MESSAGE FROM THE PRESIDENT/CEO

Dear Students,
Welcome to the St. Vincent’s College Catalog/Handbook. Please take time to review our catalog to determine if we have the health care program that will prepare you for your future as a healthcare professional or a +2 bachelors program designed for those wishing to earn their next health care degree. You can also find other specific information about the College. Here at St. Vincent’s College we pride ourselves on our focus on educating students for entry into highly sought after health careers in a small college environment.

St. Vincent’s College offers programs supported by learning technologies. For example, students can take many of their courses in an on-line format; use simulation as a learning tool in the College’s SIM Lab and view anatomical structures on A.D.A.M., a web based Anatomy and Physiology software program. Faculty post learning materials on the College’s learning platform including lectures for review any time by students. Anatomy and Physiology faculty are delivering learning in a “Flipped Classroom” environment that utilizes viewing of lectures prior to class and application of information in a laboratory setting.

As a member of St. Vincent’s Health Services, St. Vincent’s College has an advantage that other colleges do not. That advantage is our affiliation with St. Vincent’s Medical Center, designated a Nursing Magnet® Recognition, the highest national honor for nursing excellence, St. Vincent’s Special Needs, St. Vincent’s Behavioral Health and other facilities of St. Vincent Health Services which serve as sites for student clinical education. The College also has in place clinical agreements with numerous other area hospitals and healthcare facilities ensuring a variety of clinical experiences, essential components of education for students entering health careers.

Periodically, situations may arise that have not been addressed within this document. Should this occur, please speak with your academic advisor, faculty or program chair for clarification and guidance.

The faculty and staff of St. Vincent’s College are committed to helping to meet the healthcare workforce needs of the region through campus based and online instruction in nursing and allied health fields. Over 4,000 healthcare professionals have been prepared by this institution. Graduates have expressed a high degree of satisfaction with their total college experience at St. Vincent’s including the quality of instruction they received and the dedication that faculty and staff have to their success.

I encourage you to learn more about how St. Vincent’s College can contribute to your career success.

Martha K. Shouldis, Ed.D.
President/CEO
St. Vincent’s College
# TABLE OF CONTENTS

Information Contained in the Student Handbook ...........................................3

## ST. VINCENT’S COLLEGE INFORMATION

- **MISSION STATEMENT** ..........................................................3
- **VISION STATEMENT** ..........................................................3
- **VALUES** ...........................................................................4
- **ACCREDITATIONS & LICENSURES** ....................................4
- **ACADEMIC CALENDAR 2014 – 2015** ......................................4
- **ACADEMIC CALENDAR 2015 – 2016** ......................................5
- **DIRECTIONS** .......................................................................6
- **ST. VINCENT’S STAFF DIRECTORY** .......................................6

## GENERAL STUDENT INFORMATION

- **ACCOMMODATIONS POLICY/ SECTION 504 AND AMERICANS WITH DISABILITIES ACT** .................7
- **BACKGROUND CHECK** .......................................................8
- **BULLETIN BOARD AND ELEVATOR POSTING POLICY** ...............8
- **BOOKSTORE** ......................................................................8
- **CAMPUS SAFETY** ................................................................8
  - Reporting Criminal Activity and Emergencies ..................................8
  - Anonymous Reporting of Incidents ...................................................8
  - Personal Safety .........................................................................8
  - Arrest and Prosecution ................................................................9
  - Theft .......................................................................................9
  - Timely Warning .......................................................................9
  - Drug Free Policies/ Penalties .......................................................9
  - Fire Safety .............................................................................10
- **COLLEGE CLOSURE OR CANCELLATION OF CLASSES DUE TO INCLEMENT WEATHER** .................11
- **COUNSELING and PSYCHOLOGICAL SERVICES** ......................11
- **EQUAL OPPORTUNITY AND NON-DISCRIMINATION** ..............11
- **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT** ................11
- **FINANCIAL AID** ..................................................................12
  - What is Financial Aid ................................................................12
  - Financial Aid Philosophy .........................................................12
  - **FINANCIAL AID ELIGIBILITY** ...............................................13
  - Financial Aid for repeating a course .............................................13
  - Federal and State Aid Programs ..................................................13
  - Loss of Financial Aid/Appeal Process .........................................13
  - Financial Aid Warning ............................................................13
  - **FINANCIAL AID FORMS** ......................................................13
  - Satisfactory Academic Progress (SAP) ........................................13
  - Other Sources of Financial Assistance ........................................14
  - Methods of Payment and Payment Options ....................................14
  - Defer Payments ......................................................................14
  - Payment Plans with TMS .........................................................14
  - Payment Refund Policy ............................................................15
  - Refund Appeals .....................................................................15

## GRIEVANCE PROGRAMS

- **LIBRARY RESOURCES** ..........................................................16
- **LOCKERS** ..........................................................................16
- **PARKING TIPS** ....................................................................16
- **SEXUAL HARASSMENT** .......................................................17
- **SKILLS LABORATORY** ..........................................................17
- **SMOKE-FREE ENVIRONMENT POLICY** ..................................18
- **SOLICITATION POLICY** ........................................................18
- **STUDENT IDENTIFICATION BADGE POLICY** .........................18
- **STUDENT ENGAGEMENT** ....................................................18
- **STUDENT RECORDS AND TRANSCRIPTS** .........................18
- **STUDENT STUDY AND LOUNGE AREAS** .................................19
- **STUDENT CODE OF CONDUCT/RIGHTS AND RESPONSIBILITIES** .........................................................19
  - Values Based Conduct .........................................................19
  - Definitions ............................................................................19
  - Student rights .......................................................................20
  - Student Responsibilities .........................................................20
  - Reporting Alleged Violations ...................................................22
  - Standard of Due Process .......................................................22
  - Sanctions ..............................................................................24
  - Disciplinary Files ...................................................................25

## STUDENT SOCIAL MEDIA POLICY

- **Definitions** .........................................................................25
- **Official Platforms** ..............................................................25
- **General Professional/Personal Guidelines** ...............................26
TECHNOLOGY POLICIES, PROCEDURES & RESOURCES

STUDENT SOCIAL MEDIA POLICY

COLLEGE COMPUTERS FOR STUDENT USE ........................................ 26
A&SP LABS .................................................................................. 26
COMPUTER CLASSROOMS ............................................................. 26
COLLEGE SYSTEMS ACCOUNT ACCESS AND STUDENT USE ........ 27
ANGEL LEARNING SYSTEM ............................................................. 27
BLACKBOARD CONNECT ............................................................... 27
ONLINE STUDENT SERVICES .................................................... 27
COPIERS ....................................................................................... 27
COPYRIGHTED MATERIALS ......................................................... 27

College E Mail Account and Student Use ....................................... 27
Educational Use of Email ............................................................. 27
Appropriate Use of Email Accounts ............................................. 27
Account Duration ....................................................................... 27
Responsible Use of Email Accounts ........................................... 27
ENCRYPTION SOFTWARE ............................................................ 28
MEETING ROOM MANAGER .......................................................... 27
WIRELESS INTERNET ACCESS .................................................... 27

ACADEMIC POLICIES AND PROCEDURES

ADMISSIONS .................................................................................. 28
• Admission Criteria and Policies ............................................... 28
• Admission to Pre-major .......................................................... 28
• Admission Nursing .................................................................. 28
• Admission Radiography .......................................................... 28
• Placement Tests ....................................................................... 29
• Competency Tests .................................................................... 29
• Transfer Student Information .................................................. 29
• Credit by Examination ............................................................. 30
• Enrollment Deferral Policy ....................................................... 30

ACADEMIC PROGRESSION AND NON PROGRESSION ............ 30
• Matriculating Student ............................................................. 30
• Progression Status ................................................................... 30
• In Good Standing ..................................................................... 30
• Clinical Warning ...................................................................... 30
• Academic Probation .................................................................. 30
• Removal from Academic Probation ........................................ 30
• Non-Progression Status ........................................................... 30
• Academic Dismissal .................................................................. 30
• Academic Probation .................................................................. 30
• College Dismissal ..................................................................... 30

ACADEMIC ADVISING ................................................................. 30
ACADEMIC SEMESTER LENGTH AND CREDIT ....................... 31
AUDITING CLASSES ..................................................................... 31
GRADING STANDARDS ................................................................. 31
REGISTRATION ............................................................................. 32
• Student Status (Full Time/Part time) ......................................... 32
• Adding/Dropping a Course ...................................................... 32
• Administrative Withdrawal .................................................... 32
• Repeated Courses .................................................................... 32

ELECTIVE WITHDRAWAL ............................................................ 32
• Institutional Withdrawal .......................................................... 32
• Leave of Absence ..................................................................... 32
• Military Leave of Absence ....................................................... 32

READMISSION ............................................................................ 33
• Readmission Radiology .......................................................... 33
• Readmission Nursing .............................................................. 34
• Readmission Medical Assisting ............................................... 34
• Ineligible for readmission ....................................................... 34

RE-ENTRY POLICIES ..................................................................... 34
DEGREE COMPLETION REQUIREMENTS ............................... 34
• Honors and Awards (Academic) ............................................. 34
• Ceremonies ............................................................................. 35
• Commencement Ceremonies .................................................. 35

ACADEMIC PROGRAMS ................................................................. 35

SVC EDUCATIONAL PHILOSOPHY ............................................ 35

COMMITMENT TO GENERAL EDUCATION ............................. 35
GENERAL EDUCATION REQUIREMENTS FOR BACHELOR... 36
DEGREE STUDENTS ....................................................................... 36
GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE... 36
DEGREE STUDENTS ....................................................................... 36

START HERE STAY HERE ............................................................ 36

RN to BSN ..................................................................................... 36

BACHELOR OF SCIENCE DEGREE COMPLETION PROGRAMS... 38

BACHELOR OF SCIENCE DEGREE IN NURSING ........................ 38
Bachelor of Science Degree in Nursing Course Grid .................. 38
Bachelor of Science Degree in Nursing Program Requirements .... 38

BACHELOR OF SCIENCE DEGREE IN RADIOLOGIC SCIENCES ... 39
Bachelor of Science Degree in Radiologic Sciences Course Grid . 39
Bachelor of Science Degree in Radiologic Sciences Program Requirements ......................................................... 39

Bachelor of Science Degree in Radiologic Completion Options:
• Computed Tomography (CT Scan) including Practicum .......... 39
• Magnetic Resonance Imaging (MRI) including Practicum .... 39
• Diagnostic Medical Sonography Option ................................. 40
• Women’s Imaging Option ....................................................... 40
• Healthcare Management Option ............................................. 40

ASSOCIATE DEGREE PROGRAMS ............................................. 38

ASSOCIATE DEGREE IN GENERAL STUDIES ......................... 40
Associate Degree in General Studies Course Grid .................... 40
Associate Degree in General Studies Program Requirements ...... 40

ASSOCIATE DEGREE IN MEDICAL ASSISTING ....................... 40
Associate Degree in Medical Assisting Course Grid ................. 40
Associate Degree in Medical Assisting Program Requirements .... 40

ASSOCIATE DEGREE ADVANCED PLACEMENT FOR CAAHEP ACCREDITED MEDICAL ASSISTING PROGRAM GRADUATES and Certified Medical Assistants ............................. 41
Course Grid Program Requirements ........................................... 41

ASSOCIATE DEGREE IN NURSING ........................................ 41
Associate Degree in Nursing Course Grid ................................. 41
Associate Degree in Nursing Program Requirements ................ 41

ASSOCIATE DEGREE IN RADIOGRAPHY ................................ 42
Associate Degree in Radiography Course Grid .......................... 42
Associate Degree in Radiography Program Requirements .......... 42
Preparing for the ARRT Exam ..................................................... 42
Information Contained in this Handbook/Catalog

The policies and procedures specified in this resource apply to students enrolled at St. Vincent’s College and are presented to serve as an informational guide to the programs and services of the College. The provisions of this publication are not to be construed as a contract between prospective or current students and St. Vincent’s College. St. Vincent’s College reserves the right to change any policy or procedure without prior notification when such action becomes necessary.

MISSION STATEMENT

St. Vincent’s College is a community-based college, faithful to the teachings of the Catholic Church, providing education in nursing, allied health, and the liberal arts and sciences.

Hallmarks:

• Provides access to clinical experiences through affiliation with an on-campus major-medical teaching center.
• Exhibits special concern for the educationally underserved and those with a variety of life experiences and varying religious backgrounds.
• Provides a curriculum in which caring and compassion are integral to the development of technical and educational competencies, and encourages social awareness among faculty and students.
• Provides an education, which is responsive to the current needs of the local healthcare environment and the greater community.
• Serves as the foundation for lifelong learning, professional development and spiritual and personal enrichment.

St. Vincent’s College derives its mission from the historic commitment of the Daughters of Charity of St. Vincent de Paul to care for the sick poor and to educate others for the healthcare ministry. The mission is based on Judeo-Christian values and Vincentian tradition and is guided by the Core Values of Ascension Health: Service of the Poor, Reverence, Integrity, Wisdom, Creativity and Dedication.

Subsidiary: St. Vincent’s Medical Center

Ascension Health is a non-profit company that operates a network of hospitals and related health facilities in the United States. It is the nation’s largest Catholic and largest non-profit health system.

