tr>
<tr>
<td>BEH 232 Human Development</td>
<td>BEH 233 Introduction to Sociology</td>
</tr>
<tr>
<td>ENG 282 English II</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quarter III—April &amp; November</th>
<th>Quarter VI—January &amp; August</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI 203 Anatomy &amp; Physiology III</td>
<td>NUR 224 Medical-Surgical Nursing II</td>
</tr>
<tr>
<td>NUR 221 Medical-Surgical Nursing I</td>
<td>NUR 225 Professional Foundations</td>
</tr>
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PART-TIME SCHEDULE—24 MONTHS

<table>
<thead>
<tr>
<th>Quarter I—November &amp; April</th>
<th>Quarter IV—August &amp; January</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI 201 Anatomy &amp; Physiology I</td>
<td>NUR 221 Medical-Surgical Nursing I</td>
</tr>
<tr>
<td>BEH 231 Introduction to Psychology</td>
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<tr>
<td>ENG 281 English I</td>
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</table>

<table>
<thead>
<tr>
<th>Quarter II—January &amp; August</th>
<th>Quarter VI—January &amp; August</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI 202 Anatomy &amp; Physiology II</td>
<td>NUR 222 Psychiatric-Community</td>
</tr>
<tr>
<td>BEH 232 Human Development</td>
<td>Mental Health Nursing</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Quarter III—April &amp; November</th>
<th>Quarter VII—April &amp; November</th>
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</thead>
<tbody>
<tr>
<td>SCI 203 Anatomy &amp; Physiology III</td>
<td>NUR 223 Parent-Child Health Nursing</td>
</tr>
<tr>
<td>BEH 233 Introduction to Sociology</td>
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<table>
<thead>
<tr>
<th>Quarter IV—August &amp; January</th>
<th>Quarter VIII—August &amp; January</th>
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</thead>
<tbody>
<tr>
<td>SCI 204 Microbiology</td>
<td>NUR 224 Medical-Surgical Nursing II</td>
</tr>
<tr>
<td>ENG 282 English II</td>
<td>NUR 225 Professional Foundations</td>
</tr>
</tbody>
</table>
ADMISSION INFORMATION

Licensed Practical Nurses who are interested in learning about the LPN to RN program are encouraged to contact the College Recruiter by calling 212-616-7282 for information and a schedule of Open Houses. Open Houses are scheduled throughout the year and are designed to answer individual questions about the associate degree program. The Open House schedule can also be found on the College’s website at www.helenefuld.edu.

Applications can be obtained by calling 212-616-7282. Early application is encouraged because of pre-entrance testing and delays often encountered in obtaining transcripts. Additional information can be obtained by calling the Office of Student Services at 212-616-7290.

ADMISSION REQUIREMENTS FOR THE ASSOCIATE DEGREE PROGRAM

- United States high school diploma or equivalency.
- United States citizen or eligible non-citizen.
- Current LPN license and registration in a U.S. jurisdiction.
- Satisfactory performance on three computer-administered tests in reading comprehension, mathematics, science, and English.
- Minimum passing score of “2” out of a possible “3” on the writing entrance examination.
- Two professional or academic references. References should be from supervisors or instructors who are not related to the applicant.
- Completion of a 4.5 credit introductory course in Selected Topics in Chemistry and Mathematics at the College, or successful performance on a College administered challenge examination.
- Completion of a Clinical Nursing Skills course at the College, or successful performance on a College administered challenge examination.
- CPR certification (BLS) from the American Heart Association.
- An interview may be requested.

Skills and abilities required of nursing applicants and students:

- Visual acuity must be adequate to read words, graphs, charts, instruments, and observe color changes.
- Auditory acuity must be sufficient to hear spoken words and body sounds with a stethoscope.
- Speech must be clear to communicate verbally in Standard American English with clients, patients, and their families and with other members of the health profession.
- Sense of touch must be sensitive enough to feel for temperature and for size, shape, and movement of parts of the human body.
- Sense of smell must be acute enough to detect odors (breath, drainage) that indicate changes in the status of the client/patient and unsafe environmental conditions (gas, smoke).
- Physical stamina must be sufficient to move freely and to assist in moving (lifting, transporting, ambulating) and in positioning clients/patients of all ages.
- Manual dexterity must be proficient enough to allow for proper utilization of equipment (syringes, catheters, manometers, etc.) during nursing care.
• Cognitive and reasoning abilities must be sufficient to interpret findings and apply knowledge to practice.

• Emotional equilibrium must be sufficient to be able to relate to others in a safe and appropriate manner.

Applicants must provide complete and accurate information in order to be considered for admission. Deliberate omissions or falsification of information will disqualify an applicant. If omission or falsification is discovered after admission, it will constitute cause for dismissal. The College of Nursing reserves the right to act as sole judge of the acceptability of an applicant to its program of study.

ADMISSION PROCESS FOR THE ASSOCIATE DEGREE PROGRAM

Self-Administered Application Process – ONE ENVELOPE

A complete self-administered application package is required for admission. Filing of applications should follow the process described below. Please call the Office of Student Services at 212-616-7290 if you have questions regarding the admissions process.

A completed application is required from you in one envelope at one time. Please include the following:

1. A completed APPLICATION CHECKLIST.

2. A completed APPLICATION FOR ADMISSION.

3. The required non-refundable application and testing fee of $110 (money order or certified check only).

4. A copy of your current LPN license and registration.

5. A copy of your American Heart Association CPR (BLS) card (front and back).

6. Proof of citizenship or legal residence. Submit two copies of one of the following documents as proof of citizenship or legal residence:
   • U.S. Birth Certificate
   • U.S. Passport
   • Alien Registration Card
   • Naturalization Certificate

7. H.S. and PN Transcripts in sealed envelopes. Request official transcripts from your high school and school of practical nursing. If you did not graduate from high school, enclose a photocopy of your U.S. high school equivalency scores with your application. Students educated in foreign countries must submit their high school transcripts or equivalencies to World Education Services (www.wes.org) or Globe Language Services (212-227-1994) for evaluation.

8. College Transcripts in Sealed Envelopes. If you have earned credits from any college, request official transcripts from each college. If college credit was earned in a foreign country or if you have foreign educational professional credentials, you must have your transcript(s) evaluated by World Education Services (www.wes.org) or Globe Language Services (212-227-1994).

9. Two Completed Recommendation Forms in Sealed Envelopes. Select two professional or academic contacts to recommend you. Ask them to complete one of the enclosed forms and return it to you. At least one reference should be from a current or former employer.

SEND APPLICATION VIA U.S. MAIL, FEDEX OR UPS TO:

Helene Fuld College of Nursing
Office of Student Services, Room 300
24 East 120th Street
New York, New York 10035

NOTE: If the school(s) that you request transcripts from will not send official transcripts to you, have
the school(s) send them to the above address. Make sure that they have the name that you are using to apply to the College.

**PRE-ADMISSION TESTING**

*Applicants are urged to apply for testing six months to a year prior to the desired admission date. Test scores are valid for a two-year period. If entry into the program is delayed for a longer period of time, applicants must reapply and testing must be repeated.*

Testing is scheduled at the College over two days. Reading comprehension, mathematics, science, and English tests are administered on one day. These tests are given on a computer in the College’s computer lab. All applicants should have an active email account and a minimal level of computer proficiency prior to testing. A writing essay is administered on another day.

Registration for testing is on a first-come, first-served basis. Test results are available online after testing is completed. Each test may be repeated only once. There must be a minimum of two months between the initial test dates and retesting. The retesting fee is $45 per test.

**PRE-ENTRY PREPARATION PROGRAM**

The Pre-Entry Preparation Program offers long format (six week) prep courses covering the four admissions testing topics and monthly writing workshops. Please call the Office of Student Services at 212-616-7268 if you have questions regarding the Pre-Entry Preparation Program.

**ARTICULATED STUDENTS**

Helene Fuld College of Nursing has articulation agreements with several practical nursing programs for selected direct-continuation students. Articulating students are exempt from taking the reading comprehension, mathematics, and science pre-entrance tests. They are required, however, to take the writing test and must receive a satisfactory score on it. Students must pass the NCLEX-PN before being accepted into the College. They must successfully complete Selected Topics in Chemistry and Mathematics and Clinical Nursing Skills courses or the challenge examinations.

**SELECTED TOPICS IN CHEMISTRY AND MATHEMATICS (SCI 101)**

All applicants must successfully complete this pre-requisite course or pass a challenge exam. This course may be taken concurrently with NUR 121. SCI 101 is conducted one day or two evenings a week over a ten-week period. All applicants must complete the course by the end of the tenth week. No time extension is permitted. Applicants who either fail the course or who fail to complete the course within the time allowed will be given the option to repeat the course once. The course is graded on a pass/fail basis. A grade of C+ must be achieved in order to pass.

Course textbooks can be purchased for $190 (cost subject to change). The cost of the course is $271/credit ($1,220) and must be paid by money order, certified check, Visa or MasterCard. A $100 deposit, which is applied towards tuition, is non-refundable and cannot be held over for the next SCI 101 course. Full payment is due on or before the course begins. No deferred payments are allowed.

**Selected Topics in Chemistry and Mathematics Challenge Test**

Passing a challenge test administered by the College satisfies the course requirement. (See course description, page 55). After reviewing the syllabus and suggested study materials for this college-level course, applicants may take the challenge test. There is a $200 testing fee. Applicants who fail the challenge test will be allowed to enroll in SCI 101 once. The full course fee will be charged. The challenge test cannot be repeated. The challenge
exam must be taken prior to the first week of the course.