VISION STATEMENT

St. Vincent’s College will be a comprehensive Health Sciences and Health Services College in the Catholic tradition, offering healthcare programs in nursing and allied health at the certificate through graduate levels in a diverse learning environment. The utilization of an interdisciplinary approach to teaching and learning will be facilitated through increasingly advanced teaching and learning will be facilitated through increasingly advanced technology. Our focus on holistic development of students culminates in knowledge of self, a root in one’s faith, an educated mind, a healthy body, a compassionate heart, and knowledge of what it means to be a community and world citizen.
CORE VALUES
We share a common vision and are called to act upon the following ideas and beliefs. St. Vincent’s College derives its mission from the historic commitment of the Daughters of Charity of St. Vincent de Paul to care for the sick poor and to educate others for the healthcare ministry. The mission is based on Judeo-Christian values and Vincentian tradition and is guided by the Core Values of Ascension Health:

Service of the Poor - Generosity of spirit, especially for persons most in need
Reverence - Respect and compassion for the dignity and diversity of life
Integrity - Inspiring trust through personal leadership
Wisdom - Integrating excellence and stewardship
Creativity - Courageous innovation
Dedication - Affirming the hope and joy of our ministry

ACCREDITATION & LICENSURE
St. Vincent’s College is licensed and accredited by the State of Connecticut Board of Education. The College is authorized to award Baccalaureate in Science Degrees in Nursing and Radiologic Sciences, Associate in Science degrees in Nursing, Radiography, Medical Assisting and General Studies. St. Vincent’s College is accredited by the New England Association of Schools & Colleges, Inc., through its Commission on Institutions of Higher Education. The general purposes of accreditation are to assure quality, provide access to federal funds, and ease transfer of credit.

- The Bachelor of Science in Nursing Program is:
  Licensed and accredited by the State of Connecticut Board of Education; accredited by the Accrediting Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia, 30326, (404) 975-5000,

- The Bachelor of Science in Radiologic Sciences is:
  Licensed and accredited by the State of Connecticut Board of Education; Box 2219, Hartford, CT 06145

- The Associate in Science Nursing Program is:
  Approved by the Connecticut State Board of Examiners for Nursing; Licensed and accredited by the State of Connecticut Board of Education; Accredited by the Accrediting Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326, (404) 975-5000.

- The Associate in Science Medical Assisting Program is:
  Licensed and accredited by the State of CT Board of Education.

- The Associate in Science in Radiography Program is:
  Licensed and accredited by the State of Connecticut Board of Education; accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, e-mail: mail@jrcert.org

- The General Studies Associate Program is:
  Licensed and accredited by the State of Connecticut Board of Education

- Health Information Technology Coding Certificate Program is:
  Licensed by the State of Connecticut Board of Education

- The Medical Assisting Certificate Program is:
  Accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB) Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350, e-mail: caahep.org

Students may receive a copy for review of the College’s accreditation, licensure, or approval documentation from the office of the Vice President of Academic Affairs/Dean of Faculty.

St. Vincent’s College
Academic Calendar 2014 – 2015

Summer 2 – 2014 (6 Weeks)
July 7, 2014 – August 17, 2014
Independence Day – College closed July 4
Classes begin July 7
Last day to drop with a 100% refund July 13
Last day to drop with a "W"/partial refund July 20
Last day of classes August 17
Final grades due August 20, 3 PM

Fall 2014 – Traditional Semester (15 Weeks)
Faculty & Staff Meetings/Prep August 18-22
Classes begin August 25
Last day to drop with a 100% refund August 31
Labor Day – College closed September 1
St. Vincent de Paul Day (classes held) September 23
Last day to drop with a "W"/partial refund September 28
Mid-semester exam period October 6 – 10
Columbus Day (no classes) October 13
Mid-semester grades due October 15, 3 PM
Thanksgiving Holiday (no classes) November 26-30
Thanksgiving Day – College closed November 27
Last day of classes December 7
Final exam period December 8 – 14
End of semester December 14
Final grades due December 17, 3 PM

Fall 2014 – Term A (8 weeks)
Classes begin August 25
Last day to drop with a 100% refund August 31
Labor Day – College closed September 1
Last day to drop with a "W"/partial refund September 7
St. Vincent de Paul Day (classes held) September 23
Last day of classes October 19
Final grades due October 22, 3 PM

Fall 2014 – Term B (8 weeks)
October 20, 2014 – December 14, 2014
Classes begin October 20
Last day to drop with a 100% refund October 26
Last day to drop with a "W"/partial refund November 2
Thanksgiving Holiday (no classes) November 26 – 30
Thanksgiving Holiday – College closed November 27
Last day of classes December 14
Final grades due December 17, 3 PM
<table>
<thead>
<tr>
<th><strong>Winter Intersession (5 Weeks)</strong></th>
<th><strong>December 15, 2014 – January 18, 2015</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin</td>
<td>December 15</td>
</tr>
<tr>
<td>Last day to drop with a 100% refund</td>
<td>December 21</td>
</tr>
<tr>
<td>Christmas Day – College closed</td>
<td>December 25</td>
</tr>
<tr>
<td>Last day to drop with a “W”/partial refund</td>
<td>December 28</td>
</tr>
<tr>
<td>New Year’s Day – College closed</td>
<td>January 1</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>January 18</td>
</tr>
<tr>
<td>Final grades due</td>
<td>January 21, 3 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Spring 2015 – Traditional Semester (15 weeks)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January 20, 2015 – May 18, 2015</strong></td>
</tr>
<tr>
<td>Faculty &amp; Staff Meetings/Prep</td>
</tr>
<tr>
<td>Martin Luther King Day – College closed</td>
</tr>
<tr>
<td>Classes begin</td>
</tr>
<tr>
<td>Last day to drop with a 100% refund</td>
</tr>
<tr>
<td>President’s Day (no classes)</td>
</tr>
<tr>
<td>Last day to drop with a “W”/partial refund</td>
</tr>
<tr>
<td>Mid-semester exam period</td>
</tr>
<tr>
<td>Spring Break (no classes)</td>
</tr>
<tr>
<td>Mid-semester grades due</td>
</tr>
<tr>
<td>Good Friday – College closed</td>
</tr>
<tr>
<td>Last Day of classes</td>
</tr>
<tr>
<td>Final Exam period</td>
</tr>
<tr>
<td>End of semester</td>
</tr>
<tr>
<td>Baccalaureate Mass</td>
</tr>
<tr>
<td>Final grades due</td>
</tr>
<tr>
<td>Commencement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Spring 2015 – Term A (8 weeks)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January 20, 2015 – March 15, 2015</strong></td>
</tr>
<tr>
<td>Martin Luther King Day – College closed</td>
</tr>
<tr>
<td>Classes begin</td>
</tr>
<tr>
<td>Last day to drop with a 100% refund</td>
</tr>
<tr>
<td>Last day to drop with a “W”/partial refund</td>
</tr>
<tr>
<td>President’s Day (no classes)</td>
</tr>
<tr>
<td>Last day of classes</td>
</tr>
<tr>
<td>Final grades due</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Spring 2015 – Term B (8 weeks)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>March 23, 2015 – May 17, 2015</strong></td>
</tr>
<tr>
<td>Classes begin</td>
</tr>
<tr>
<td>Last day to drop with a 100% refund</td>
</tr>
<tr>
<td>Good Friday – College closed</td>
</tr>
<tr>
<td>Last day to drop with a “W”/partial refund</td>
</tr>
<tr>
<td>Last day of classes</td>
</tr>
<tr>
<td>Final grades due</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Summer 1 – 2015 (6 weeks)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>May 20, 2015 – June 30, 2015</strong></td>
</tr>
<tr>
<td>Classes begin</td>
</tr>
<tr>
<td>Last day to drop with a 100% refund</td>
</tr>
<tr>
<td>Memorial Day – College closed</td>
</tr>
<tr>
<td>Last day to drop with a “W”/partial refund</td>
</tr>
<tr>
<td>Last day of classes</td>
</tr>
<tr>
<td>Final grades due</td>
</tr>
</tbody>
</table>

**Calendar is subject to revision**

### St. Vincent’s College

#### Academic Calendar 2015 – 2016

<table>
<thead>
<tr>
<th><strong>Summer 2 – 2015 (6 Weeks)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>July 6, 2014 – August 19, 2014</strong></td>
</tr>
<tr>
<td>Independence Day – College closed</td>
</tr>
<tr>
<td>Classes begin</td>
</tr>
<tr>
<td>Last Day for 100% refund</td>
</tr>
<tr>
<td>Last day to drop with a “W”/refund</td>
</tr>
<tr>
<td>Last day of classes</td>
</tr>
<tr>
<td>Final grades due</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Fall 2015 – Traditional Semester (15 Weeks)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August 24, 2015 – December 13, 2015</strong></td>
</tr>
<tr>
<td>Faculty Meetings/Prep</td>
</tr>
<tr>
<td>Classes Begin</td>
</tr>
<tr>
<td>Last Day to drop with 100% refund</td>
</tr>
<tr>
<td>Labor Day – College closed</td>
</tr>
<tr>
<td>St. Vincent de Paul Day (classes held)</td>
</tr>
<tr>
<td>Last day to drop with a “W”/refund</td>
</tr>
<tr>
<td>Mid-semester exam period</td>
</tr>
<tr>
<td>Columbus Day (no classes)</td>
</tr>
<tr>
<td>Mid-semester grades due</td>
</tr>
<tr>
<td>Thanksgiving Holiday (no classes)</td>
</tr>
<tr>
<td>Thanksgiving day – College closed</td>
</tr>
<tr>
<td>Last day of classes</td>
</tr>
<tr>
<td>Final exam period</td>
</tr>
<tr>
<td>End of semester</td>
</tr>
<tr>
<td>Final grades due</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Fall 2015 – Term A (8 weeks)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August 24, 2015 – October 18, 2015</strong></td>
</tr>
<tr>
<td>Classes begin</td>
</tr>
<tr>
<td>Last day to drop with a 100% refund</td>
</tr>
<tr>
<td>Last day to drop with a “W”/refund</td>
</tr>
<tr>
<td>Labor Day – College closed</td>
</tr>
<tr>
<td>St. Vincent de Paul Day (classes held)</td>
</tr>
<tr>
<td>Last day of classes</td>
</tr>
<tr>
<td>Final grades due</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Fall 2015 – Term B (8 weeks)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>October 19, 2015 – December 23, 2015</strong></td>
</tr>
<tr>
<td>Classes begin</td>
</tr>
<tr>
<td>Last day to drop with a 100% refund</td>
</tr>
<tr>
<td>Last day to drop with a “W”/refund</td>
</tr>
<tr>
<td>Thanksgiving Holiday (no classes)</td>
</tr>
<tr>
<td>Thanksgiving Holiday – College closed</td>
</tr>
<tr>
<td>Last day of classes</td>
</tr>
<tr>
<td>Final grades due</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Winter Intersession (5 weeks)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>December 14, 2015 to January 17, 2016</strong></td>
</tr>
<tr>
<td>Classes begin</td>
</tr>
<tr>
<td>Last day to drop with a 100% refund</td>
</tr>
<tr>
<td>Christmas Day – College closed</td>
</tr>
<tr>
<td>Last day to drop with a “W”/refund</td>
</tr>
<tr>
<td>New Year’s Day – College closed</td>
</tr>
<tr>
<td>Last day of classes</td>
</tr>
<tr>
<td>Final grades due</td>
</tr>
</tbody>
</table>
Spring 2016 – Traditional Semester (15 weeks)
January 19, 2016 - May 15, 2016

**Faculty staff Meetings/Prep**
January 11-15

**Martin Luther King Day – College closed**
January 18

**Classes begin**
January 19

**Last day to drop with a 100% refund**
January 25

**President’s Day (no classes)**
February 15

**Last day to drop with a “W”/refund**
February 22

**Mid-semester exam period**
March 7 – 11

**Spring Break (no classes)**
March 14 – 18

**Mid-semester grades due**
March 25

**Good Friday – College closed**
March 25

**Last Day of classes**
May 9

**Final Exam period**
May 10 – 16

**End of semester**
May 16

**Baccalaureate Mass**
May 17, 7:30 PM

**Final grades due**
May 19, 3:00 PM

**Commencement**
May 20, 10:00 AM

**Spring 2016 – Term A (8 weeks)**
January 19, 2016 - March 13, 2016

**Classes begin**
January 19

**Last day to drop with a 100% refund**
January 25

**Last day to drop with a “W”/refund**
February 1

**President’s Day (no classes)**
February 15

**Last day of classes**
March 13

**Final grades due**
March 16, 3:00 PM

**Spring 2016 – Term B (8 weeks)**
Classes begin
March 21

**Good Friday – College closed**
March 25

**Last day to drop with a 100% refund**
March 27

**Last day to drop with a “W”/refund**
April 3

**Last day of classes**
May 15

**Final grades due**
May 19, 3:00 PM

**Summer 1 – 2016 (6 weeks)**
May 16, 2016 - June 26, 2016

**Classes begin**
May 16

**Last day to drop with a 100% refund**
May 22

**Last day to drop with a “W”/refund**
May 29

**Memorial Day – College closed**
May 30

**Last day of classes**
June 26

**Final grades due**
June 29, 3:00 PM

**ST. VINCENT’S COLLEGE STAFF DIRECTORY**

**ADMINISTRATION**

- **Martha K. Shouldis, Ed.D.**
  President/CEO
  203-576-5578 H400

- **Karen Barnett, DNP**
  Dean of Nursing
  203-576-6392 H205

- **Sharon Beasley, B.A.**
  Alumni/Development Associate
  203-576-6262 H408

- **L. Christie Boronico, Ph.D.**
  Vice President of Enrollment Svs./Dean of Students
  203-576-5238 H406

- **Susan Capasso, Ed.D., C.G.C.**
  Vice President of Academic Affairs/Dean of Faculty
  203-576-5481 H200

- **Janice Faye**
  Director, Administrative Services
  203-576-6355 H404

- **Christopher Given, M.B.A.**
  Chief Financial Officer
  203-576-6193

- **Nancy Musante, B.A.**
  Executive Assistant/Title IX Coordinator/HR Lead
  203-576-5515 H404

- **Anet Surrusco, M.S.**
  Director, Information Technology
  203-576-5675 H411

**INFORMATION TECHNOLOGY**

- **Debbie Daly, B. S.**
  IT Specialist
  203-576-5954 H312

- **Sandra Sharp, M.S.**
  Institutional Researcher
  203-576-5612 H312

**STUDENT SERVICES**

- **Raquel Almestica, B.A.**
  Admissions Counselor
  203-576-6430 H118

- **Clare Dwyer, B.S.**
  Director, Financial Aid
  203-576-5756 H116

- **Shirley Flanagan**
  Admissions Administrative Assistant
  203-576-5513 H112

- **Sherri Gallagher, Ph.D.**
  Counselor/ADA Coordinator
  203-576-6022 H113

- **Vicky Jacobson, M.S.**
  College Librarian
  203-576-5869 H104

- **Joseph Marrone, M.S.**
  Assistant Director, Financial Aid
  203-576-5515 H115

- **Lisa Matarazzo, A.S.**
  Director, Admissions
  203-576-5937 H114

- **Rogen Miller, B.S.**
  Assistant, Director, Financial Aid
  203-576-5564 H117

- **Alfreda Mozdzer, B.S.**
  Director, Student Accounts
  203-576-5479 H111

**DIRECTIONS TO HUNTING STREET CAMPUS**

The college is located in the Southeastern Fairfield County region of the State, easily accessible from I-95, Route 8/25 and the Merritt Parkway.

From I-95 (Connecticut Turnpike): Take Exit 27A (Trumble/Waterbury) to Exit 4 (St. Vincent’s College). Turn left on Lindley Street and proceed 4 blocks, then turn left on Hunting Street. St. Vincent’s College will be on the left.

From the Merritt Parkway (Route 15): Take Exit 48 (Route 25/Main Street). Continue on Main Street for approximately 3 miles. Just before St. Vincent’s Medical Center take a left on Hunting Street. St. Vincent’s College will be on the right. From the north take Exit 52 to Rt. 8 and get off at Exit 5. Follow Rt. 8 directions.

From Route 8: Exit 5 (Boston Avenue) and take a left at the end of the ramp to Summit Street. Follow Sumit Street to Lindley Street and take a left, go 2 blocks and take a right on Hunting Street, second block, College on left.

The Main Street Campus is located two blocks from the Hunting Street Campus at 2660 Main Street, Bridgeport, CT.
GENERAL STUDENT INFORMATION

ACCOMMODATIONS POLICY SECTION 504 AND AMERICANS WITH DISABILITIES ACT (ADA)

St. Vincent’s College (the “College”) is committed to equal opportunity in its admission procedures and educational programs and does not discriminate against qualified students on the basis of disability. The College complies with all applicable federal, state and local disability laws with respect to student admissions and student participation in the College programs.

Reasonable accommodations are adjustments or modifications made to a school policy, or specific supports or services provided to a qualified student with a disability, to enable the student to participate in school programs provided that it does not jeopardize safety of the student or of others, or which pose an undue hardship to the College.

Under the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, an individual with a disability is typically a person who:

- has a physical or mental impairment that substantially limits one or more major life activities;
- has a record of such an impairment; or
- is regarded as having such impairment.

State or local laws may vary with respect to this definition.

PROCEDURE

A student with a disability who wants to request reasonable accommodations should meet with the ADA Coordinator as soon as possible, preferably before the start of the semester, using the following procedures:

- Contact ADA Coordinator at: 203 576 6022 to determine what information and documentation that is required. Following contact with the Coordinator, a Physician's Assessment Form will be provided to your doctor or treating professional, and sent back to the Coordinator according to instructions on the form. This form can be found on the SVC website at: http://www.stvincentscollge.edu/wordpress/wp-content/uploads/2014/01/st-v-college-Physician_Assessment_Form-2-DOC1.pdf
- Provide timely documentation from an appropriate professional containing information sufficient to determine the student’s disability, the impact, if any, of the disability on the student’s ability, with or without accommodations, to participate in and meet the material requirements of the College classes and programs, without posing safety risks to him or herself or others; the nature and extent of appropriate accommodation; and whether the accommodations requested are reasonable.
- All requests will be reviewed on a case-by-case basis with the student, and as appropriate, with the student’s treating professional.
- When sufficient documentation is provided the ADA Coordinator will issue a letter to the student identifying the granted accommodation(s).
- This letter must be shared with the faculty teaching the student’s course(s) in order for the accommodation to be effected.
- Strict confidentiality will be maintained concerning the student’s disability, except as required by law, as required.
by College officials to perform their duties, or where there is an imminent risk of harm to the student or others. The minimum requirements for successful completion of each program are established by the specific program and are subject to change.

In order to be successful in the Allied health programs, students should be aware that the ability to meet the program specific technical standards is continuously assessed. Students must be able to independently, with or without accommodation, meet core performance standards of their major. Please refer to program specific technical standards located in program handbooks for more information.

**Conflict Resolution for Students with Disabilities:**

In the event that any student has questions or concerns about the reasonable accommodation procedure, and/or wishes to lodge a complaint, he/she is encouraged to contact the ADA Coordinator at 203.576.6022.

In the event that a student continues to have concerns or complaints concerning this process or the accommodations received that have not been resolved with the ADA Coordinator, the College has implemented a formal process by which to resolve any concerns or complaints a student may have. The student should follow the grievance procedures outlined in last section of this Handbook.

**BACKGROUND CHECKS**

The College has engaged Evolution Consulting, LLC to perform background checks on all students who have submitted an enrollment deposit. All students must have a background check before registering for classes. Specific violation(s) may prevent an individual from practicing in a healthcare profession. If adverse information is uncovered after the student has enrolled in classes, the Vice President of Enrollment Services/Dean of Students will request written authorization from the student for a background investigation, and request a meeting of the Review Panel to determine if continued enrollment is warranted based on the findings. Appropriate disciplinary action will be taken (also see Student Code of Conduct). Failure to cooperate in a requested investigation may be grounds for rescinding an offer of admission, suspension or dismissal from the College.

**BULLETIN BOARD AND ELEVATOR POSTING POLICY**

SVC students who wish to post flyers/posters must have them pre-approved by the Director of Administrative Services. Flyers/posters are not allowed on windows or doors. They may be displayed for no more than three weeks after which time those posting are responsible for discarding them. Any flyers/posters that violate the College solicitation policy will be removed. Only SVC and SVHS approved organizations are authorized to promote their events on College property. All advertisements and other forms of publicity must state the name of the sponsoring student and/or student organization. Outside organizations may not post without permission.

**BOOKSTORE**

The St. Vincent’s College Bookstore is available online at www.svbookstore.com. Students may purchase books and St. Vincent’s College merchandise here. Visit the bookstore online to get detailed information about Buyback, Buck-A-Book and the Akademos/TextbookX.com scholarship programs. Students must create a profile to purchase or sell textbooks online. The bookstore can be accessed 24/7 anywhere with an internet connection. The bookstore accepts all major credit cards for purchase of course materials through the online bookstore. Questions are to be addressed by email to Institutions@Akademos.com or call 1-800-887-6459.

**CAMPUS SAFETY**

The safety of the St. Vincent’s College Campus Community is extremely important. The St. Vincent’s Medical Center Safety and Security team serve as the College’s campus safety department. As such they are licensed to provide Security Services by the State of Connecticut. Their collective backgrounds include experience and education in law enforcement, criminal justice, fire fighting, corrections, military, campus security and emergency medical services.

All reportable campus security crime data is available in the Annual Campus Security and Crime Statistics Report. This information is also available through the U.S. Office of Post Secondary Education at www.ope.ed.gov/security.

The department responsibilities include the overall security and safety of the Medical Center and College itself as well as off-site locations and parking sites. These services are provided on a continual 24-hour, seven-day per week basis through the integration of security personnel and equipment.

Safety & Security Services provide:
- Foot and vehicle patrols
- 24 hour Escort Service
- Campus safety and security systems include:
  - Building and parking structure card access system
  - Duress Alarms in all classrooms
  - Closed circuit television system
  - Blackboard Connect Emergency Notification System

**Reporting Criminal Activity and Emergencies**

Students, faculty, staff and visitors of St. Vincent’s College should report criminal activity and suspicious events to the Security Department at extension 5543. Emergencies requiring immediate security assistance should be reported internally by immediately dialing “77” using internal phones or through the use of security assistance call buttons located throughout the College buildings. To contact the Security Department by outside phone line, please dial (203) 576-5543.

Students are encouraged to call the Security Department for an escort to their vehicle after dusk. Crime in our community, as well as events involving violence in colleges and hospitals around the country, has underscored the importance of personal safety in our schools & colleges, homes and workplace. Over the past decade, school systems have successfully developed lockdown protocols to protect students and faculty. St. Vincent’s has developed a response to crimes on our campus or in the surrounding area.

**Anonymous Reporting of Incidents**

St. Vincent’s Security Department accepts voluntary, confidential reports from witnesses to crime activity or issues of inappropriate behavior. Witnesses can contact Security Management directly by dialing 203.576.5666 (external) or extension 5666 (internal).

**Personal Safety**

The cooperation, involvement and support of students, faculty and staff are essential to the timely and safe resolution
of safety and security related problems. Each person must assume responsibility for his or her own personal safety, as well as for the safety of others. Awareness of one’s environment and surroundings is important. We ask everyone in the College to observe the following practices:

- Never prop doors open or leave them unlocked while you exit a secured area.
- Lock your room or office, even if you are leaving for a short period of time.
- Always use your student or employee badge to gain access to secured College or Medical Center property.
- Always wear your Identification/Access Badge at all times.
- When using your access badge to enter a secured area, be certain that only appropriate persons enter the area with you.
- Never loan your keys or access card to anyone.
- Immediately report lost keys or stolen ID badges to security immediately at extension 5543.
- Never leave valuables (purses, wallets, PC) unattended or in an unsecured area.
- Park in appropriate designated College parking garages.
- If you park on peripheral streets, please park in a visible, well-lit area.
- Utilize Security Escort Service to your vehicle or walk in a group.
- If you choose to walk to your car, stay aware of your surroundings. The more aware you are, the less vulnerable you appear. While walking to your car, don’t wear headphones or talk on the phone, as these behaviors give the impression of being distracted.
- Vehicles should be locked.
- Never leave electronic equipment or accessories visible in vehicle (GPS, computers, cell phones, etc.)
- Never leave valuable packages in your vehicle or within eye site of pedestrians. (It is best to not bring valuables with you during your visit to the College). Store any packages in the trunk of your car.
- Report suspicious individuals and or activities to the Security Department immediately (extension 5543).

**Arrest and Prosecution Policy**

The College and Medical Center will assist local law enforcement agencies in the investigation and prosecution of a known or suspected crime committed on campus or Medical Center property. The College and Medical Center maintain the right to file charges against anyone who commits a crime or creates a disruption.

St. Vincent’s Safety & Security department is required by the Clery Act and the Department of Education to maintain a public log of all crimes reported, or those of which we are made aware. The log is required to have the most recent 60 days’ worth of information. Each entry in the log must contain the nature, date, time and general location of each crime and disposition of the complaint, if known. Information on incidents older than 60 days must be made available to requesters within two business days.

Given the serious nature of certain crimes, the College reserves the right to initiate administrative disciplinary measures for certain crimes committed by its students, faculty or staff outside of its campus.

**Theft**

Theft or removal from premises without authorization of any property of the College or Medical Center, employee, fellow student, patient or visitor is subject to disciplinary action and reporting to local authorities.

**Timely Warning**

In the event that a situation arises, either on or off campus, that in the judgment of the College Administration or the Executive Director of Facilities & Security, constitutes an ongoing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college email system to students, faculty and staff. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Department of Safety & Security may issue an alert through the Blackboard Connect Emergency Notification System as well as post a notice on the College website at [http://www.stvincentsc.edu/Safety/IncidentListings.htm](http://www.stvincentsc.edu/Safety/IncidentListings.htm) providing the College community with more immediate notification. In such instances, a copy of the notice will be posted at the entry doors of both the Hunting Street and Main Street campus buildings.

Anyone with information warranting a timely warning should report the circumstances to the Safety & Security Department at 203.576.5543 or in person at the Safety Department Office on Level 1 at St. Vincent’s Medical Center.

**Drug Free Policy**

The abuse of drugs by students directly affects their own career goals. It is in direct conflict with the philosophy of the health profession and the College.

Drug abuse includes misuse of prescription or non-prescription drugs, possession or exchange of illegally obtained or manufactured drugs and/or chemicals, including alcohol. The College adheres to a drug testing policy which includes pre-admission and random testing.

Students are advised that the expected penalty for drug abuse as defined, on or off the St. Vincent’s campus, will result in immediate discharge from the College.