**CLINICAL NURSING SKILLS (NUR 121)**

All applicants must successfully complete this prerequisite course or pass a challenge exam. This course may be taken concurrently with SCI 101. NUR 121 is conducted over four seventy-five minute sessions per week for five weeks. All applicants must complete the course by the end of the fifth week. No time extension is permitted. Applicants who either fail the course or who fail to complete the course within the time allowed will be given the option to repeat the course once. The course is graded on a pass/fail basis. A grade of C+ must be achieved in order to pass.

Course textbooks can be purchased for $100 (cost subject to change). The cost of the course is $700 and must be paid by money order, certified check, Visa or MasterCard. Full payment is due on or before the course begins. No deferred payments are allowed.

**Clinical Nursing Skills Challenge Test**

Passing a challenge test administered by the College satisfies the course requirement. (See course description, page 56). After reviewing the syllabus and suggested study materials for this course, applicants may take the challenge test. There is a $200 testing fee. Applicants who fail the challenge test will be allowed to enroll in NUR 121 once. The full course fee will be charged. The challenge test cannot be repeated. The challenge exam must be taken prior to the first week of the course.

**ACCEPTANCE**

Upon successful completion of Selected Topics in Chemistry and Mathematics and Clinical Nursing Skills, applicants will receive an acceptance letter into the program. A non-refundable deposit of $100 toward tuition is required by the date requested in the acceptance letter.

**MATRICULATION**

A matriculated student has been formally accepted into the College and may apply for financial aid. Students are accepted into fall (November) or spring (April) terms. A non-matriculated student has not yet been formally accepted into the College. A non-matriculated student is not eligible for financial aid.

**TRANSFER CREDITS AND CREDIT BY EQUIVALENCY TESTING**

College courses in the Behavioral Sciences completed with a grade of C, within the ten-year period prior to admission, are transferable. The course title and/or description must be comparable to the required course in each case. Anatomy & Physiology and Microbiology courses must be completed with a grade of C+ or better within five years of admission to the College for transfer credits to be accepted. There is no time limit for English. Transfer credit will only be granted to those who score a “3” on the writing entrance examination. The nursing sequence must be taken in its entirety at the College.

The College accepts credits earned in Introduction to Psychology, Human Growth and Development, and Introduction to Sociology, through the College-Level Examination Program (CLEP). For more information go online to: [http://www.collegeboard.com/student/testing/clep/about.html](http://www.collegeboard.com/student/testing/clep/about.html). To have your results sent to Helene Fuld College of Nursing, enter school code: 2302. All CLEP exam results must be received before registering as a matriculated student.

Once matriculated, students must complete all course requirements at Helene Fuld College of Nursing.
HEALTH REQUIREMENTS

Prior to starting the first ten-week nursing course (NUR 221), prospective students are given a medical form. As identified on the medical form, the College requires a complete medical history, physical examination, and proof of various immunizations that are required by clinical agencies used by the College. New York State (Public Health Law 2165) requires college students born on or after January 1, 1957 to be immunized against measles, mumps, and rubella (MMR). The completed form, signed by a physician or nurse practitioner, must be on file before entering the program. New York State Public Health Law 2167 also requires all students to fill out a Meningococcal Meningitis Response form.

URINE TOXICOLOGY SCREENING

Students are required to pass a 10-panel chain of command urine toxicology test prior to beginning nursing classes at Helene Fuld College of Nursing. The toxicology test can be done by the student’s primary physician, or ordered through Quest Diagnostics for a fee of $35, by contacting Kadia Darby at Kadia.Darby@helenefuld.edu, who will facilitate the appointment to test.

Students who do not pass the drug-screening test will not be considered for continuation into the nursing classes. In the event that the result is inconclusive, the student will be required to submit to additional testing which will be at the student’s expense. The test must be completed and the results submitted with the required Admission Physical Assessment Form. This test may need to be repeated at the request of an affiliating clinical facility; or if a period of six months has elapsed since the student has been enrolled in nursing classes at the college. Any questions regarding this process can be directed to the director of the AAS program.

BACKGROUND CHECKS

Students are required to complete a background check with Certified Background after passing all pre-admission tests. The background check fee is $105.00 (subject to change) and must be paid by the applicant directly to Castle Branch Corporation, 1844 Sir Tyler Drive, Wilmington, NC 28405. Please contact Kadia Darby at Kadia.Darby@helenefuld.edu to initiate the background check. When the process is initiated, the student will receive an email from the company that will provide the applicant with more information about ordering the background check. The background check application must be completed within 15 days of receiving the email. Certified Background will provide the results of the background check directly to Helene Fuld College of Nursing. If the background check reveals a history of criminal convictions, the student will be required to meet with the director of the AAS program for advisement within one week of class.

The results of the background check may be shared with a clinical facility as a requirement for affiliation with the facility. Based on the results of the background check, the clinical facility may not allow the student to affiliate; which may prevent the student from participating in the clinical rotations that are needed to fulfill the clinical component of the program. A history of criminal convictions may also impact the student’s ability to obtain nursing licensure by the New York State Board of Nursing. A background check is needed if a student has not been enrolled in nursing classes in the College for a period of six months. Any questions regarding this process can be directed to the director of the AAS program.

REAPPLICATION

An applicant who has been rejected must wait one year before reapplying. A new application must be submitted with the appropriate fee. All admissions policies and procedures in place at the time will apply.
FINANCIAL INFORMATION

TUITION AND FEES AS OF APRIL 2015

<table>
<thead>
<tr>
<th></th>
<th>Annual Tuition</th>
<th>Quarterly Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full-Time</strong></td>
<td>$18,304</td>
<td>$4,576</td>
</tr>
<tr>
<td>(12 credits or more)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Fee</td>
<td>$400</td>
<td>$100</td>
</tr>
<tr>
<td>(Laboratory and Library Fees)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduation Fees</td>
<td>$350</td>
<td></td>
</tr>
</tbody>
</table>

**Part-Time**

Students enrolled on a part-time basis (11 credits or less) will be charged $341 per quarter-credit, and a general fee of $50 per quarter.

A tuition deposit of $100 is required at the time of acceptance to assure the applicant a place in the College. It is not refundable.

OTHER FEES

**Application and Testing Fee** - The application and pre-entrance testing fee is $110.

**Re-testing Fee** - There is a charge of $45 for each pre-entrance test that must be repeated.

**Chemistry and Math (SCI 101) Course Fee** - $1,220 ($271/credit)

**Chemistry and Math Challenge Test Fee** - $200

**Clinical Nursing Skills (NUR 121) Course Fee** - $700

**Clinical Nursing Skills Challenge Test Fee** - $200

**Identification Card** - I.D. cards are issued free of charge upon registration. Lost cards will be replaced for a fee of $10.

**Student Activity Fee** - A fee of $15 is charged each quarter.

**Make-up Test Fee** - The fee for taking announced tests, quizzes and unit examinations on a deferred basis because of unavoidable absence is $25. The fee for a make-up final examination is $50, a make-up nursing arts lab is $25, and a clinical is $75. A student will be charged the make-up fee even if they make up the lab or clinical during the first nine weeks of the term. Late examinations require specific authorization from the course instructor.

**Nursing Achievement Test and Course Materials Fee** - The College requires students to take selected standardized achievement tests. Students are charged $125 (subject to change) in each of the quarters in which they are taking nursing courses.

**Late Payment Fee** - An additional fee of $150 is charged for tuition and fees that have not been paid by the first day of the quarter.

**Transcript Fee** - Each graduate of the College is given one copy of his/her transcript marked STUDENT COPY at no cost. Official transcripts will be sent directly to agencies only at the written request of a graduate for a fee of $10 (Cash, money order, or certified check).

Those who request immediate processing of a transcript are charged $20.

**Graduation Fee** - The graduation fee of $350 includes the cost of the College pin, degree, cap and gown, class picture, and announcements (this fee, based upon current costs, is subject to change). The graduation fee is required whether or not the student attends graduation. Fifty percent will be refunded if a student does not graduate and has been dismissed from the College. A student who graduates with the next class will not be charged again.
OTHER EXPENSES

Licensure and NCLEX-RN Exam Fees - The New York State Education Department, Office of the Professions, Division of Professional Licensing Services requires a fee of $143 for the license application and the first registration period. The National Council of State Boards of Nursing requires a fee of $200 for the NCLEX-RN exam.

Housing, Food, Transportation, and Personal Expenses - The College does not have housing facilities. Housing, food, transportation, and personal expenses are estimated to be approximately $18,000 per year for a self-supporting student in the New York City area.

Textbooks and Dissection Kits - Books may be rented or purchased from any one of a number of Internet booksellers. The cost to purchase required textbooks for the entire program is approximately $2,500. A basic dissection kit is required in all science courses. Kits will be available for purchase at the College at the start of each quarter.

Uniforms - A special uniform is required for clinical practice. (See page 12 for more information). Lab coats must be worn in NUR121 and in the lab portion all of the science courses (SCI201, SCI202, SCI203, and SCI204).

Health Insurance - Students are strongly urged to maintain health and hospitalization insurance while enrolled in the College.

Parking Fee - A parking fee of from $14.00 to $25.00 is charged for the use of the parking garage on 119th Street between Madison and Fifth Avenues. Car pools are strongly encouraged.

PAYMENT OF TUITION AND FEES

Quarterly payments are due on or before the first day of each quarter. A student who submits an official notice of a grant, award, and/or loan will be credited.

An admitted student can pay his/her tuition and fees online by using a credit or debit card and accessing the SonisWeb system. The Bursar will also accept in-person payments made by money order, certified check, and Visa or MasterCard. Personal checks or cash will NOT be accepted. Make money orders or certified checks payable to: Helene Fuld College of Nursing and mail them to: BURSAR.

Late Payment Fee - An initial fee of $150.00 is charged for tuition and fees that have not been paid by the first day of the quarter. An additional late fee of 1.5% of outstanding tuition and fees (excluding the late fees) is added for every two (2) weeks that an account remains past due thereafter. These fees are non-refundable. Furthermore, unpaid accounts may be referred to a collection agency.

The College reserves the right to withhold grades, transcripts, diplomas and other services (including registration) from students who have not met their financial obligations. In the event that an account is referred to a collection agency, the student will be responsible for payment of the unpaid balance as well as any costs associated with the collection of the delinquent account. All collection cases will be handled in accordance with state and federal laws.
Payment Plans - The College offers a Tuition Installment Plan that allows students to make payments throughout each quarter (except for the Summer I quarter). In order to begin a payment plan, please visit the Bursar no later than the end of the first week of the quarter. A $50.00 fee is required to enroll in the installment plan. The first installment amount plus the $50.00 is due at the time the student signs the installment plan agreement.

All balances must be paid in order to register for the following quarter and receive transcripts and a diploma.

If late, the student must pay the installment amount plus a late penalty of $25.00 within five (5) business days of the due date. The student will be dropped from the installment plan after the 2nd late payment. Once the student has been dropped from the payment plan, they will incur the fees described in the Late Payment Fee policy.

Defaulting on an installment plan may disqualify the student from participating in any future payment arrangements.

REFUNDS

Students who withdraw from courses may be entitled to a refund. The official date of withdrawal determines the amount.

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

TITLE IV REFUND POLICY

The College will calculate how much Title IV aid has been earned by the student based upon the period of attendance up through the 60% point in each payment period. The College and the student must return the unearned portion of the Title IV funds to the Department of Education.

If a student leaves during the refund period and has received any Title IV funds (Pell Grant, FSEOG, and/or Federal Direct Loans (Subsidized and Unsubsidized Loans), the refund will be applied to repaying the Federal Direct Loan/PLUS Loan, the Federal Pell Grant Program, FSEOG, and the TAP program. The student will receive the balance of the refund, if any is left.

A student must repay the required amount during the term in which they withdraw. Students failing to repay the required amount will have a hold placed on their records and will not be eligible to re-enroll.

For further information regarding tuition refund policies, contact the financial aid counselor.

Federal Refund Standards

Refunds are computed for all students based on Federal (Title IV) Financial Aid regulations. Funds are returned according to the following schedule:

- 100% on or before the first day of classes. *
- 90% between the first day of classes and the end of the first week of classes. *
- 50% between the second week and the end of the third week of classes. *
- 25% between the fourth week and the end of the fifth week of classes. *

* Minus a $100 administrative fee
GRADUATION

GRADUATION REQUIREMENTS FOR THE ASSOCIATE DEGREE PROGRAM

All candidates for degrees from Helene Fuld College of Nursing must meet the following requirements:

1. Completion of 36 quarter-credits of course work in nursing at Helene Fuld.
2. Completion of 42 quarter-credits of course work in specified general education courses.
3. Achievement of a passing grade in each required course.
4. A cumulative GPA of 2.4.
5. Recommendation by the faculty to the Board of Trustees.
6. Compliance with all financial and other obligations to the College as announced in this catalog.
7. Evidence of completion of a mandatory Kaplan NCLEX-RN Review Course.

Students may complete requirements for graduation at the conclusion of any quarter and will receive their degrees following completion.

AWARDING OF NURSING PINS AND DEGREES

Commencement and the official awarding of degrees takes place semi-annually in fall and spring. Graduates wear white uniforms and receive their nursing pins at a pinning and candle lighting ceremony and dinner that is held a few days before graduation. Graduates wear academic attire at the commencement exercises. Students will be allowed to attend and walk with their cohort if they lack 4.5 quarter credits or less in a non-nursing course.

ACADEMIC RECOGNITION

PRESIDENTIAL SCHOLARS PROGRAM

The Presidential Scholars Program was established in February 2010 to recognize and support outstanding students in the College’s LPN to RN associate degree program. Honorees are chosen bi-annually, in February and August. The selection process is based on pre-entrance test scores, grades received in the pre-admission math/chemistry course, and faculty reviews. All candidates must have a minimum 3.73 cumulative GPA at the end of the first nursing quarter to qualify and must maintain a 3.5 GPA overall until graduation in order to continue in the program.

All Presidential Scholars receive a free electronic device (either a laptop computer or tablet) and a stipend to cover the cost of their textbooks. They are also eligible to fast track into Helene Fuld College of Nursing’s Bachelor of Science in Nursing (BS) Program. Additional benefits of membership include priority registration each term and recognition at commencement.

DEAN’S LIST

Students who earn a cumulative GPA of 3.5 (B+) or higher at the end of the quarter are placed on the Dean’s List. This list is posted each quarter on the main bulletin board by the front entrance.

CLINICAL RECOGNITION

Clinical instructors nominate students for Clinical Recognition, who, in their judgment, meet the following criteria:

- Demonstrate excellence in the use of the nursing process and meet the specific clinical objectives of the course to an outstanding degree. Technical skills, organization and implementation of nursing care plans, and application of scientific principles are all considered.
• Demonstrate better than average interpersonal relations with patients, peers, staff and instructors.

Clinical Recognition is posted each quarter on the main bulletin board by the front entrance.

AWARDS

GRADUATION WITH DISTINCTION recognizes students who have a cumulative GPA of B+ (3.5) or higher at completion of the program. Students will be publicly acknowledged at graduation.

The HELENE FULD COLLEGE OF NURSING AWARD FOR ACADEMIC EXCELLENCE is given at graduation to the student who achieves the highest academic average. ACADEMIC HONORS awards are presented to the students who attain second and third place.

The HELENE FULD COLLEGE OF NURSING AWARD FOR CLINICAL EXCELLENCE is given at graduation to students who achieve Clinical Recognition in each of the four clinical nursing courses. CLINICAL HONORS awards are presented to the students who achieve Clinical Recognition in any three of the four clinical nursing courses.

The CAROL A. THOMPSON MEMORIAL AWARD is given to a graduating student in recognition of perseverance in pursuing a nursing career.

The MARCIA LEVINSON-SOLOMON MEMORIAL AWARD is given to a member of the November class who is exceptionally compassionate in caring for patients.

The MARGUERITE HAGGERTY MEMORIAL AWARD is given to a graduating student for excellence in Medical-Surgical Nursing.

The SYLVIA MODESTE AWARD is given to a graduating student in recognition of outstanding leadership.

GRADUATION IN ABSENTIA

Students who are not able to attend the graduation exercises should inform the director of administration in writing, explaining the reason. A student who graduates “in absentia” is responsible for contacting the director of administration to arrange to pick up their diploma and nursing pin. No part of the graduation fee will be refunded.

REQUIREMENTS FOR REGISTERED NURSE LICENSURE

In order to meet licensure requirements in New York State, applicants must be at least eighteen years old, have graduated from a program approved by New York State, and pass the National Council of State Boards of Nursing examination (NCLEX-RN). Graduates of Helene Fuld College of Nursing are qualified to take the licensing examination.

The New York State Education Department, Office of the Professions, Division of Professional Licensing Services requires a fee of $143 for the license application and the first registration period. The National Council of State Boards of Nursing requires a fee of $200 for the NCLEX-RN exam. Applicants are required, as stated in the Nursing Application Packet, published by The University of the State of New York, The State Education Department, to answer whether you (the applicant):

• Have ever been found guilty after trial, or pleaded guilty, no contest, or nolo contendere to a crime (felony or misdemeanor) in any court?

• Have criminal charges pending against you in any court?

• Have ever had any licensing or disciplinary authority refuse to issue you a license or
ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license or certificate held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?

- Have charges pending against you in any jurisdiction for any sort of professional misconduct?
- Have had any hospital or licensed facility restricted or terminated your professional training, employment, or privileges or have you ever voluntarily or involuntarily resigned or withdrawn from such association to avoid imposition of such measures?

If the answer to any of the above is "yes", you must submit a letter with your application giving a complete detailed explanation and copies of any court records, including a Certificate of Conviction. See the Application for Licensure for additional details (Rev. 11/15).

Applicants with a prior felony conviction need to be aware that successful completion of the AAS program does not guarantee licensure.

THE GRADUATES OF HELENE FULD COLLEGE OF NURSING

Most Helene Fuld College of Nursing students come from the metropolitan New York City area, and remain in this area to work after obtaining their licenses in New York State. The College, however, numbers among its graduates, nurses from New Jersey, Connecticut, Massachusetts, Delaware, Maryland, Virginia, Illinois, Pennsylvania, Vermont, Indiana, Minnesota, Utah, Tennessee, California and Florida.

Graduates of the College are generally accepted for examination in the state of their choice. The majority, however, prefer to remain in New York State for the examination before seeking licensure elsewhere.

Graduates report employment in a variety of healthcare settings including medical-surgical, obstetrical, emergency, psychiatric, geriatric, pediatric, and ambulatory and home care clinical areas.