In accordance with Federal Government regulations, the following substance abuse and their consequences are promulgated:

**Connecticut General Statutes:**

1. A person found to be intoxicated or found to be the operator of a motor vehicle while under the influence, faces a fine, jail, suspension of motor vehicle license and/or community service obligations.
2. To illegally manufacture, distribute, sell, prescribe, or disguise a drug or drug paraphernalia can result in a prison sentence from one to twenty years, a fine or both.
3. To illegally possess or to illegally possess within 1000 feet of the property of a school and not be enrolled in the school can result in up to seven years imprisonment, fine or both.

**Federal Government Drug Trafficking Penalties**

1. Trafficking in methamphetamine, heroin, cocaine, PCP, LSD, Fentanyl, and Fentanyl Analogue carries a range of penalties that is not less than five years or more than life,
is not less than 20 years if death or serious injury occurs, and a fine not to exceed $2 million dollars.

2. Any other drugs not mentioned above, the range of penalties is not more than 20 years unless death or serious injury occur, and a fine of no more than $1 million dollars.

Students should be aware that professions, which require a license to practice, have additional regulations regarding substance abuse. Section 19A-14 of the Connecticut General Statutes authorizes the Department of Public Health and Addiction Services to deny licensure to applicants who may be addicted to drugs or alcohol or who have been disciplined in other states or who have been convicted of a felony. Candidates for licensure in Connecticut will be asked questions pertaining to these matters during the licensure application process.

It is the responsibility of each student to report to St. Vincent’s College and perform assignments in a safe and appropriate manner. Students performing in an unsafe manner, and/or whose behaviors are suspect, may be subject to an assessment by a health care provider. For purposes of the policy, an assessment may include but not be limited to drug/alcohol screen, medical or mental assessment, and/or rehabilitation. Action and/or pattern of a behavior that may warrant an assessment include without limitation:

- Sudden changes in performance
- Violation of safety policies
- Repeatedly not following direction
- Disorientation
- Personality changes
- Behavior problems
- Drowsiness
- Slurred speech
- Staggered gait
- Glassy eyes
- Unsafe practices
- Smell of alcohol
- Smell of marijuana
- Frequent absences

Any faculty or staff member who identifies behavior similar or consistent with the examples given above has the responsibility to confront the student with their suspicions. The faculty or staff member will contact the VP of Enrollment Services/Dean of Students or the Vice President of Academic Affairs Dean of Faculty (if it occurs in a classroom, clinical or lab setting) that there is a suspected violation of the Drug-Free Policy. The faculty or staff member will then escort the student to the SVMC Emergency Department for testing.

The Emergency Department physician, who may refer the student to his/her health care provider for further evaluation, will conduct the initial assessment/evaluation. The student is responsible for payment of any cost incurred. Failure to participate in an assessment at the request of St. Vincent’s College faculty or staff will result in the assessment being considered a violation of the Drug-Free Policy. Disciplinary action will then be handled as prescribed by the Student Code of Conduct. If positive results are obtained, the student will be immediately suspended from St. Vincent’s College by the President of the College, and will be granted due process through the Student Code of Conduct.

The Drug-Free Policy applies to students anytime he/she is utilizing facilities at SVC or St. Vincent’s Medical Center, other assigned educational locations, or when participating in SVC sponsored events.

---

**Fire Safety**

**General Instructions:**

Know evacuation routes within the College. Exit doors which immediately evacuate to exterior grounds are located at the east and west stairwells (Hunting Street); north and south stairwells @ 2660 Main Street. Additional Fire Exit doors are the Main Entrance Doors.

Areas of Refuge have been designated in the center stairwell enclosure (by elevator). Mobility impaired individuals are to evacuate to the designated Area of Refuge and await assistance by fire response personnel. Always exit by stairway and do not use the elevators.

**Procedures:**

1. When discovering a fire, remember the acronym A.P.E.

A=A LARM – pull the closest pull box. Fire pull boxes are located in the center corridors on all levels, as well as, fire stairwell exits on each level.

P=P HONE – DIAL ‘77’ on any in-house phone and give the location and type of fire.

E=E XTINGUISH / EVACUATE – On a small, smoking, or smoldering fire, use the appropriate fire extinguisher to extinguish flames.

If the fire is not small, or you are not comfortable with the use of extinguisher simply evacuate the area.

2. USE OF FIRE EXTINGUISHERS

If the fire is in its incipient (small) stage and you are comfortable using a fire extinguisher - Look for the symbol on the fire extinguisher to choose the correct unit:

- TYPE A extinguisher - Use on wood, cloth, paper and rubbish fires. DO NOT use on electrical fires and burning liquids.
- TYPE B extinguisher - Use on oil, paints, grease or other flammable liquids.
- TYPE C extinguisher - Use on electrical equipment.

ABC TYPE extinguishers - are multipurpose and can be used on all types of fires described above.

3. Evacuations

Upon hearing the fire alarm signal, strobe lights will be activated at the College. A message will be communicated through fire alarm speakers which are strategically located throughout the building alerting occupants to evacuate the premises.

Upon hearing this alert, occupants of the College must evacuate the building.

Leave the building using the safest shortest distance. Occupants will assemble outside the building in front of the Hunting Street Garage or in the lower parking lot @ 2660 Main Street. This area will be used as the area of refuge.

It will be the responsibility of all personnel to be sure that all visitors and students evacuate the building.

4. Fire Drills

The Security Department will perform fire drills for the College at each campus building during each semester.
COLLEGE CLOSURE OR CANCELLATION OF CLASSES DUE TO INCLEMENT WEATHER

When the College is officially closed due to inclement weather, classes and clinical experiences will be cancelled. When a two (2) hour delay is announced, the College will open at 10 AM with all classes, clinical assignments, and business activities starting at that time.

Every effort will be made to make announcement of an unscheduled closing or delay earlier than 5:30 a.m. for day classes and by 3:00 p.m. for evening classes. Notification of early dismissals of classes will occur as soon as a decision is made. If a student believes that her/his safety would be endangered by travelling to the campus, they are to use their own judgment and communicate their plans to their faculty member(s).

Public announcement of unscheduled closings or delays will be made on the College website: www.stvincentscollege.edu. The College’s status can also be found on www.ctweather.com. Please go to IAN-Cancellations then “Schools”. This site is updated frequently.

COUNSELING AND PSYCHOLOGICAL SERVICES

Limited counseling and psychological services are available, free, and confidential, for all St. Vincent’s College students. Counseling and psychological services include individual counseling/therapy by a licensed psychologist to help students navigate relationship problems, adjustment issues, and emotional distress. The therapeutic process has a focus on wellness and is geared to problem-solving, expansion of awareness, development of coping skills and personal growth. Students seek help for a variety of reasons including, but not limited to the following:

- Relationship stress
- Depression and suicidal thoughts
- Anxiety
- Stress and time management
- Grief and loss
- Alcohol/substance abuse
- Trauma
- Loneliness and isolation
- Weight and body image concerns
- Parenting concerns

Additional services include provision of referrals to local counseling services (available on our website), psychiatrists, mental health professionals and programs. * Periodically, self-care and wellness programs and workshops will be offered through this office with details provided through campus email, on the College website, and poster announcements. Please refer to the Mental Health Websites for additional information, support and resources at: http://www.stvincentscollege.edu/wordpress/wp-content/uploads/2014/01/Mental-Health-Resources.pdf

The College Counselor’s office is located on the fourth floor of the College, Room H413. Call 203-576-6022 to set up an appointment.

* Disclaimer: The College is not responsible for any additional costs for should a referral be made to another practitioner/service; however, every effort will be made to refer students to services covered under health insurance or that provide sliding scale fee schedule.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION

St. Vincent’s College welcomes persons from all backgrounds and beliefs to join our College community. We seek to create and foster a sense of community that facilitates the development, both personal and professional, of all students and others who participate in our programs and activities.

St. Vincent’s College is committed to providing equal opportunities for all persons regardless of race, color, religion, sex, national origin, sexual orientation, transgender, ancestry, age, disability, marital status, military status or unfavorable discharge from military service, citizenship status, or any other status protected by law (“protected status”). This is reflected in all policies, programs and procedures of the College.

St. Vincent’s College complies with federal, state and local equal opportunity laws and strives to keep the workplace, and all programs and activities, free from all forms of illegal discrimination and harassment, as well as free from all forms of disrespectful conduct even where such conduct does not constitute a legal violation.

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) St. Vincent’s College defines attendance as the first day of class for which a student is registered.

1. The right to inspect and review the student’s education records within 45 days after the day that St. Vincent’s College receives a request for access. A student should submit to the registrar, a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. This refers to incorrectly documented information, and is not the process to follow to challenge a grade.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the student will be notified of the right to a hearing. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student’s
prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests (A school official is a person employed by St. Vincent’s College in an administrative, supervisory, academic, research, or support staff position, including law enforcement unit personnel and St. Vincent’s Medical Center Security; a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor who performs an institutional service of function for which the College would otherwise use its own employees and who is under the direct control of the College with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent, a student volunteering to assist another school official in performing his or her tasks). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for St. Vincent’s College

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Vincent’s College to comply with the requirements of FERPA. 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

Directory Information is subject to public disclosure unless the student presents a written request to the College indicating that he/she does not want such information disclosed. St. Vincent’s College Directory Information includes, but is not limited to:

- Student’s Name
- Address
- Telephone Number
- College or personal email address
- Date of birth
- Major
- Year in Program
- Grade level
- Enrollment status
- Dates of attendance
- Date of graduation

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials (as previously defined), including faculty, within St. Vincent’s College whom the school has determined to have legitimate educational interests, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

**FINANCIAL AID**

The Financial Aid offices are located on the first floor in the west wing of the College.

The SVC Website has access to the Net Price Calculator and
Any questions about Financial Aid please e-mail finaid@stvincentscollege.edu

Financial Aid Philosophy
The College offers a variety of financial aid programs to assist students in meeting the cost of their education. We believe, however, students and their families have the primary responsibility for providing educational funding to the extent of their economic resources.

Any student needing assistance with the cost of higher education should apply for financial aid. Because all federal aid is based on need, we encourage all students to file the Free Application for Federal Student Aid (FAFSA).

Students should submit a FAFSA prior to March 15 for the fall semester and by October 15 for the spring semester if they wish to be considered for any financial aid program. Students who have completed the process by these dates will receive an earlier aid decision. Financial aid applications are accepted throughout the entire academic year. We strongly encourage students to complete the FAFSA or Renewal FAFSA via the U.S. Department of Education website: http://www.fafsa.ed.gov/

What is Financial Aid?
Financial aid refers to any funds available to students and/or their parents to help offset the cost of education. Funds come from private, government, and institutional resources. Aid includes scholarships, grants, work-study opportunities, and loans.

The Financial Aid Office provides a variety of information to help prepare you to fund your education. Financial Aid professionals are available to discuss personal financial situations and all possible avenues of financial assistance.

Financial Aid Eligibility
You must first apply for a Department of Education Personal Identification Number (PIN), if you do not have one already. Apply for your PIN at www.pin.ed.gov. If you are a dependent student, please encourage your parents to apply for a PIN. The PIN enables you to make changes to your FAFSA data and allows both you and the college to get the results faster.

Complete your FAFSA at www.fafsa.ed.gov. The St. Vincent’s College Code is 006191. You will need to file a FAFSA if you plan to file for federal, state and/or loans. Students must reapply for assistance each year.

Federal Student Aid’s FAFSA4caster, http://www.fafsa4caster.ed.gov, is a tool to help students and their families plan for education beyond high school. The tool will provide students with an early estimate of their eligibility for federal student aid. The students and families can use this information to help them make important decisions as they prepare and apply for college.

After the FAFSA submission, applicants may be required to submit additional information, including tax transcripts, social security and citizenship documentation.

To receive aid, students must:
• Be accepted into a degree or eligible certificate program
• Register for at least six credits per period of enrollment

Financial Aid when repeating a course
• Limited federal or state financial aid is available if a student needs to repeat a course for which the student received federal or state financial aid the first time the course was attempted.

Federal and State Aid Programs
The following federal programs are available to students who qualify:
• Federal Pell Grant Program
• Federal Supplemental Educational Opportunity Grant Program (FSEOG)
• Federal Work-Study Program (FWS)
• William D. Ford Federal Direct Loan Program:
  • Subsidized Loan
  • Unsubsidized Loan
  • Parent PLUS Loan

Eligible students may also receive benefits from the following:
• State of Connecticut Capitol Scholarship Program
• Governor’s Scholarship Program
• Veterans Administration

Any questions about Financial Aid programs please e-mail: finaid@stvincentscollege.edu

Loss of Financial Aid/Appeal Process
Federal or state financial aid is not available to students on academic probation. A student must make satisfactory academic progress from one year to the next year. Academic probation will halt this progress.

Financial Aid Warning
The student is permitted one financial aid warning sequence. For the payment period following the payment period in which the student did not meet Satisfactory Academic Progress (SAP) standards, the school may choose to place the student on financial aid probation. During this period, the student will continue to receive Title IV funding.

For the payment period following a payment period during which a student was on financial aid probation, the College will disburse Title IV funds only if the student is meeting the SAP standards.

Financial Aid Forms
Financial Aid forms are available on the St. Vincent’s College website

Satisfactory Academic Progress (SAP)
Students receiving Federal Assistance through Title IV funds should review the following definition of Satisfactory Academic Progress (SAP) as it relates to Financial Aid:

Academic Progress
Academic progress for students receiving Title IV funding (PELL, SEOG, FWS, or William D. Ford Federal Direct Loans) must conform to a written set of benchmarks in accordance with Federal Regulations.

The College’s catalog states a student must maintain a 2.0 grade point average for satisfactory progress toward a degree. Professional programs may require a higher standard of academic achievement.

The Federal Government includes additional requirements. Grade Point Average alone does not measure satisfactory academic progress. To quantify academic progress for an undergraduate program, the maximum time frame for completion may not exceed 150% of the published length of the program measured in academic years.

A full time student expected to complete the program in two academic years could not take more than three academic years to complete the program. (2x1.5) A part time student expected to complete the program in four academic years could not take more than six years to complete the program. (4x1.5)
The qualitative measure the College must use is a comparison of the number of hours the student attempted with the number of hours the student successfully completed. This increment enables the College to determine whether the student is progressing at a rate that will allow him or her to finish the program within the maximum time frame. Students must complete 66% of course hours attempted each year to meet the qualitative measure.

**Definition of Satisfactory Academic Progress**

**Based on two criteria:**

1.) Minimum CGPA  
2.) Minimum credit hours successfully completed

**Maximum Credits per Program**

<table>
<thead>
<tr>
<th>Evaluation Point</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st academic year</td>
<td>2.0</td>
</tr>
<tr>
<td>2nd academic year</td>
<td>2.0</td>
</tr>
<tr>
<td>3rd academic year</td>
<td>2.0</td>
</tr>
<tr>
<td>4th academic year</td>
<td>2.0</td>
</tr>
<tr>
<td>5th academic year</td>
<td>2.0</td>
</tr>
<tr>
<td>6th academic year</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**How to Apply:**

<table>
<thead>
<tr>
<th>Credit Program</th>
<th>Maximum</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>72 credits</td>
<td>108</td>
<td>66%</td>
</tr>
<tr>
<td>64 credits</td>
<td>96</td>
<td>66%</td>
</tr>
<tr>
<td>60 credits</td>
<td>90</td>
<td>66%</td>
</tr>
</tbody>
</table>

Take total number of attempted term credits and compare to Minimum Expected Credit Hours Successfully completed (see below)

"As stated in the catalog: "A full-time student is defined as one who carries a minimum of 12 credits per semester."

**Full-time Students**

**— Maximum 3 years (2 years x 1.5)**

**Evaluation Point Minimum CGPA**

<table>
<thead>
<tr>
<th>Credit Program</th>
<th>Maximum</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>72 credits</td>
<td>108</td>
<td>66%</td>
</tr>
<tr>
<td>64 credits</td>
<td>96</td>
<td>66%</td>
</tr>
<tr>
<td>60 credits</td>
<td>90</td>
<td>66%</td>
</tr>
</tbody>
</table>

**Part-time Students**

**— Maximum 6 years (4 years x 1.5)**

**Evaluation Point Minimum CGPA**

<table>
<thead>
<tr>
<th>Credit Program</th>
<th>Maximum</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>72 credits</td>
<td>108</td>
<td>66%</td>
</tr>
<tr>
<td>64 credits</td>
<td>96</td>
<td>66%</td>
</tr>
<tr>
<td>60 credits</td>
<td>90</td>
<td>66%</td>
</tr>
</tbody>
</table>

Financial Aid warning is a status assigned to a student who fails to make satisfactory academic progress at a school that evaluates academic progress at the end of each payment period, and chooses to allow students who fail its progress standards to continue to receive aid. Warning status may be assigned without an appeal or other action by the students; thus, warning status can be granted “automatically.” This means that students enrolled in day or evening courses (nursing, [first year], radiography and general studies) will be evaluated at the end of each semester.

Students enrolled in accelerated “spring starts, 2nd year nursing majors, or accelerated evening courses, will be evaluated at the end of each term course.

For the payment period following a payment period during which a student was on financial aid warning and still did not meet Satisfactory Academic Progress standards, the school will place the student on financial aid probation, following the prescribed appeal procedures, and disburse Title IV aid to the student.

Summer session will count as any other payment period. For example, a school that evaluates after each term puts a student on automatic warning after the spring evaluation; the student takes summer courses. The student would have to be reevaluated at the end of the summer and either have made up the satisfactory academic progress deficiency or successfully appeal his failure to make up the deficiency in order to receive aid for the fall.

**Other Sources of Financial Assistance**

**Alternative Loans**

Students may apply for alternative loans. Please see the Financial Aid Office for more information. Students may also apply for personal loans (through any banking institution) to help with additional expenses.

**Veterans Administration Benefits and Military Scholarships**

The Veterans Administration offers scholarships for veterans. Visit the website TodaysGIBill.org for information on awards. The National Military Family Association grant has useful information for military families as well as a scholarship program for spouses of military members. MilitaryScholar.org offers scholarships for children of military members. The Horatio Alger Scholarship Program awards military scholarships to U.S. Veterans of the Iraq and Afghanistan conflicts.

**St. Vincent’s Educational Grants**

St. Vincent’s College offers the “SVC Educational Grant.” New students may be eligible to receive grants based on prior test scores and academic achievement. These grants are given for both full and part time enrollment. Over $1.5 million in educational grants have been awarded since 2008.

**Virginia O’Brien Fortin Scholarship**

A full tuition and fee scholarship is awarded to a student with demonstrated financial need and outstanding academic abilities.

**Additional Scholarships**

Scholarship information and application information and deadlines are available on the SVC website.

**METHODS OF PAYMENT AND PAYMENT OPTIONS FOR ENROLLED STUDENTS**

All costs for tuition and fees are paid directly to St. Vincent’s College. Students opting for payment plans must sign a Tuition Payment Agreement with the Business Office at registration in addition to making a partial payment and payment arrangements for the remaining balance.

Please note: Students who do not complete their payment arrangements by the required date prior to the end of the semester will not receive final grades and will not be permitted to register for classes for the next semester. If a student has a financial problem, an appointment should be made with the Director of Financial Aid. Students must fulfill their financial obligations before the start of the semester.
Defer Payments
Students who wish to extend or defer their payments will be required to sign a Tuition Payment Agreement. In conjunction with the College’s add/drop policy, students will be held financially responsible for the remaining payment due if they drop the class after the add/drop period.

TMS – Payment Plan
St. Vincent’s College is pleased to offer an online monthly payment plan. The previous payment plan offered by the Business Office will no longer be available. The cost for the Monthly Payment Plan is a $47 enrollment fee per semester. All students and families, regardless of need or financial standing, are eligible for these payment plans. There is no approval process.

To enroll or learn more online, or for free education payment advice with no obligation, call to speak with an Education Payment Advisor. The earlier you enroll, the lower the payment.


Refund Policies After the Start of the First Day of Class for the Semester:
Students who affect a complete withdrawal from the College, regardless of the reason will be granted a pro-rata refund of tuition only. All student fee charges, late fees, and course fees are non-refundable. Refunds are granted only if the student complies with the withdrawal procedures outlined on the College website. Refunds take at least two weeks to process and are calculated according to course length in accordance with the following protocol:

<table>
<thead>
<tr>
<th>Course/Length</th>
<th>5 to 8 weeks</th>
<th>15 or More</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the start of class</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>During the 1st week</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>During the 2nd week</td>
<td>50%</td>
<td>80%</td>
</tr>
<tr>
<td>During the 3rd week</td>
<td>0%</td>
<td>60%</td>
</tr>
<tr>
<td>During the 4th week</td>
<td>0%</td>
<td>40%</td>
</tr>
<tr>
<td>During the 5th week</td>
<td>0%</td>
<td>20%</td>
</tr>
<tr>
<td>During the 6th week</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Financial aid recipients withdrawing from the College within 60% of the completion of a semester may be entitled to a partial refund of semester charges based on federal formula. Refunds resulting from a change in program or financial aid must be verified by the Business Office before adjustments will be made.

REFUND APPEALS
If you wish to request a refund outside of this published schedule, you must submit a written request to the Registrar or the Business Office with all pertinent information, including: The specific reason for the request; Any pertinent documentation; Current contact information.

Once received, the Student Accounts Committee will meet to consider requests. Students will be informed of the Student Accounts Committee decision within five business days of the meetings, which will be held on an as needed basis.

GRIEVANCE PROCESS
The College encourages all members of the College community to resolve disputes informally through discussion among those concerned. In the unusual case when this process fails to bring about a satisfactory resolution, the following internal procedure may be used to address a student’s perceived infringement of rights or a violation of College policies. The grievance procedure may not be used to protest existing policies or regulations, including grading policies.

STEP I
A. The student must engage in a good faith discussion regarding the grievance with the member or members of the College community against whom the grievance is raised.
B. This discussion must be initiated within ten business days (Monday through Friday, exclusive of weekends, breaks, and holidays) of the date that the student becomes aware of the facts giving rise to the grievance. If the grievance is not raised within this time frame, the student waives the right to correct. A response, in writing will be given to the student within ten business days.
C. If the student is not satisfied with the resolution at this level, the student may proceed to Step II.
D. If the student intends to proceed to Step II, he/she must so inform the other party to the grievance in writing within ten business days.

STEP II
Submitted to the Vice President of Academic Affairs (or Vice President of Enrollment Services)

A. The Step II grievance must be submitted by the student in writing and must include: • Date of submission • Name of student submitting the grievance • Names of faculty/staff member(s) directly involved in the matter being grieved • Brief statement describing the matter being grieved. If the grievance is associated with a course in which the grievant was/is enrolled, identify the course name and number, and semester when enrolled. • Date of good faith discussion with party(ies) against whom the grievance is raised • Reason for further appeal • Desired outcome
B. This must be signed, dated and submitted to the Executive Assistant to the President for distribution to the appropriate Vice President [normally, the Vice President of Academic Affairs] within ten business days of the completion of Step I of the grievance procedure. Failure to do so will result in termination of the grievance. (If there is any dispute as to the appropriateness of the Administrator chosen for mediation of the dispute, the President of the College shall determine the appropriate administrator.)
C. At this point in the process, the parties to the grievance may solicit assistance from any member of the College community. These advisors may assist the parties through the remainder of the grievance process.
D. The Vice President will meet with the student bringing the grievance within ten business days following receipt of the written grievance. The Vice President will also meet with the other party to the grievance. No later than ten business days after receiving the written grievance, the Vice President will propose a resolution to the parties in writing, with copy to the student grievant mailed return receipt requested. If either of the parties to the grievance is not satisfied with the Vice President’s written decision,
he/she may petition the Chair of the Appeals Committee [normally, the Vice President of Enrollment Services / Dean of Students] in writing to convene the Appeals Committee. This petition must be submitted within ten business days after receiving the Step II decision. Failure to timely submit the petition will result in termination of the grievance.

**STEP III**

A. The Appeals Committee process will be convened within ten business days and will consist of the Chair of the Appeals Committee, one student, two faculty members and one staff member. The President appoints the student, faculty and staff members and an alternate for each at the beginning of each academic year. After two consecutive grievances, committee members may request to be released and replaced by alternates. Appointment of replacements for alternates by the President will then ensue as needed. The Chair of the Appeals Committee will chair the panel.

B. The written request for the convening of the Appeals Committee must include: • A copy of the original grievance • A copy of the written response to the grievance by the Administrator in Step II • A written statement of why the appealing party disagrees with the decision made in Steps I and II of the process.

The Committee can choose to hear oral statements by both parties to the grievance. The Committee will also review relevant documents and interview any witnesses it deems appropriate, including witnesses presented by the parties. The student raising the grievance and requesting the Appeals Panel may attend the meeting. Students do not have the right to representation by counsel in campus appeal hearings. If the student has selected an advisor from within the College Community, that person may attend the Appeals hearing. The advisor may not address witnesses or members of the Appeals Panel.

C. The Committee shall deliberate in executive session and arrive at a decision to uphold or deny the appeal by a simple majority vote. The Appeals Committee will render its decision in writing to the parties within ten business days of the completion of its proceedings. Its decision will include a statement of facts as found by the Committee and be mailed to the student who filed the grievance return receipt requested.

D. The decision of the Appeals Committee shall be final and binding.

**Timeline**

While the College will make every reasonable effort to adhere to the timelines listed in the Grievance policy, circumstances such as access to information, availability of personnel and school breaks may justify the extension of time.

**Confidentiality**

In order to maintain confidentiality, documents pertaining to grievances will not be placed in a student’s academic file. Such documents will be retained in a separate file by the Chair of the Appeals Committee and be accessible only to authorized personnel of the College.

**Non-Discrimination**

There will be no discrimination or retaliation as a result of a student’s exercise of his/her rights under this grievance procedure. The complainant may call the Connecticut Office of Higher Education at 860.947.1800 to indicate his/her desire to file a complaint after all college administrative processes have been exhausted. New England Association of Schools and Colleges, Inc., Commission on Higher Education, 3 Burlington Woods Drive Suite 100, Burlington, MA 01803-44514 1 855 886 3272 [http://cche.neasc.org](http://cche.neasc.org) Office of Higher Education, 61 Woodland Street, Hartford, CT 06105-2326 1 800 842 0229 www.ctohe.org/studentcomplaints.shtml

**LIBRARY RESOURCES**

SVC has a professional librarian available to assist students in accessing library resources. Students are also welcome to use the Daniel T. Banks Health Science Library located on the 3rd floor of the St. Vincent’s Medical Center and the Ryan-Matura Library on the Sacred Heart University Campus. These facilities provide extensive, comprehensive collections. In addition, students have access to the Connecticut Digital Library (www.iconn.org), Ebrary (an electronic library that contains ebooks), and several Nursing and Allied Health databases. Library Resources can be accessed online through the St. Vincent’s College’s Website at [https://svincentscollege.edu](https://svincentscollege.edu).