ALUMNI ASSOCIATION

Upon graduating, Helene Fuld students are eligible to become members of the Alumni Association. The main purposes of the Association are to promote the professional interests of the alumni by creating opportunities for them to network, to encourage participation in professional nursing organizations, to provide feedback and generate ideas that will help to improve the College experience for current/incoming students, and to stimulate interest and garner support for the College. The Association plans alumni reunions, participates in open houses, and assists with fund raising activities.

For more information, contact the director of external affairs at 212-616-7278 or at Alumni@helenefuld.edu.

BACCALAUREATE ARTICULATION AGREEMENTS

The College has articulation agreements with the following baccalaureate nursing programs: College of Mount St. Vincent, Riverdale, NY; College of New Rochelle, New Rochelle, NY; Dominican College of Blauvelt, Blauvelt, NY; Herbert H. Lehman College, Bronx, NY; Long Island University, C.W. Post Campus, Brookville, NY; Mercy College, Dobbs Ferry, NY; Pace University, NYC and Pleasantville, NY; and SUNY Institute of Technology, Utica, NY.
GRADUATION RATES

The Student-Right-To-Know Act requires all colleges to report graduation rates as defined by the U.S. Department of Education. These rates are based on the percentage of students who enter the College full-time (fall quarter only), who have never attended another college. The definition of graduation is that students graduate from the program within 150% of the normal time for graduation. At Helene Fuld, 150% of normal time for graduation is one and a half years. Currently, less than 1% of Helene Fuld students are full-time and have never attended another college. The graduation rate of this limited number of students is:

<table>
<thead>
<tr>
<th>Year</th>
<th>Admitted</th>
<th>Graduated</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>(o)*</td>
<td>N/A</td>
</tr>
<tr>
<td>2012</td>
<td>(o)*</td>
<td>N/A</td>
</tr>
<tr>
<td>2013</td>
<td>(o)*</td>
<td>N/A</td>
</tr>
<tr>
<td>2014</td>
<td>(o)*</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* total number only of first-time, full-time students admitted

COMPLETION RATES

Completion rates are based on the total numbers of students who graduated from the program, and include both full- and part-time and transfer students who were admitted in both the fall and spring quarters.

Approximately 99% of students have attended other colleges before enrolling at Helene Fuld College of Nursing. Completion rates for all students are:

<table>
<thead>
<tr>
<th>Year</th>
<th>Admitted</th>
<th>Graduated %</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td></td>
<td>69 %</td>
</tr>
<tr>
<td>2011</td>
<td></td>
<td>68 %</td>
</tr>
<tr>
<td>2012</td>
<td></td>
<td>72 %</td>
</tr>
<tr>
<td>2013</td>
<td></td>
<td>64 %</td>
</tr>
</tbody>
</table>

Students have three years in which to complete the program.

NCLEX-RN PASSING RATES

At the end of their studies, graduates are eligible to take the National Council of State Boards of Nursing NCLEX-RN exam. Graduates’ passing rates for the past four years are:

<table>
<thead>
<tr>
<th>Year</th>
<th>Graduated</th>
<th>Passed %</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td></td>
<td>68.9 %</td>
</tr>
<tr>
<td>2015*</td>
<td></td>
<td>75.9 %</td>
</tr>
<tr>
<td>2016*</td>
<td></td>
<td>83.9 %</td>
</tr>
<tr>
<td>2017*</td>
<td></td>
<td>80.0 %</td>
</tr>
</tbody>
</table>

* as of 6/30/17

** Three year average (2014 – 2016) 76.1 %
**COURSE DESCRIPTIONS**

**FOR THE ASSOCIATE DEGREE PROGRAM**

**NOTE: EACH SESSION IS 75 MINUTES**

**SCIENCE**

**SCI 101  SELECTED TOPICS IN CHEMISTRY AND MATHEMATICS**

4.5 quarter credits  
Lecture: Three 75-minute sessions per week

A passing grade in this course is required for admission into the College. SCI 101 is divided into two parts over a ten-week period. Mathematical concepts important in medical dosage calculations and intravenous flow rate are discussed during the first four weeks. The latter part of the quarter focuses on selected topics in chemistry with particular relevance to the health field. This portion of the course includes topics in inorganic chemistry, organic chemistry and biochemistry with emphasis on the major organic compounds (carbohydrates, lipids and proteins). This course may be taken with NUR 121: Clinical Nursing Skills.

**SCI 201  ANATOMY & PHYSIOLOGY I**

3 quarter credits  
Lecture: One 75-minute session per week = 1.5 quarter credits  
Laboratory: Two 75-minute sessions per week = 1.5 quarter credits  
Prerequisite: SCI 101

Two major themes are emphasized throughout this course – the organization of the human body, and the principles of support and locomotion in the body. The study of the organization of the human body examines the relationship between body structure and function. Students are introduced to gross anatomy, histology of the four major tissue types and normal physiology. The concept of homeostasis and its role is introduced. Microscopy, cell structure and function are also covered in this course. Major systems discussed in detail include the integumentary, skeletal and muscular systems. Lecture, laboratory investigations and demonstrations are integrated throughout the course.

**SCI 202  ANATOMY & PHYSIOLOGY II**

4.5 quarter credits  
Lecture: Two 75-minute sessions per week = 3 quarter credits  
Laboratory: Two 75-minute sessions per week = 1.5 quarter credits  
Prerequisite: SCI 201

This course is a continuation of Anatomy & Physiology I. SCI 202 extensively discusses the principal control systems of the human body – the nervous and endocrine systems – with relevance to maintaining homeostasis in the body. The second major component of this course, covered in the latter half of the course, is the concept of continuity of life, with reference to male and female reproductive systems and developmental biology. Principles of heredity and genetics are introduced, thus serving as a framework for discussion of pathophysiology of common genetic abnormalities. Lecture, laboratory investigations and demonstrations are integrated throughout the course.

**SCI 203  ANATOMY & PHYSIOLOGY III**

3 quarter credits  
Lecture: One 75-minute session per week = 1.5 quarter credits  
Laboratory: Two 75-minute sessions per week = 1.5 quarter credits  
Prerequisite: SCI 202

SCI 203 examines the structure and function of the following systems: cardiovascular, lymphatic, immune, respiratory, digestive and urinary systems. Nutrition and metabolism are discussed in conjunction with the digestive system. The study of fluids/electrolytes and acid-base balance is explored in order to fully understand their relation to buffer systems and respiratory/renal physiology in the maintenance of homeostasis. Lecture, laboratory investigations and laboratory demonstrations are integrated throughout the course.
SCI 204  MICROBIOLOGY

4.5 quarter credits
Lecture: Two 75-minute sessions per week = 3 quarter credits
Laboratory: Two 75-minute sessions per week = 1.5 quarter credits
Prerequisite: SCI 203

The structural and physiological characteristics of the major types of microorganisms are discussed in this course. Host-parasite relationships, as well as the methods used to destroy and control transmission of microorganisms are treated. Principles of immunology as they pertain to infection by microorganisms are also reviewed and reinforced. Basic principles of epidemiology of selected infectious diseases are elaborated. Lecture, laboratory investigations and laboratory demonstrations are integrated throughout the course.

NURSING

NUR 221  MEDICAL-SURGICAL NURSING I

9 quarter credits
Lecture: Four 75-minute sessions per week = 6 quarter credits
Clinical: Six 75-minute sessions per week = 3 quarter credits
Prerequisites: SCI 101, NUR 121, CPR certification;
Corequisites: ENG 281, BEH 231, SCI 201

Medical-Surgical Nursing I utilizes the NLN Educational Competencies for Graduates of Associate Degree Nursing programs, the Quality and Safety Education for Nurses (QSEN) Model for Nursing Education, and the Roy Adaptation Model (RAM) in applying the nursing process as a problem-solving tool in health care delivery to clients experiencing chronic and terminal illness. Professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, provide the content in the classroom and clinical/laboratory experience. Nursing 221 builds upon previous knowledge and skills acquired by the student as an LPN. Evidenced-based practice and the development of critical thinking skills are introduced as essential components of professional nursing practice.

NUR 222  PSYCHIATRIC-COMMUNITY MENTAL HEALTH NURSING

7.5 quarter credits
Lecture: Three 75-minute sessions per week = 4.5 quarter credits
Clinical: Six 75-minute sessions per week = 3.0 quarter credits
Prerequisites: NUR 221 and its corequisites;
Corequisites: BEH 232, SCI 202

This course builds on the knowledge and experience acquired in Nursing 221. The course is developed utilizing the NLN Educational Competencies for Graduates of Associate Degree Nursing Programs, the Quality and Safety Education for Nurses (QSEN) Model for Nursing Education, and the Roy Adaptation Model (RAM) in addressing clients with psychosocial needs. The foci are on implementing the nursing process based upon assessment and observation of behaviors caused by stress, principles of therapeutic communication, group process, and principles of community mental health. Developmental tasks, biological, maturational and situational stresses along the life continuum are
identified, as emphasis is placed upon clients’ behavioral reactions in both hospital and community treatment programs. Students engage in a variety of intervention modalities: individual, group and behavioral counseling and medication instruction.