**LOCKERS**

Lockers at the 2660 Main Street building are available to all students. **Lockers will be assigned free of charge on a first come, first served basis.** Please note that lockers will only be available when the building is open. You will not have access to the lockers on weekends, holidays or other times when the Main Street Campus building is not open.

**The process to request a locker is as follows:**

Select the locker that you want to use. Locate the number on the back of the combination lock that begins with 4378; this is the lock serial number. You will need both the locker # and the lock serial number to complete the Student Locker Agreement.

1. Contact Myriam Alvarado by email or phone ([malvarado@svincentscollege.edu](mailto:malvarado@svincentscollege.edu) or 576.5264) to let her know you are interested in using a locker at the 2660 Main Campus building. Myriam’s office is located in room H201.
2. Complete the **Student Locker Agreement** form (noting the locker number and the locker serial number) sign and return to Myriam.
3. Once you return the completed form you will be provided with a copy of the signed form and the combination to your locker.
4. If you don’t complete the process within three business days, the locker will be made available for reassignment to other students.

**PARKING TIPS**

The College assumes no responsibility for student automobiles or possessions left in the automobiles. Parking is available in Medical Center parking garages. **Some garages require tokens** which must be purchased in advance of exiting the garage. Vehicles must be registered through the SVMC Safety and Security Office. Parking regulations are posted on the College website and are available from the SVMC Safety and Security Office. Students who violate parking regulations are subject to disciplinary action including having their parking privileges revoked.
**Day Parking: Monday thru Friday until 4pm**
Parking is available in the garage on the corner of Main Street and Hawley Avenue, across from the Medical Center.

**Evening Parking: Monday thru Friday after 4pm**
Parking is available after 4 pm in the six-story garage on Hunting Street.

**Weekend Parking:**
Parking is available on the weekends in the six-story garage on Hunting Street.

**Purchasing Tokens:**
Students may purchase tokens for $1.25 each at the following locations:
- Token machine in the Medical Center’s Main Lobby, near the ATM machine. The token machine takes $5, $10, and $20 bills only. This machine will not give change. Security Office inside the Medical Center on level one.
- The cashier in the cafeteria on the “C” level of the Medical Center.

**Preferred Parking**
Preferred parking is located in the SVMC Garage and available for a $120 fee per semester (fall, spring and summer). Preferred parking permits are limited and available to students on a first come basis. Contact 203 576 6355.

**City of Bridgeport Street Parking**
Students often park along the streets neighboring St. Vincent’s College. Street parkers must be aware of the City of Bridgeport parking regulations.

**During a Snow Emergency**, all individuals including students who park on the streets, must move their cars off **posted Snow Emergency streets** or be subject to fines and towing. Snow Emergency streets are marked with white signs with red lettering. A list of Snow Emergency streets can be found at: [http://www.bridgeportct.gov/content/89019/89753/95485/95502.aspx](http://www.bridgeportct.gov/content/89019/89753/95485/95502.aspx) Vehicles left on Snow Emergency streets after a ban goes into effect will be subject to fines and towing. A full list of Snow Emergency parking areas can be found at the following link: [www.bridgeportct.gov/snow-emergency-parking-lots](http://www.bridgeportct.gov/snow-emergency-parking-lots)

**Alternate-side-of-the-street parking** rules are in effect for all other streets throughout the City in order to allow snow plow drivers’ clear passage. Alternate parking means you are allowed to park on the side of street which matches odd/even day of the month to the odd/even addresses on the houses. For example: **February 14th is an even number date, so you can park on the side of the street with even number addresses.**

**For the latest updates**, resources and information about the snowstorm, students are asked to check [www.bridgeportct.gov/snow](http://www.bridgeportct.gov/snow), or follow the City of Bridgeport on Twitter and Facebook. Students can also stay informed by signing up for the City’s Reverse 911 system online at [http://www.bridgeportct.gov/rev911](http://www.bridgeportct.gov/rev911). This service will ask for your phone and address. Use the College address 2800 Main Street, Bridgeport, CT 06606.

**PARK SAFE**
P – Park in visible areas
A – Ask for an escort (203 576-5543)
R - Remove valuables from car.
K - Keep calm and alert
S – Start your car after locking doors
A – Always have your cell phone with you
F – Find your keys before you walk
E – Examine your surroundings and car

**SEXUAL HARASSMENT**
St. Vincent’s College strives to provide an environment in which all members of the College Community are safe, free from fear, intimidation, or harassment, and able to fully participate in the educational and social opportunities available to them at St. Vincent’s College.

St. Vincent’s College will not tolerate sexual misconduct of any kind. Sexual misconduct includes sexual assault, sexual harassment, sexual exploitation, and aiding or facilitating another’s actions of sexual assault, sexual exploitation, or sexual harassment. The College policy prohibits unwelcome sexual advances or requests for sexual favors, with or without accompanying promises or threats. In also prohibits other verbal or physical conduct of a sexual nature when (1) submission of such conduct is linked either explicitly or implicitly to any type of decision affecting a student; (2) submission to or rejection of such conduct by a student is used as a basis for decision regarding a student; (3) such conduct has a purpose or effect of substantially interfering with a student’s performance resulting in an intimidating, hostile or offensive environment.

Any student who has complained of sexual harassment is urged to bring the matter to the attention of the Vice President of Enrollment Services/Dean of Students, Vice President of Academic Affairs/Dean of Faculty, President or the Title IX Coordinator. The College will investigate all complaints and will endeavor to handle these matters in a manner that protects the privacy of the offended individual(s). Anyone violating the College Sexual Misconduct Policy will be subject to disciplinary measures.

The College is in compliance with Title IX of the Education Amendments of 1972, 20 U.S.C. Section 1681 et seq. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, and sexual battery. Inquiries regarding the application of Title IX may be referred to the Title IX Coordinator for the College or the U.S. Department of Education Office for Civil Rights. Nancy Musante, the College Title IX Coordinator, can be reached at 203 576 5578 or at nmusante@stvincentscollege.edu Her office is located in Hunting Street Campus Room 402.

**SKILLS LABORATORIES**
The Skills Laboratories provide simulated settings where students can practice their skills prior to implementation in the clinical setting allowing for development of hands-on skills, physical assessment, communication techniques and critical thinking skills. Students can practice their skills in a safe and controlled environment before implementing them in the clinical setting.
thinking skills in a variety of simulated scenarios.

The Nancy Clancy Life Sciences and Nursing Skills Laboratory is located on level 4 in the Elizabeth Pfriem SWIM Center for Cancer Care building. This room is accessible with your student I.D. The Radiography Program Skills Lab and the Medical Assisting Skills Lab, located at the Fortin Learning Center at 2660 Main Street, are available for demonstrations and practice of clinical skills and are accessible with your student I.D. Simulation-based teaching is also provided using the Laerdal Sim-Man® in the 4th floor SIM Lab of the Hunting Street building.

SMOKE-FREE ENVIRONMENT POLICY

St. Vincent’s College is committed to the promotion of health through the treatment and prevention of disease, and for providing a safe and healthy environment for our students, staff, volunteers, visitors and those we serve. Consistent with this commitment, SVC recognizes the adverse health effects of tobacco products and second-hand tobacco smoke. For these reasons, the use of tobacco products in any form (i.e. cigarettes, chewing tobacco, snuff, pipes, electronic cigarettes or other related electronic devices, etc.) is prohibited on SVC/SVHS property. This includes land, buildings, parking lots, leased spaces. Success of this policy depends on the thoughtful, consideration and cooperation of all. This policy applies to all students, as well as volunteers and visitors. Students found violating this policy will be dealt with through the Student Code of Conduct.

SOLICITATION POLICY

St. Vincent’s College does not permit unapproved persons or organizations to promote or sell merchandise or services on the campus facilities or SVHS areas ensuring a safe and non-coercive environment for all. Persons or organizations must submit the solicitation request 10 days prior to the event via email. The solicitation request is reviewed by the Director of Administrative Services whose decision may not be appealed.

Student Identification Badges & Access to Facilities

In an effort to provide a safe environment that facilitates appropriate access to St. Vincent’s College and affiliated organizational facilities as well as enhance accountability among students, St. Vincent’s College requires that all students wear his/her official St. Vincent’s College student name badge at any time while on St. Vincent’s College and St. Vincent’s Health Services campuses.

Issuance of Name Badge:
• All SVC College students will be issued a name badge during new student orientation.
• Name badges are to be used by the individual to whom the badge is issued.

Appropriate Appearance of Name Badge:
• All name badges must include the student’s first and last name. At no time are students authorized to cover or alter his/her name or any other information on the name badge.
• Name badges must be worn so that they are easily seen by others. Name badges may be attached to approved clips and/or necklace name badge holders but must be worn above the waist.

Name Badge as Access Card:
• Student name badges are electronically coded to enable students’ access to SVC and St. Vincent’s Medical Center buildings when the doors are locked.

Required Use:
• Students are required to wear his/her student name badge when he/she attends lectures, labs, and clinicals.
• Students are required to wear his/her student name badge when he/she is using St. Vincent’s College or St. Vincent’s Medical Center facilities.

STUDENT ENGAGEMENT

Student Organizations

Phi Theta Kappa, Beta Omicron Alpha Chapter-
An international honor society of two-year colleges.

PTK serves to recognize and encourage academic achievement of two year college students. PTK provides opportunities for individual growth and development through honors, leadership, service and the stimulation of interest in continuing academic excellence.

Student Nurses’ Association (SNA)

SVC SNA serves as the local chapter of the National Student Nurses’ Association. There are a variety of opportunities for students to develop as both leaders and future professional nurses. The SNA meets regularly throughout the academic year and invites all students to attend.

American Association of Medical Assistants (www.aama.org) Medical Assisting students may choose to participate in this professional organization and receive member benefits. Member dues are available at reduced rates for students.

American Society of Radiologic Technologists (www.asrt.org) Radiography students may choose to participate in this professional organization and receive the benefits of membership. Students must apply for membership prior to graduation to receive the reduced student rate for membership dues.

SALUTE

The SALUTE National Honor Society is an academic organization which recognizes student veterans, active duty, National Guard and Reserve members who have displayed outstanding performance in the classroom. The SVC Chapter recognizes student veterans for their hard work and dedication.

Speaker Series

Regular presentations on a variety of topics are available for students and the SVC community.

STUDENT RECORDS AND TRANSCRIPTS

Change of Name and Address

Students must inform the Registrar within 48 hours of a change of name, address, telephone number, and/or email address. Student must inform the Registrar ASAP of a change in name, address, phone number, and/or email. These changes, with the exception of name changes, can be made online through the Online Student Services portal. To change a name, a copy of a legal document must be submitted to the Registrar, who will coordinate the change with the Financial Aid Office. Address changes can be made into the student on line services portal or in person to the Registrar. A copy of a legal document must be provided to the Registrar to change a name on the student record. The Registrar will coordinate with financial aid to process the Change.
TRANSCRIPT REQUESTS
The transcript request form is available on the college website and in person at the College. Transcript requests received by any electronic means (FAX or email) will only be honored if the transcript request form is fully completed and signed. Official transcripts will be mailed to the person or institution designated by the student and will include the College seal and signature of the registrar. Transcripts sent to the student will be marked “Student Copy” unless the student requests sealed copies on the transcript request form. St. Vincent’s College will withhold transcripts if a student has not met all financial obligations to the college. Signed requests may be mailed to the Registrars’ Office, presented in person, emailed (registrar@stvincentscollege.edu) or faxed to 203-576-6063.

STUDENT STUDY AND LOUNGE AREAS
Student Study and Lounge areas are available at both the Hunting Street and Main Street Campuses. The Fortin Student Center is located on the first floor, in the east wing of the Hunting Street building. Student study and lounge areas are also available in the Fortin Learning Center at 2600 Main Street. The student areas are equipped with a study/lounge furnished with comfortable seating suitable for individual or group study and relaxation. A cafe’ area is equipped with a microwave, refrigerator and vending machines.

STUDENT CODE OF CONDUCT RIGHTS AND RESPONSIBILITIES
VALUES BASED CONDUCT
The Core Values of St. Vincent’s College: Service of the Poor, Reverence, Integrity, Wisdom, Creativity and Dedication, are expected to guide the behavior of the SVC students and become an integrated part of their value system as they begin their professional careers. As such, Service of the Poor, Reverence, Integrity, Wisdom, Creativity and Dedication are directly related to the Code of Conduct for all students. Service of the Poor defined as generosity of spirit, especially for persons most in need; is an unconditional respect for the inherent worth, uniqueness, and autonomy of individuals. Reverence defined as respect and compassion for the dignity and diversity of life; speaks to the responsibility for fair and equal treatment that the student has for his/her fellow students and the expectations of how students, faculty and staff interact. Integrity, defined as inspiring trust through personal leadership; clearly identifies the expectation of honesty, truthfulness and exemplary behavior. Wisdom, is defined as integrating excellence and stewardship, as found in one’s commitment to one’s academic goals and in sharing wisdom with others. Creativity is defined as courageous innovation; inspiring us to be original problem solvers and contributors to the world around us. Dedication, is defined as affirming the hope and joy of our ministry. These College values form the foundation for the Student Code of Conduct.

The primary purpose of the Statement of Student Rights and Code of Student Conduct is to assist St. Vincent’s College (hereinafter called the College) in providing an environment which supports the educational process and the well-being of the SVC college community. The responsibility for maintaining such an environment is shared by all members of the college community.

Student rights and student conduct are defined in the Statement of Student Rights and Code of Student Conduct (hereinafter called the Code) in order to: 1) define terms associated with a code of conduct, 2) enumerate student rights to ensure that students are treated with fundamental fairness and personal dignity, 3) general notice of conduct expectations, 4) to identify sanctions which shall be imposed when misconduct occurs 5) define a means for reporting alleged violations, 6) define the standards of due process, including disciplinary proceedings initiated in response to a charge or violation and will be undertaken according to the provisions and procedures articulated by the Code of Conduct, and lastly, 7) define the maintenance of disciplinary files and records.

The Code is an articulation of the College’s commitment to recognize and support the rights of its students and to provide a guide for defining behaviors, it is not, however, meant to be an exhaustive list of all rights supported by the College or of all actions which may be considered misconduct.

Members of the College community are accountable to both the College and to civil authorities for acts which violate this Code and the law, respectively. Disciplinary action at the College will, normally, proceed during the pendency of external civil or criminal proceedings and will not be subject to challenge on the grounds that external civil or criminal charges involving the same incident are pending or have been invoked, dismissed, or reduced.

The discontinuance of enrollment of a student does not negate the jurisdiction of this Code, which shall remain applicable with respect to matters that arose when the person was a student.

I. DEFINITIONS
When used in these Rights and Conduct Code:
A. The term “SVC” or “College” means St. Vincent’s College.
B. The term “ST. VINCENT’S HEALTH SERVICES” means St. Vincent’s Medical Center of Bridgeport and any of its affiliated institutions. The phrase “Code of Conduct Committee” refers to the committee defined in section V.B.
C. The term “aggravated violation” means a violation that resulted, or foreseeably could have resulted, in significant damage to persons or property that otherwise posed a substantial threat to the stability and continuance of normal SVC sponsored activities.
D. The term “cheating” means using or attempting to use unauthorized materials, information, or study aids in any academic exercise including electronically accessed information or devices.
E. The term “distribution” means sale or exchange for personal profit.
F. The term “fabrication” means falsification or invention of any information or citation in an academic exercise.
G. The term “plagiarism” means the presentation of another person’s idea or product as one’s own. Plagiarism includes but is not limited to the following: copying verbatim all or part of another’s written work without citing the source; using phrases, charts, figures, illustrations, or mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions or research.
H. The term “reckless conduct” means conduct that one should reasonably be expected to know would create a
II. STUDENT RIGHTS

In recognition of students' rights and dignity as members of the SVC College community, St. Vincent's College is committed to supporting the following principles and to protecting those the SVC College community, St. Vincent's College is committed to supporting the following principles and to protecting those

K. The term “SVC premises” means buildings, grounds, Websites, or computer networks owned, leased, operated, controlled, or supervised by SVC/ST. VINCENT’S HEALTH SERVICES.

L. The term “official” means an employee/representative of SVC acting in the capacity of his/her position.

M. The term “weapon” means any object or substance designed or used to inflict a wound, cause injury, or incapacitate, including, but not limited to all firearms, pellet guns, switchblade knives, knives, chemicals, electronic devices, drugs or alcohol, chemicals such as mace products, pepper spray, or tear gas.

N. The term “SVC sponsored activity” means any activity on or off SVC premises that is initiated, aided, authorized, or supervised by SVC/ST. VINCENT’S HEALTH SERVICES.

O. The term “conference” refers to a communication between two or more individuals by telephone, in writing (including but not limited to electronic communications), through videoconferencing, or in person.

III. STUDENT RESPONSIBILITIES/Prohibited Conduct

General notice of conduct expectations

The paramount value involved in student conduct should be self-governance with each student bearing the responsibility for his/her own behavior. Although it is thus assumed that students are mature and responsible individuals and that SVC does not occupy a parental role, formal disciplinary sanctions nonetheless may be imposed whenever student conduct interferes with the SVC’s duty to afford its members an opportunity to attain educational and other stated institutional objectives. In pursuance of the mission of the College, disciplinary policies, procedures, and standards should be primarily educational rather than punitive in nature and should be consistent with both the customs of a free society and the nature and function of an institution of higher learning.

The following misconduct is subject to disciplinary action:

1. Academic dishonesty, all forms including, but not limited to: cheating, fabricating, bribery offered for grades, transcripts, or diplomas; obtaining or giving aid on an examination; having unauthorized prior knowledge of an examination; doing work for another student, presenting another student’s work as one’s own, and plagiarism.

2. Possessing, using, or distributing and altering or destroying any materials or information for the purpose of dishonestly affecting one’s own or others’ academic work, grades, or student’s status (Cheating).

3. Aiding or abetting another in obtaining, using, or distributing any materials or information for the purpose of dishonestly affecting one’s own or others’ academic work, grades, or student status (Aiding and Abetting Dishonesty).

4. Plagiarism as in the form of submitting as one’s own any work which, in part or whole, is not entirely one’s own work without properly attributing it to its correct source.

5. Animals. Animals with the exception of animals that provide assistance (e.g. seeing eye dogs) are not permitted on campus except as permitted by law.

6. Derogatory References in relation to the written or spoken use of words, epithets, or phrases that are widely recognized to be derogatory references to personal characteristics including, but not limited to: race, ethnicity, religion, gender, sexual orientation, and disability, when such words are used to create a hostile or intimidating environment for any person on SVC premises, or at SVC/ST. VINCENT’S HEALTH SERVICES sponsored activities.

7. Participation in any form of discrimination or sexual
11. Harassment against SVC faculty, staff, and/or students on SVC premises or at SVC/ST. VINCENT’S HEALTH SERVICES sponsored activities. Harassment, i.e., physical force or violence or behavior, including stalking, that involves a deliberate interference or a deliberate threat to interfere with an individual’s personal safety, academic efforts, employment, or participation in College sponsored activities and causes the person to have a reasonable apprehension that such harm is about to occur. Students may not use threats concerning the terms or conditions of an individual’s education, employment, housing, or participation in a College activity as a way to gain sex and/or sexual favors (sexual harassment).

8. Intentional or reckless assault or harm caused to any person on SVC/ST. VINCENT’S HEALTH SERVICES premises or at SVC/ST. VINCENT’S HEALTH SERVICES sponsored activities, or intentional or reckless cause of reasonable apprehension of such harm.

9. Hazing, i.e., action taken or situation created for the purpose of initiation of affiliation with any College organization, with or without the consent of the individual, which jeopardizes the physical or mental well-being of the individual. Hazing includes: physical injury, assault, or battery; kidnapping or imprisonment; forced consumption of any liquid or solid; mandatory personal servitude; interference with academic endeavors.

10. Bystanding, i.e. Complicity with, or failure of, any student or organized group, to appropriately address known or obvious violations of the Code of Student Conduct or law by a fellow student or a group’s members.

11. Bullying, i.e., “Bullying” or “harassment” is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyberbullying, through the use of internet, cell phone, personal digital assistant (pda), computer, or wireless handheld device, currently in use or later developed and used by students) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, or a mental, physical, or sensory disability or impairment, or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation on bullying.

12. Intentional or reckless interference with normal SVC activities, or SVC/ST. VINCENT’S HEALTH SERVICES sponsored activities, or Interfering with the academic work or study of other members of the College community, including, but not limited to, alteration, destruction, and denial of access to learning materials, studying, teaching, research, administration, or fire, police, or emergency services.

13. Interfering with the freedom of expression or rights of individuals on the College premises or at College sponsored activities.

14. Non-compliance with emergency protocols including but not limited to fire, hurricane, evacuation and disaster.

15. Intentional use of the SVC/ST. VINCENT’S HEALTH SERVICES computing resources to upload any content that contains a software virus, time bomb, Trojan horse, or any other computer code, files, or programs that may alter, damage or interrupt the functionality of the SVC/ST. VINCENT’S HEALTH SERVICES computing resources or the hardware or software of any other person.

16. Intentional or reckless destruction of, or damage to, property on SVC/ST. VINCENT’S HEALTH SERVICES premises, or misusing, or unauthorized use of any College funds, equipment, materials, or property including safety equipment and library materials, or such equipment or materials of others when on College premises, or at SVC/ST. VINCENT’S HEALTH SERVICES sponsored activities.

17. Intentional initiation or instigation of initiation of any false report, warning, or threat of fire, explosion, or other emergency on SVC/ST. VINCENT’S HEALTH SERVICES premises or at SVC/ST. VINCENT’S HEALTH SERVICES sponsored activities.

18. Intentional or reckless misuse of or damage to fire-safety equipment.

19. Theft of property or of services on SVC premises, or at SVC/ST. VINCENT’S HEALTH SERVICES sponsored activities, knowing possession of stolen property on SVC premises, or at SVC/ST. VINCENT’S HEALTH SERVICES sponsored activities.

20. Unlawful use, distribution, or possession of any controlled substance, illegal drug or alcohol on SVC premises, or at SVC/ST. VINCENT’S HEALTH SERVICES sponsored activities.

21. Smoking & Tobacco. Smoking (tobacco, marijuana, opium, e-cigarettes) or tobacco use in any area of SVC campus/St. Vincent’s Health Services is prohibited.

22. Unauthorized use, possession, or storage of any weapon on SVC premises, or at SVC/ST. VINCENT’S HEALTH SERVICES sponsored activities.

23. Intentional submission of false information to SVC/ST. VINCENT’S HEALTH SERVICES. Furnishing false information to the College pertaining to one’s own or to others’ academic work, activities, records or status or initiating, or causing to be initiated, any false report pertaining to one’s own or to others’ academic work, activities, records or status (Falsification of Records or Official Documents).

24. Failure to comply with the directions of SVC/ST.

25. Forgery, unauthorized alteration, or unauthorized use of
IV. Reporting Alleged Violations

A. Filing a complaint: Allegations of student misconduct in violation of SVC Student Code of Conduct should be reported in the following manner. A complaint should be submitted to the attention of the Dean of Students identifying the accused student(s), the complainant, witnesses and a written description of the facts for review. In addition, copies, photos, videos or originals of all available materials, where applicable, are to be included with the complaint. Complaints should be submitted no later than 45 days from the date of the alleged violation(s) or from the date the violation(s) reasonably could have been detected. The Student Code of Conduct Committee shall not operate to extend the deadline for submission of a formal complaint. Information submitted by any parties involved in the case will be shared with both the complainant and the accused student(s) where relevant and appropriate. The Dean of Students or designee may refer the case to another official of SVC according to the standards of due process described in Section V.A.1. Persons making such allegations will normally be expected to provide information as requested and appear before a Student Code of Conduct Committee (referenced in Section V.B.). In select cases, the Dean of Students may allow the complainant to remain anonymous.

B. Notice to Student: As soon as possible after receiving the complaint, the Dean of Students will inform the person(s) accused via email, or phone and in writing, of the alleged Student Code of Conduct violation providing, a copy of the complaint, and information regarding where to obtain a copy of the Student Code of Conduct Disciplinary process explaining the right to a hearing when applicable. The Dean of Students, will determine if the student has a previous record of violations.

C. Any alleged violation, other than a traffic violation, that also may violate a United States, Connecticut, or local law, should be immediately reported to the proper authorities.

*All materials collected and reviewed will be considered confidential and shared only with those with a need to know.

V. STANDARD OF DUE PROCESS

A. Initial Inquiry

The Dean of Students will make one of the following decisions based on the complaint and the student’s written response:

1. Administrative Action: Administrative action may be considered and imposed by the Dean of Students or Student Code of Conduct Committee. The Dean of Students may refer a disciplinary complaint involving academic dishonesty to the VP of Academic Affairs/Dean of the Faculty for resolution. The Dean of Students will be responsible for administrative action involving behavioral infractions.

2. Dismissal of Complaint: The complaint should be dismissed because of insufficient grounds for action. (For example, the allegations do not constitute a violation of this code)

3. Hearing: The complaint is of sufficient concern and contains adequate support to require a hearing. The complaint will be referred to the Student Code of Conduct Committee. The Dean of Students will have ten (10) days (Monday through Friday, not including holidays) from the date of the complaint to schedule the hearing.

4. Insufficient Documentation: The complaint is inadequately documented and should be returned to the complainant for further information. The complaint may then be resubmitted within ten (10) days after this decision is reported to the complainant.

5. Preliminary Inquiry Suspension:

A. The Dean of Students may suspend a student for an interim period pending a preliminary inquiry and an investigation, such interim suspension to become immediately effective without prior notice, whenever there is evidence that the continued presence of the student on SVC premises poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal SVC/ST. VINCENT’S HEALTH SERVICES sponsored activity.

B. A student suspended on an interim basis shall be given an opportunity to appear personally, or communicate in writing, to the Dean of Students within five (5) business days (Monday through Friday not including holidays) from the effective date of the interim suspension to discuss the following issues only:

1. The reliability of the information concerning the student’s conduct.

2. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student at SVC premises poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal SVC sponsored activity.

The person accused will be notified of the Dean’s decision and next steps via email, phone and in writing.

B. Student Conduct Committee

The focus of inquiry in disciplinary proceedings will be on the question of if there has been a violation of the Code. The Student Code of Conduct Committee will hold a hearing and/
or conduct an investigation to obtain additional information. Witnesses and the complainant may be requested to submit to questioning, either in person, via video-link, or in writing, by the Student Code of Conduct Committee. The Dean of Students will communicate with the person accused and the complainant and give him/her the opportunity to present any relevant evidence. The person accused may submit questions in writing for the complainant regarding how the Student Code of Conduct was violated.