**NUR 223 PARENT-CHILD HEALTH NURSING**

9 quarter credits
Lecture: Four 75-minute sessions per week = 6 quarter credits
Clinical: Six 75-minute sessions per week = 3 quarter credits
Prerequisites: NUR 222 and its corequisites; Corequisites: BEH 233, SCI 203

Parent-Child Health Nursing utilizes the NLN Education Competencies for Graduates of Associate Degree Nursing Programs, the Quality and Safety Education for Nurses (QSEN) Model for Nursing Education, and the Roy Adaptation Model (RAM) as the basis for providing nursing care. This course encourages the use of critical thinking and increasing self-direction in the utilization of the nursing process to the care of the childbearing/childrearing family. Normal growth and development patterns are considered throughout the course. Classroom and clinical experiences focus on the use of the nursing process as a major tool in assisting the family as it progresses through the childbearing/childrearing years. Health promotion, maintenance, restoration and rehabilitation are major phases addressed as the nursing process is applied to clients in different health care settings.

**NUR 224 MEDICAL-SURGICAL NURSING II**

7.5 quarter credits
Lecture: Three 75-minute sessions per week = 4.5 quarter credits
Clinical: Six 75-minute sessions per week = 3.0 quarter credits
Prerequisite: NUR 223 and its corequisites; Corequisites: ENG 282, NUR 225, SCI 204

Medical-Surgical Nursing II utilizes the NLN Educational Competencies for Graduates of Associate Degree Nursing Programs, the Quality and Safety Education for Nurses (QSEN) Model for Nursing Education, and the Roy Adaptation Model (RAM) as the basis for providing nursing care. This course encourages the use of critical thinking and increasing self-direction in the utilization of the nursing process to the care of adult clients experiencing stress related to acute and complex health problems. Emphasis is on the understanding of concepts to promote adaptation under life-threatening physiologic stressors for clients in acute and ambulatory settings. Increased independent learning is expected from the students in this course. A student-conducted workshop on selected nursing techniques is arranged to provide students with the opportunity to organize, articulate, and share their learning experiences with peers and faculty. The leadership role of the registered nurse as a member of the health team in a variety of settings is examined. Clinical experiences include specialized areas that easily lend themselves to the application of knowledge to practice. The National League for Nursing Core competencies (professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, managing care) continue to provide the commonalities of content in the classroom and the clinical setting.

**NUR 225 PROFESSIONAL FOUNDATIONS**

3 quarter credits
Lecture: Two 75-minute sessions per week
Prerequisite: NUR 223; Corequisites: ENG 282, NUR 224, SCI 204

Professional Foundations is developed utilizing the National League for Nursing Educational Competencies for Graduates of Associate Degree Nursing Programs, the Quality and Safety Education for Nurses (QSEN) Model for Nursing Education, the Roy Adaptation Model, and the nursing process. The course is designed to increase the students’ understanding of nursing as a profession; its relationship to other professions, and other stimuli which affect and influence nursing. Course content includes nursing’s historical traditions, professional development, current and future trends, and legal and ethical aspects. Cultural influences on nursing, ethical decision-making, nursing models, management of healthcare delivery and leadership roles, and principles of effective delegation are discussed.
## Behavioral Sciences

### BEH 231  Introduction to Psychology

4.5 quarter credits  
Lecture: Three 75-minute sessions per week  

This course introduces the scientific study of human behavior. It includes an overview of current theories in the areas of learning, motivation, psychopathology, psychotherapy, social psychology and personality. The course provides a basic awareness of the biological, intrapersonal, interpersonal and cultural forces that motivate behavior thereby fostering an understanding of self and others.

### BEH 232  Human Growth and Development

4.5 quarter credits  
Lecture: Three 75-minute sessions per week  
Prerequisite: BEH 231  

This course provides an overview of the biological, social and psychological processes that contribute to human growth and development across the life span. The course is designed to create an understanding of both normal and abnormal development by examining developmental forces through life's continuum from conception to death.

### BEH 233  Introduction to Sociology

4.5 quarter credits  
Lecture: Three 75-minute sessions per week  

This course is designed to provide a sociological perspective to the study of social behavior. It will familiarize students with the basic concepts and theories in the field, relating them to everyday life. The course will focus upon sociological issues of continued interest: culture and society; socialization, gender roles, marriage and family; religion; inequality; and medicine as an institution.

## English

### ENG 281  Composition and Introduction to Research

4.5 quarter credits  
Lecture: Three 75-minute sessions per week  

This course provides instruction and practice in college writing and an introduction to library research. In English 281, students will analyze and interpret college-level fiction and non-fiction readings, write essays that respond to a text, develop an original thesis, integrate evidence, and document their sources in APA-style. English 281 is offered in hybrid and regular format in alternating quarters.

### ENG 282  Introduction to Literature

4.5 quarter credits  
Lecture: Three 75-minute sessions per week  
Prerequisite: ENG 281  

This course engages students with a range of world literature from antiquity to modernity, including short stories, poetry, and drama. Writing assignments emphasize critical approaches to literature. Lectures and class discussion help the student to develop critical skills and an active appreciation of language and literature. Students use APA-style documentation. English 282 is offered in hybrid and regular format in alternating quarters.
ASSOCIATE IN APPLIED SCIENCE DEGREE

BACHELOR OF SCIENCE DEGREE – RN TO BS
## Bachelor's Degree Program

### Calendar

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<tr>
<td><strong>Fall Semester Begins</strong></td>
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<tr>
<td>New Student Orientation</td>
<td>September 5</td>
<td>September 5</td>
<td>September 3</td>
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<tr>
<td>Labor Day (H)</td>
<td>September 4</td>
<td>September 3</td>
<td>September 2</td>
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<tr>
<td>Classes Begin</td>
<td>Sept. 12, 2017</td>
<td>Sept. 11, 2018</td>
<td>Sept. 9, 2019</td>
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<tr>
<td>Thanksgiving (H)</td>
<td>Nov. 23 - 26</td>
<td>Nov. 22 - 25</td>
<td>Nov. 28 - Dec. 1</td>
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<tr>
<td>Last Day of Semester</td>
<td>December 21</td>
<td>December 20</td>
<td>December 19</td>
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<tr>
<td>Classes Begin</td>
<td>January 9, 2018</td>
<td>January 8, 2019</td>
<td>January 6, 2020</td>
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<tr>
<td>M. L. King, Jr. Day (H)</td>
<td>January 15</td>
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<td>January 20</td>
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<td>President’s Day (H)</td>
<td>February 19</td>
<td>February 18</td>
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<td>Last Day of Semester</td>
<td>April 19</td>
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<td><strong>Spring Vacation</strong></td>
<td>April 20 - 30</td>
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<td><strong>Spring Semester Begins</strong></td>
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<tr>
<td>Classes Begin</td>
<td>May 1</td>
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<td><strong>Graduation</strong></td>
<td>May 4</td>
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<td>Memorial Day (H)</td>
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<td>Independence Day (H)</td>
<td>July 4</td>
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<td>Last Day of Semester</td>
<td>August 9</td>
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<tr>
<td><strong>Summer Vacation</strong></td>
<td>August 10 –</td>
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<td>August 7 –</td>
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<td>Sept. 10</td>
<td>Sept. 9</td>
<td>Sept. 6</td>
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ACADEMIC INFORMATION AND POLICIES

Helene Fuld College of Nursing offers an upper division Bachelor of Science degree program for registered nurses that focuses on environmental urban health nursing.

The College offers 63 credits in nursing and liberal arts and sciences in its upper division curriculum for a total of 121 credits. The academic calendar is divided into three 15-week semesters per year. Full-time students can complete the program in five semesters (19 months) by attending for one and one-half days per week or by attending three evenings per week. Part-time students, carrying a reduced course load, must complete the program within four years.

Up to 30 semester credits in nursing (lower division) and 44 semester credits in liberal arts and science (including 16 upper division semester credits with a minimum grade of a C+) may be transferred. A minimum of 47 semester credits must be completed at Helene Fuld College of Nursing, including all 31 upper division semester credits in nursing.

The academic calendar year is divided into three semesters. Each semester is fifteen weeks long. Course descriptions are listed in this catalog (See pages 70 - 73). The required program of studies can be completed in five semesters or nineteen months on a full-time basis. Cohorts are admitted annually in September.

CREDITS

A semester credit hour is an academic unit earned for fifteen 50-minute sessions of classroom instruction with a normal expectation of two hours of outside study for each class session. Typically, a three-semester credit hour course meets once for a 150-minute session per week for fifteen weeks for a total of 15 sessions.

STUDENT LEARNING OUTCOMES

At the completion of the upper division Bachelor of Science program, the graduate is expected to achieve the following program outcomes:

1. Use effective written, verbal, and non-verbal methods to communicate within interpersonal and professional relationships.

2. Synthesize knowledge from the integration of the biological sciences, social sciences, and humanities into nursing care that is safe, holistic, and culturally competent.

3. Critically analyze research and develop solutions to clinical practice problems.

4. Utilize technology to access, interpret, and analyze evidence-based research. Plan, implement, and evaluate nursing care using technology and information literacy skills.

5. Educate clients, families, and communities, and advocate for them in ways that promote their ability to grow and thrive.

6. Demonstrate an understanding of cultural differences and similarities. Exhibit healthcare delivery behaviors that reflect cultural sensitivity.

7. Integrate an understanding of the impact of the environment on individual and community health and wellness into the delivery of effective nursing care.

8. Apply effective leadership and management skills to nursing practice.

9. Articulate the value of practice excellence, lifelong learning, accountability, and professional engagement to foster professional growth and the adherence to moral, ethical, and legal conduct.
<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
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<tr>
<td>I—Fall 1</td>
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<tr>
<td>ANTH 205</td>
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<td>SCI 305</td>
<td>4</td>
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<td>NUR 315</td>
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<td>SS 306</td>
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| I—Winter 1       |         |
| NUR 325          | 3       |
| NUR 336          | 3       |
| PHIL 316         | 3       |
| SCI 326          | 3       |
|                  | 12      |

| II—Spring 1      |         |
| HIST 218         | 3       |
| NUR 337          | 4       |
| NUR 347          | 3       |
| SPAN 207         | 3       |
|                  | 13      |

| III—Fall 2       |         |
| HIST 217         | 3       |
| NUR 418          | 6       |
| PHIL 318         | 3       |
|                  | 12      |

| IV—Winter 2      |         |
| NUR 429          | 5       |
| NUR 439          | 4       |
| SS 419           | 3       |
|                  | 12      |

| TOTAL PROGRAM    | 63      |

* Hybrid Course
ADMISSION INFORMATION

Registered nurses who are interested in learning about the RN to BS program are encouraged to contact the College Recruiter by calling 212-616-7282 for information and a schedule of Open Houses. Open Houses are scheduled throughout the year and are designed to answer individual questions about the bachelor’s degree program. The Open House schedule can also be found on the College’s website at www.helenefuld.edu.

Applications can be obtained by calling 212-616-7282. Early application is encouraged because of delays often encountered in obtaining transcripts. Additional information can be obtained by calling the Office of Student Services at 212-616-7290.

ADMISSION REQUIREMENTS FOR THE UPPER DIVISION BACHELOR OF SCIENCE PROGRAM

- United States citizen or eligible non-citizen.
- New York State Registered Nurse licensure (unrestricted) and current registration.
- Associate degree or diploma from a State approved registered nursing program.
- A minimum of a C+ in each nursing and science course to be transferred.
- A minimum cumulative GPA of 2.5 from an associate degree or diploma program.
- CPR certification from the American Heart Association (BLS).
- Completed Application for Admission (including essay).
- Two satisfactory letters of recommendation.
- Malpractice Insurance: Professional Liability Protection $1,000,000/$6,000,000. *

* Evidence of insurance coverage must be provided prior to the first clinical course, and must be maintained for the duration of the baccalaureate program.

Applicants must provide complete and accurate information in order to be considered for admission. Deliberate omission or falsification of information will disqualify an applicant. If omission or falsification is discovered after admission, it will constitute cause for dismissal. The College of Nursing reserves the right to act as sole judge of the acceptability of an applicant to its program of study.

ADMISSION PROCESS FOR THE BACHELOR OF SCIENCE PROGRAM

Self-Administered Application Process – ONE ENVELOPE

A complete self-administered application package is required for admission. Filing of applications should follow the process described below. Please call the Office of Student Services at 212-616-7290 if you have questions regarding the admissions process.

A completed application is required to be sent in one envelope at one time. Applications to be considered for September admission need to be submitted by August 1st. Please include the following:

1. A completed APPLICATION CHECKLIST.
2. A completed APPLICATION FOR ADMISSION (Including essay).
3. The required non-refundable application fee of $50.00 (money order or certified check only).
4. A copy of your current RN license and registration.
5. A copy of your American Heart Association CPR (BLS) card (front and back).
6. **Proof of citizenship or legal residence.**
Submit two copies of one of the following documents as proof of citizenship or legal residence:

- U.S. Birth Certificate
- U.S. Passport
- Alien Registration Card
- Naturalization Certificate

7. **H.S. and College Transcripts in sealed envelopes.** Request official transcripts from your high school and college or school of nursing. If you did not graduate from high school, enclose a photocopy of your U.S. high school equivalency scores with your application. Students educated in foreign countries must submit their high school transcripts or equivalencies to World Education Services (www.wes.org) or Globe Language Services (212-227-1994) for evaluation.

8. **College Transcripts in Sealed Envelopes.**
If you have earned credits from any college, request official transcripts from each college. If college credit was earned in a foreign country or if you have foreign educational professional credentials, you must have your transcript(s) evaluated by World Education Services (www.wes.org) or Globe Language Services (212-227-1994).

9. **Two Completed Recommendation Forms in Sealed Envelopes.** Select two professional or academic contacts to recommend you. Have them complete one of the enclosed forms and return it to you. At least one reference should be from a current or former employer.

**SEND APPLICATION VIA U.S. MAIL, FEDEX OR UPS TO:**

Helene Fuld College of Nursing  
Office of Student Services, Room 300  
24 East 120th Street  
New York, New York 10035

**NOTE:** If the school(s) that you request transcripts from will not send official transcripts to you, have the school(s) send them to the above address. Make sure that they have the name that you are using to apply to the College.

**ACCEPTANCE**

The Admissions committee will review each application packet. Applicants will be notified by mail and receive an acceptance letter into the program. A non-refundable deposit of $250.00 toward tuition is required by the date requested in the acceptance letter.

**HEALTH REQUIREMENTS**

Students will be given a medical form before the start of the first clinical nursing course. The College requires a complete medical history, physical examination, and proof of various immunizations that are required by clinical agencies as indicated on the form. New York State (Public Health Law 2165) requires college students born on or after January 1,
1957 to be immunized against measles, mumps, and rubella (MMR). The completed form, signed by a physician or nurse practitioner, must be on file before registering for the first clinical nursing course (NUR 418-Environmental Issues in Urban Community Health Nursing). New York State Public Health Law 2167 also requires all students to fill out a Meningococcal Meningitis Response form.

NON-MATRICULATED STATUS
Helene Fuld College of Nursing allows prospective applicants to complete non-nursing upper division courses as non-matriculated students. For individuals wishing to take classes for personal or professional enrichment, this enrollment option also provides an opportunity to enroll in courses without being formally admitted to the College. In order to take classes, a Non-Matriculated Student Application must be completed and submitted to the Office of Student Services for approval. This application is available in the College through the Office of Student Services and online.

In order to be considered for admission as a non-matriculated student, applicants must complete and submit the following:

- Application for Non-Matriculated Students (Includes one professional recommendation and a personal statement).
- $25 application fee (non-refundable); $100.00 deposit due by start of classes.
- High school transcript, GED, or most recent college transcript.

Non-matriculated study does not guarantee admission to the Upper Division Bachelor of Science in nursing program.

TRANSFER CREDITS AND CREDIT BY EQUIVALENCE TESTING
The College will accept up to 58 lower division credits toward the degree and will offer 63 credits in nursing and liberal arts and sciences in its upper division curriculum for a total of 121 credits. The academic calendar is divided into three 15-week semesters per year. Full-time students can complete the program in five semesters (19 months) by attending for one day or three nights per week. Part-time students, carrying a reduced course load, must complete the program within four years.

Up to 30 semester credits in nursing (lower division) and 44 semester credits in liberal arts and science (including 16 upper division semester credits with a minimum grade of a C+) may be transferred. A minimum of 47 semester credits must be completed at Helene Fuld College of Nursing, including all 31 upper division semester credits in nursing. The course title and/or description must be comparable to the required course in each case.

All courses that were completed as part of the associate degree requirements, including the sciences, regardless of the time elapsed since the degree was awarded will be accepted.

APPLICANTS
Applicants to the baccalaureate program who do not have 28 lower division liberal arts and science credits to transfer to the upper division program may enroll on a non-matriculated basis in the required courses at the associate degree level. They will not be admitted to the upper division baccalaureate program until all lower division requirements have been met.

Once matriculated, students must complete all course requirements at Helene Fuld College of Nursing.
FINANCIAL INFORMATION

TUITION AND FEES AS OF SEPTEMBER 2015 FOR THE UPPER DIVISION BACHELOR OF SCIENCE PROGRAM

Semester Tuition

Full-Time $7,080
(12 credits or more)
General Fee $150
(Laboratory and Library Fees)
Graduation Fees $350

Part-Time
Students enrolled on a part-time basis (11 credits or less) will be charged $575.00 per semester-credit, and a general fee of $80.00 per semester.

A tuition deposit of $250.00 is required at the time of acceptance to assure the applicant a place in the College. It is not refundable.

OTHER FEES

Application Fee - The application fee is $50.

Identification Card - I.D. cards are issued free of charge upon registration. Lost cards will be replaced for a fee of $10.

Student Activity Fee - A fee of $30 is charged each semester.

Make-up Test Fee - The fee for taking announced tests, quizzes and unit examinations on a deferred basis because of unavoidable absence is $25. The fee for a make-up final examination is $50. Late examinations require specific authorization from the course instructor.

Late Payment Fee - An additional fee of $150 is charged for tuition and fees that have not been paid by the first day of the semester.

Transcript Fee - Each graduate of the College is given one copy of his/her transcript marked

STUDENT COPY at no cost. Official transcripts will be sent directly to agencies only at the written request of a graduate for a fee of $10 (Cash, money order, or certified check).

Those who request immediate processing of a transcript are charged $20.

Graduation Fee - The graduation fee of $350 includes the cost of the degree, cap and gown, class picture, and announcements (this fee, based upon current costs, is subject to change). The graduation fee is required whether or not the student attends graduation. Fifty per cent will be refunded if a student does not graduate and has been dismissed from the College. A student who will graduate with the next class will not be charged again.

OTHER EXPENSES

Housing, Food, Transportation, and Personal Expenses - The College does not have housing facilities. Housing, food, transportation, and personal expenses are estimated to be approximately $18,000 per year for a self-supporting student in the New York City area.

Textbooks - Books may be rented or purchased from any one of a number of Internet booksellers. The cost to purchase required textbooks for the entire program is $1,500.

Uniforms - Uniforms will be in compliance with clinical partner requirements.

Health Insurance - Students are strongly urged to maintain health and hospitalization insurance while enrolled in the College.

Parking Fee - A parking fee of from $14.00 to $25.00 is charged for the use of the parking garage on 119th Street between Madison and Fifth Avenues. Car pools are strongly encouraged.
PAYMENT OF TUITION AND FEES

Money orders, certified checks, and Visa or MasterCard will be accepted. Personal checks or cash will not be accepted. Make money orders or certified checks payable to: Helene Fuld College of Nursing and mail to BURSAR. Visa or MasterCard payments must be made in person or online.

Semester payments are due on or before the end of the first week of every semester. Students who submit official notice of grants, awards, and loans will be credited.

Late Payment Fee - An initial fee of $150.00 is charged for tuition and fees that have not been paid by the first day of the semester. An additional late fee of 1% of outstanding tuition and fees (excluding the late fees) is added for every three (3) weeks that an account remains past due thereafter. These fees are non-refundable. Furthermore, unpaid accounts may be referred to a collection agency.

The College reserves the right to withhold grades, transcripts, diplomas and other services (including registration) from students who have not met their financial obligations. In the event that an account is referred to a collection agency, the student will be responsible for payment of the unpaid balance as well as any costs associated with the collection of the delinquent account. All collection cases will be handled in accordance with state and federal laws.

Payment Plans - The College offers a Tuition Installment Plan that allows students to make payments throughout each semester. In order to begin a payment plan, please visit the Bursar no later than the first day of the semester. A $150.00 fee is required to enroll in the installment plan. The first installment amount plus the $150.00 is due at the time the student signs the installment plan agreement.
All balances must be paid in order to register for the following semester and receive transcripts and a diploma.

If late, the student must pay the installment amount plus a late penalty of $25.00 within five (5) business days of the due date. The student will be dropped from the installment plan after the 2nd late payment. Once the student has been dropped from the payment plan, they will incur the fees described in the Late Payment Fee policy.

Defaulting on an installment plan may disqualify the student from participating in any future payment arrangements.

**REFUNDS**

Students who withdraw from courses may be entitled to a refund. The official date of withdrawal determines the amount.

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

**TITLE IV REFUND POLICY**

The College will calculate how much Title IV aid has been earned by the student based upon the period of attendance up through the 60% point in each payment period. The College and the student must return the unearned portion of the Title IV funds to the Department of Education.

If a student leaves during the refund period and has received any Title IV funds (Pell Grant, FSEOG, and/or Federal Direct Loans (Subsidized and Unsubsidized Loans), the refund will be applied to repaying the Federal Direct Loan/PLUS Loan, the Federal Pell Grant Program, FSEOG, and the TAP program. The student will receive the balance of the refund, if any is left.

A student must repay the required amount during the semester in which they withdraw. Students failing to repay the required amount will have a hold placed on their records and will not be eligible to re-enroll.

For further information regarding tuition refund policies, contact the financial aid counselor.

**Federal Refund Standards**

Refunds are computed for all students based on Federal (Title IV) Financial Aid regulations. Funds are returned according to the following schedule:

- **100%** on or before the first day of classes. *
- **90%** between the first day of classes and the end of the first week of classes. *
- **50%** between the second week and the end of the third week of classes. *
- **25%** between the fourth week and the end of the fifth week of classes. *

* Minus a $100 administrative fee
GRADUATION

GRADUATION REQUIREMENTS FOR THE UPPER DIVISION BACHELOR OF SCIENCE DEGREE

All candidates for BS degrees from Helene Fuld College of Nursing must meet the following requirements:

1. Completion of 31 credits of course work in upper division nursing at Helene Fuld.
2. Completion of 32 credits in specified upper division liberal arts and science courses.
3. Transfer credit for 58 combined nursing and liberal arts and science credits. (Total of 121 credits)
4. Achievement of a passing grade in each required course.
5. A cumulative GPA of 2.27.
6. Recommendation by the faculty to the Board of Trustees.
7. Compliance with all financial and other obligations to the College as announced in this catalog.

Students may complete requirements for graduation at the conclusion of any semester and will receive their degrees following completion.

AWARDING OF DEGREES

Commencement and the official awarding of degrees takes place in the spring. Graduates receive nursing pins at a pinning ceremony that is held a few days before graduation. Students will be allowed to attend and walk with their cohort if they lack 3 semester credits or less in a non-nursing course.

ACADEMIC HONORS

Bachelor’s degree students who graduate with a minimum cumulative GPA of 3.70 or higher are awarded academic honors. Cum laude requires a minimum GPA of 3.70; magna cum laude, 3.80; and summa cum laude, 3.90.

GRADUATION IN ABSENTIA

Students who are not able to attend the graduation exercises should inform the director of administration in writing, explaining the reason. A student who graduates “in absentia” is responsible for contacting the director of administration to arrange to pick up their diploma. No part of the graduation fee will be refunded.

ALUMNI ASSOCIATION

Upon graduating, Helene Fuld students are eligible to become members of the Alumni Association. The main purposes of the Association are to promote the professional interests of the alumni by creating opportunities for them to network, to encourage participation in professional nursing organizations, to provide feedback and generate ideas that will help to improve the College experience for current and incoming students, and to stimulate interest and garner support for the College. The Association plans alumni reunions, participates in open houses, and assists with fund raising activities.

For more information, contact the director of external affairs at 212-616-7278 or at Alumni@helenefuld.edu.
The focus of this course is the identification of key concepts, processes, and applications of qualitative and quantitative clinical research to support evidence based nursing practice. Differentiating among the steps of the research process, accessing and critiquing pertinent literature, and designing a research study are activities utilized to foster student learning. Additional topics include ethical and legal aspects associated with research.

NUR 337  TRANSCULTURAL NURSING AND NURSE AS EDUCATOR *

3 semester credits
Lecture and online discussion: 3 hours per week
Prerequisites: ANTH 205

This course focuses on the theoretical foundations for understanding cultural diversity, and the impact of culture on health and illness beliefs, values, and practices that impact the health of individuals and groups. It also prepares students for their future roles in client teaching, health education, and health promotion by addressing the developmental, motivational, and sociocultural differences that affect teaching and learning. In this course students use community resources to gain experience in gathering culturally relevant data to assess individuals from a variety of socio-cultural backgrounds and develop strategies for providing culturally competent nursing care. They will examine issues through a variety of academic experiences including reflecting on their own learning experiences, and identifying their own attitudes, values, beliefs and behaviors with respect to teaching and learning.

NUR 347  HOLISTIC ASSESSMENT

4 semester credits
Lecture and nursing arts lab: 4 hours per week
Prerequisite or Co-requisite: SCI 326

This course emphasizes skills that will enable the student to determine the mental, physical, and nutritional health status of an individual by obtaining a health history and performing and recording a mental, physical, nutritional, and environmental assessment. Learning experiences are organized to provide opportunities for gaining knowledge and practicing assessment skills.
NUR 418  ENVIRONMENTAL ISSUES IN URBAN COMMUNITY HEALTH NURSING *

6 semester credits
Lecture and online discussion: 4 hours per week.
Clinical: 6 hours for 10 weeks
Prerequisites: NUR 337, SCI 326

This course focuses on the impact of the environment on the health of individuals, families, and communities in urban settings. The role of the professional nurse providing appropriate interventions for clients impacted by the environment will be emphasized. Course content includes identifying environmental toxins, their consequences on health, and safe alternatives. The role of the registered nurse and disaster preparedness is presented by providing instruction in basic nurse disaster competencies. This course also addresses legislation, governmental policies, current research, and the environmental health assessment of individuals and communities.

NUR 429  LEADERSHIP AND ACCOUNTABILITY *

5 semester credits
Lecture and online discussion: 3 hours per week
Clinical: 6 hours for 10 weeks
Prerequisite: NUR 418

In this course students synthesize previous learning, and develop knowledge and skills relevant to leadership, management, and the role of the baccalaureate-prepared nurse. It focuses on interactions within the health care team, and acquaints students with management theories, organizational behavior theories, and leadership styles that are relevant to nursing practice. Students will be expected to synthesize and analyze situations that occur within health care settings, and to formulate possible strategies for effecting positive change. This course will assist students in gaining increased understanding of leadership techniques and principles, and allow them to gather insight about their individual resources for managing change.

NUR 439  CAPSTONE PROJECT (INDEPENDENT STUDY)

4 semester credits
Lecture and online discussion: 4 hours per week
Prerequisite: Course must be completed in the student’s final semester

This course enables the student to develop an in-depth independent project that uses his/her understanding of an urban environmental issue. The student will use this opportunity to synthesize previous course content and major concepts of the curriculum in a project, which develops a practical solution. The capstone project focuses on independent investigation using critical thinking, the research process, and evidence-based information to present a written paper and public presentation. The course also includes a focus on the role of the registered nurse and disaster preparedness, by providing instruction in basic nursing disaster competencies.

LIBERAL ARTS COURSES

ANTH 205  ANTHROPOLOGY OF HEALTH AND HEALING *

3 semester credits
Lecture and online discussion: 3 hours per week
Prerequisites: None

In this course health and illness will be studied as an interrelationship of biology, ecology, and culture in past and contemporary societies in Euro-American and non-Western cultures. Students will examine a variety of healing traditions and practices and investigate the connection between healing and culture.

HIS 217  TWENTIETH CENTURY WORLD HISTORY

3 semester credits
Lecture: 3 hours per week
Prerequisite: None

This course provides an introduction to Twentieth Century world history. Students are introduced to major events and differing interpretations of those events by historians. Students study the nature and use of primary sources as the basis for historical reconstruction of the past.
HIS 218 MAJOR TOPICS IN AMERICAN HISTORY

3 semester credits
Lecture: 3 hours per week
Prerequisite: None

This course provides an introduction to American History (1600 – present). Students are introduced to major events and differing interpretations of these events by historians. Students critically study the nature and use of primary sources as the basis for historical reconstruction of the past.

PHIL 316 INTRODUCTION TO PHILOSOPHY *

3 semester credits
Lecture and online discussion: 3 hours per week
Prerequisite: None

This course provides an introduction to western philosophical thought. Students are introduced to the major philosophers, periods, and ideas of western philosophy through reading and discussion of seminal texts. Students learn the foundations of logic and practice constructing logical arguments. Ideas of reality, existence, god, morality, reason, ethics, beauty, and government will be explored within each of the periods (ancient, medieval, modern, and contemporary). Brief non-western philosophical texts pertaining to ideas or written during the same time period as the main texts under study will be introduced in class to provide for inter-cultural dialogue, contextualization, and reflection.

PHIL 318 SPIRITUALITY, RELIGION, AND ETHICS *

3 semester credits
Lecture and online discussion: 3 hours per week
Prerequisite: PHIL 316

Students will examine the domains of health: physical, mental, social, and spiritual; explore the impact of religion, spirituality, and ethics within the health care delivery setting; and the role of the health care provider in addressing this aspect of care. The course will focus on the developmental theories associated with spirituality/spiritual development across the life span; the spiritual dimension of health care practice (spiritual need, spiritual distress, spiritual care, and spiritual wellbeing); and the ethical dilemma in providing such care. Some of the topics that will be discussed include religion, bioethics, genetic testing and counseling, suicide/euthanasia, abortion, reproductive technologies, human experimentation, and organ transplants. Students will be expected to assess behaviors in the health care delivery system that point to spiritual need, spiritual distress, or spiritual well-being, and acquire the knowledge and skill to provide spiritual care, without imposing their own values.

SCI 305 SELECTED TOPICS IN PHYSICAL SCIENCE/BIOCHEMISTRY

4 semester credits
Lecture: 4 hours per week
Prerequisite: None

This course is designed to provide students with an introduction to physics. In order to give them a solid foundation, students review principles of organic chemistry and biochemistry during the first three weeks of the semester. They are then introduced to physics: the study of how objects behave. Topics include mechanics and the characteristics of substances, sound, electricity, vector forces, motions and magnetism, and radiation.

SCI 326 PATHOPHYSIOLOGY

3 semester credits
Lecture: 3 hours per week
Prerequisite: SCI 305

This course focuses on the major concepts of pathophysiology; the study of the biological and physical manifestations of diseases as they correlate with underlying abnormal and physiologic disturbances. Students will examine phenomena that produce alterations in normal human functioning processes (homeostasis) caused by diseases and the resulting adaptation to disease processes. The major emphasis will be on the physiological factors – both physical and biochemical – that underlie disease states. The course will also focus on the incidence, etiology, courses and clinical manifestations of the local and systemic body responses, which reflect a disease process. The impact of environmental health influences in an urban setting will be discussed. Students will learn how to identify both local and systemic reactions within the body that result in the signs and symptoms of diseases, as well as understand the rationale for diagnostic and therapeutic interventions in disease conditions.
SS 306  SOCIAL SCIENCE STATISTICS
4 semester credits
Lecture and computer lab: 4 hours per week
Prerequisite: None

Statistics is the collection, analysis, interpretation, and presentation of data. This course introduces the basics of social statistics - techniques that social scientists use to summarize numeric data obtained from censuses, surveys, and experiments. The topics include frequency distribution, central tendency, variability, probability theory, and estimation. The student will also learn how to test hypotheses for group differences in means (t test, t test) and for association between two variables (correlation, chi-square test). This course will also allow the student to become more adept at reading and understanding research articles and thinking critically about social issues.

SS 419  HEALTH POLICY *
3 semester credits
Lecture and online discussion: 3 hours per week
Prerequisite: PHIL 316

This course introduces the student to the organization, delivery, and financing of the U.S. health care system. Students will learn about U.S. health care policy, including analysis of the political, cultural, and economic forces that influence the development of health policy and healthcare. Discussions will include health care costs and financing, public health, health care quality, Medicare, Medicaid, and long-term care. The course will highlight current problems and opportunities for patients, caregivers, purchasers (government and business), and insurers of health care as they seek to operate within the current U.S. health system.

SPAN 207  CONVERSATIONAL SPANISH/SPANISH FOR HEALTHCARE PROVIDERS *
3 semester credits
Lecture and online discussion: 3 hours per week
Prerequisites: None

In this course, students practice basic Spanish grammar, idioms, and vocabulary by focusing on listening and speaking skills. Students discuss social and cultural topics, and are provided with an increased awareness of the Spanish-speaking cultures of the Americas. Upon completion, students will be able to participate in conversations in Spanish on everyday topics and health care concerns.

* ABOUT THE HYBRID COURSE FORMAT

Online education allows students to take nursing courses regardless of their schedules or where they live. Helene Fuld College is committed to using educational technology effectively in order to enrich student learning and enhance teaching.

The hybrid course format combines traditional classroom experiences with online education. Helene Fuld College of Nursing is committed to using educational technology effectively in order to enrich student learning and enhance teaching. Hybrid classes start and finish according to the baccalaureate academic calendar. All hybrid courses are asynchronous, but faculty may include optional synchronous elements to their courses. These classes have reading assignments and regular deadlines, and students receive ongoing feedback from faculty. Students work together online to achieve learning goals and to solve problems. The online format allows faculty to create, in collaboration with students, a dynamic and engaging virtual community of learners. Students are able to communicate with their peers and faculty in a variety of unique ways. Through our online learning management system (Blackboard), faculty communicate with students, distribute information, and facilitate the exchange of ideas and resources.

To be successful in online coursework, students must have basic computer skills, including the ability to:

- send and receive email;
- attach, send, and open documents from email or Internet sites;
- participate in online discussion;
- research topics using Internet resources;
- use Internet library databases.

* Students taking online courses should have a computer that meets the suggested system capabilities, which will enhance the student’s ability to access and use online course materials.
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Jayne Kier, Assistant Professor, Nursing, Coordinator, Medical-Surgical Nursing I and II, AAS Program; BS, MS, St. Joseph’s College
DIRECTIONS TO HELENE FULD COLLEGE OF NURSING

The College is located at 24 East 120th Street (in the Bethel Gospel Assembly church building). Enter the building on 120th Street at the corner of Madison Avenue (between Madison and Fifth Avenues). The Office of Student Services is in Room 300 at the top of the stairs on the 3rd floor (212-616-7290).

BY PUBLIC TRANSPORTATION

From MIDTOWN MANHATTAN: Take the #M1 Bus on Madison Avenue above 39th Street to 120th Street.

From PENN STATION or PORT AUTHORITY or 34th STREET PATH STATIONS: Take the # 2 or # 3 northbound train (7th Ave. Red Line). Get off at 125th Street (and Lenox Ave.) and walk two blocks east to Madison Avenue, then five blocks south to the College on 120th Street.

From GRAND CENTRAL STATION: Take the # 4 or # 5 northbound train (Lexington Avenue Green line). Get off at 125th Street (and Lexington Avenue) and walk two blocks west to Madison Avenue, and five blocks south to the College on 120th Street.

From upper MANHATTAN or the BRONX: Travel south on the # 4 or # 5 (Lexington Avenue Green line) to 125th Street. Follow Grand Central directions.

Many New Haven, Harlem and Hudson division trains traveling south to New York City stop at 125th Street and Park Avenue. Walk one block west and five blocks south to the College on 120th Street.

BY CAR

Parking on the streets in the area around the College is difficult. There is a parking garage on 119th Street near Fifth Avenue (1481 Fifth Avenue). It is an attended garage with a fee. From the parking garage, walk one block north to 120th Street and one block east to Madison Avenue and the entrance to the College.

EASTSIDE: Take the F.D.R. Drive to exit 14 at 96th Street. Make a left turn onto East 96th Street and then drive west to Park Avenue. Turn right onto Park Avenue. Drive north on Park Avenue to 119th Street. Turn left onto 119th Street and go to the parking garage between Madison and Fifth Avenues.

From the RFK/TRIBOROUGH BRIDGE: Take the exit to Manhattan, which leads onto 125th Street. Continue west on 125th Street to Park Avenue. Turn left onto Park Avenue and drive 6 blocks; then turn right onto 119th Street. Continue on 119th Street to the parking garage between Madison and Fifth Avenues.

From the GEORGE WASHINGTON BRIDGE: Take the Harlem River Drive to Exit # 20 (Park Avenue/132nd Street). Continue south on Park Avenue to 119th Street. Turn right onto 119th Street. Continue on 119th Street to the parking garage between Madison and Fifth Avenues.

WESTSIDE or from the LINCOLN TUNNEL: Take the West Side Highway and exit at 125th Street. Continue east on 125th Street to Park Avenue. Follow as from George Washington Bridge.