1. Participants: All hearings are closed except for the following individuals: Members of the Student Code of Conduct Committee which will consist of two voting students, one voting exempt staff and one voting faculty member, with one non-voting member appointed chair of the committee, the complainant, the student(s), advocate, witnesses. The Dean of Students or designee(s) will instruct the Student Conduct Committee to review the materials obtained during the inquiry conducted by the Dean of Students. If more than one student is involved in the same incident, the Dean of Students may decide to assemble one hearing committee for the purpose of hearing all the evidence together. In those cases, all the students will be present for the reading of the charges, opening remarks, presentation of evidence by the complainant, witness testimony (for the complainant), and closing statements. However, at the time the individual student presents his/her case, the other student(s) and his/her advocate and witnesses may be excluded from the proceedings unless otherwise agreed upon by the accused student(s) and the committee.

2. Advocate: The student and the complainant have the right to have one advocate present during the hearing. An advocate may be chosen from among fellow students, faculty, staff, family or friends. Legal Counsel will not be allowed to serve as a student’s advocate and will not be present during the due process committee proceedings. The role of the advocate will be restricted to advising the respective parties. No advocate may speak at any time in place of the student, complainant, or the Student Conduct Committee. The Dean of Students or Chair of the Student Conduct Committee reserves the right to exclude an advocate from the proceedings for failure to abide by these guidelines. Advocates may not appear in lieu of persons accused.

3. Witnesses: It is the responsibility of the student and the complainant to arrange for the attendance of their respective witnesses at the hearing. Written notice must be given to the Dean of Students at least five (5) days before the hearing. Witnesses are excluded from the hearing until called and will only be present for his/her testimony unless otherwise agreed upon by the accused student(s).

Hearing Format: Hearings will follow the sequence below. The hearing is not conducted as a civil or criminal proceeding and consequently strict rules of evidence do not apply. At the sole discretion of the hearing chair, changes may be made to the hearing format to accommodate special circumstances.

Reading of Charges: The Chair of the Student Conduct Committee will convene the hearing by reading the charge(s) and requesting that all persons present state their identity.

Opening Statements: The complainant and the student may each make an opening statement for the purpose of providing the hearing committee with a short summary of the complaint and the materials to be presented.

Presentation of Materials:

a. Sequence of presentation: The complainant will first present relevant materials, followed by the student.

b. Materials: Materials may include, but are not limited to: witness statements, affidavits, documents, photos, written reports and memoranda, or objects related to the incident(s).

c. Questioning: After each participant/witness has presented his/her statements, members of the Student Code of Conduct Committee will be given the opportunity to ask questions of each participant. When the Committee members have completed questioning, the complainant and student may then pose questions to each other or to the witnesses. Questions may be directed through the Committee chair.

Closing Statements: The complainant and the student may each make a closing statement. The closing statement should be a short summary of the materials and statements presented.

Executive Session: The Student Code of Conduct Committee will then excuse all participants and enter into executive session. The executive session will begin with the Student Code of Conduct Committee reviewing the materials and statements presented in the hearing. The Student Code of Conduct Committee will also consider any sanctions imposed on the accused student for previous violations of the Student Code of Conduct. If the student is found to be in violation of the Student Code of Conduct, the Student Code of Conduct Committee must determine and impose the appropriate disciplinary sanction(s). The deliberations of the executive session will not be recorded.

Conclusion: After the hearing is complete, the Student Code of Conduct Committee will deliberate and render a decision to the appropriate Dean. The final decision of the Student Code of Conduct Committee will be accompanied by a brief written opinion prepared by the chair. If the Student Code of Conduct Committee finds the allegation to be supported, the Student Code of Conduct Committee will determine an appropriate sanction (found under section V. 1) and notify the Dean of the findings. Any previous record of violations of this Code may increase the sanction.

Notification: Within two business/school days (Monday through Friday, excluding holidays) of the conclusion of the Student Code of Conduct Committee hearing, the Dean will notify the student accused of the decision and sanction, via phone or email and in writing via certified mail. An electronic copy of the written notification will be submitted to the appropriate college personnel.

Records: All materials collected from the preliminary administrative inquiry, the Student Code of Conduct Committee hearing, and the final decision briefing shall be kept in a Student disciplinary file.

Confidentiality: Upon the conclusion of a hearing, the Student Code of Conduct Committee is required to return to the Dean of Students all documents pertaining to the complaint and resolution, to be destroyed or to create a
C. Appeals

Appeals are not re-hearings and are not granted based on a student’s disagreement with the outcome. The Dean of Students office will review all requests for appeal to determine if appropriate grounds for filing are being followed. The following three (3) ITEMS may be considered as grounds for an appeal:

1. **Procedural Error:** A procedural error occurred in the handling of the complaint which substantially affected the outcome of the hearing.

2. **New Evidence:** New evidence exists, sufficient to alter a decision, which was not available to the student at the time of the original hearing. Information is not considered new evidence if the student did not attend the original hearing or voluntarily withheld information during the original hearing.

3. **Excessively Severe Sanction:** The sanction imposed was excessively severe in light of the violation the student was found to have committed.

Within ten business/school days (Monday through Friday, excluding holidays) of receipt of the written notification of the Student Code of Conduct Committee’s decision, a request for an appeal may be sent to the Dean of Students in writing. If appropriate grounds for an appeal are evident the request shall be forwarded to the President who shall review the information collected for the original preliminary administrative inquiry, the Student Code of Conduct Committee hearing, and the final decision briefing.

1. The President will render a decision and sanction, as appropriate, based on this evidence. The President may render one of the following decisions:
   a) Affirm the finding and the sanction imposed by the Student Code of Conduct Committee.
   b) Affirm the finding and reduce, but not eliminate, the sanction.
   c) Remand the case to the Student Code of Conduct Committee if procedural errors or errors in interpretation of College regulations were substantial, or if new and significant evidence became available which could not have been discovered by a properly diligent person accused before or during the original investigation.
   d) Dismiss the case.

2. The decision of the President is final and cannot be appealed.

3. The President will respond via electronic communication and a written copy, within fifteen (15) business/school days, excluding holidays, of the appeal. Copies of this correspondence and all administrative inquiry materials will be kept in the student disciplinary file.

VI. Sanctions

A. Sanctions for violations of disciplinary regulations include, but are not limited to:

1. **Dismissal:** The student is permanently separated from SVC. The student will also be barred from SVC/ST VINCENT’S HEALTH SERVICES premises. (Dismissal requires approval by the Dean of Students.) Withdrawal from the College for disciplinary reasons does allow the student to reapply to the College in the future.

2. **Suspension:** The student is separated from SVC/ST VINCENT’S HEALTH SERVICES for a specified period of time. The student shall not participate in any SVC sponsored activity and may be barred from SVC premises. Credit earned elsewhere during the period of suspension may not subsequently be transferred to SVC. If a suspended student has a need to come to campus, a request must be made to and approval given by Dean of Students at least 48 hours in advance.

3. **Disciplinary probation:** A probationary status with the College that means the student is not in good standing with the College because of his or her behavior. Disciplinary probation is intended to reflect the seriousness of the student’s misconduct. The student cannot hold a leadership position in any recognized student organization or and may be restricted from participating in College activities, including representing the College. Most importantly, further infractions while on probation will likely result in dismissal or expulsion. The length of disciplinary probation will continue as defined by the Student Conduct Committee. Probationary periods end only with the conclusion of regular academic semesters.

4. **Disciplinary warning:** The student is warned that further misconduct may result in more severe disciplinary action. Further infractions while on warning status will result in disciplinary probation.

5. **Restitution:** The student is required to make payment to SVC or to other persons, groups, or organizations for damages incurred as a result of a violation of this Code.

6. **No-Contact Order:** An order prohibiting a student from having contact, including but not limited to, physical, written, verbal, and/or electronic contact, with another student for a specified period of time.

7. **Referrals:** A referral for, evaluation and/or counseling to individuals or organizations considered helpful to the student. Attendance or participation at such referrals, as well
as recommendations for further evaluation or action, will be
reported to the Dean of Students or his/her designee.

8. Restriction: A restriction from entering a particular floor,
or campus space.

9. Community Service: A number of hours of service to
the College or the community. Unless otherwise stated,
service hours must be completed within 45 days of their
issuance. A reflection paper is required to be submitted to
the Dean of Students after the hours are completed.

10. Drug Testing: Random drug testing at the student’s
expense. The results of such tests will be reported to the
Dean of Student’s Office.

11. Educational Project: A formal program for the SVC
community, a writing assignment or research project
related to the unacceptable behavior. A SVC Mentor will
be assigned.

12. Safety Officer Mentor: An opportunity for students to
spend time with a Campus Safety Officer. A reflection
paper is required to be submitted to the Dean of Students
after the hours are completed.

13. Other sanctions: Other sanctions may be imposed
instead of, or in addition to, those specified in Sections

VII. Disciplinary Files and Records

A. The reporting of any violation of this Code will result in
the development of a student’s disciplinary file, which
shall be nullified if the student is found innocent of the
charges. All records of students will be retained as part of
the permanent disciplinary records.

B. Disciplinary records may be expunged from the student’s
disciplinary file by the Dean of Students or designee for
good cause, upon written petition of the accused student,
three years from the date of final written decision.

C. The Dean of Students will respond, in writing, within
10 business/school days of the receipt of the petition. If
the Dean of Students denies the petition, copies of the
student’s letter will be kept in the central records file in
the Office of the Dean of Students.

D. The decision of the Dean of Students is final and cannot
be appealed.

The St. Vincent’s College Statement of Student Rights and
Code of Student Conduct was proposed, reviewed and accepted
by students, faculty, and staff of the College Spring 2014.

* Values definitions from Ascension Health
* Student Code of Conduct is developed with permission
  from Methodist College, Peoria
* Sanctions modeled from Fairfield University
* Judicial Process modeled with permission from Illinois
  University

STUDENT SOCIAL MEDIA POLICY

The rapid growth of social media technologies combined
with their ease of use and pervasiveness make them attractive
channels of communication. However, these tools also hold the
possibility of a host of unintended consequences. This policy
is not intended for internet activities that do not associate or
identify a faculty, staff member, or student with SVC, do not use
SVC e-mail addresses, do not discuss SVC and are purely about
personal matters.

Definitions

Users are any faculty, staff, or students utilizing social media
platforms. Social Media Platforms are technology tools and online
spaces for integrating and sharing user-generated content in order
to engage constituencies in conversations and allow them to
participate in content and community creation. Examples are
Facebook, Twitter, LinkedIn, and YouTube. Because of the
emerging nature of social media platforms, this list is not
intended to be exhaustive of all platforms available. These
policies apply to those cited and any other online platform
available and emerging including social networking sites and
sites with user-generated content.

Official College Social Media Platforms

Institutional representation via online social media platforms
can only be initiated and authorized through the efforts of
College Administration. There can be no official SVC sites or
pages on YouTube, Facebook, Twitter, etc. unless they are
developed or authorized by the SVC Marketing Committee. Any
sites or pages existing without prior authorization as required
above will be subject to review when discovered and may be
amended or removed.

Students who utilize SVC-sponsored sites must follow these
guidelines:

1. Do No Harm. All Users must ensure that their internet social
networking does no harm to the College or to themselves
whether navigating those networks on the job or off.

2. Relationships. Users should give careful consideration to
assess the implications of “friending,” “linking,” “following” or
accepting such a request from another person. For example,
there is a potential for misinterpretation of the relationship or
the potential of sharing protected information. Relationships
such as faculty-student, or staff-student, merit close
consideration of the implications and the nature of the social
interaction. Therefore, staff and faculty are not recommended
to “accept” parents, students or volunteers as “friends” on
their personal social networking sites.

3. Personal Responsibility. Users are personally responsible for
the content they publish on blogs, wikis or any other form of
user-generated content. Be mindful that what you publish will
be public for a long time - protect your privacy. In addition,
Users are responsible for what they post on their own site
and on the sites of others. Individual bloggers have been held
liable for commentary deemed to be copyright infringement,
defamatory, proprietary, libelous, or obscene (as defined by
courts).

4. Comply with Regulations. Users must follow the same
HIPPA, FERPA, and SVC policies including respecting
copyrights and disclosures, and not revealing proprietary
financial, intellectual property, patient care or similar
sensitive or private content. Users should not post content
that includes personal health information (or employer-
related information such that someone could deduce the
identity of person references) including patient images on any
5. **Identify your Affiliation.** If users identify themselves as a member of the college community in any online forum and/or use their SVC e-mail address, they must make it clear that they are not speaking for SVC, and what they say is representative of their individual personal views and opinions and not necessarily the views and opinions of SVC.

6. **Maintain Transparency.** The line between professional and personal business is sometimes blurred. Therefore, users must be thoughtful about a posting's content and potential audiences. Users must also be honest about their identity. In personal posts, they may identify themselves as a member of the SVC community. However, they must be clear that they are sharing their views as individuals, not as representatives of SVC.

7. **Be Thoughtful.** Users must be thoughtful about how they present themselves as a SVC student in online networks.

8. **Conflict of Interest.** If someone or some group offers to pay Users for participating in an online forum in their SVC role, offers advertising for pay and/or for endorsement, this could constitute conflict of interest and SVC policies and guidelines apply.

9. **Media Contacts.** If someone from the media or press contacts Users about posts made in online forums that relate to SVC in any way, Users must alert the Dean of Students to respond.

10. **Educational Resources.** Students should respect class time. Students are asked to participate in personal social media conversations outside of class time. Use of internet and use of social media or networking sites for purposes not part of class discussions are discouraged.

### TECHNOLOGY POLICIES, PROCEDURES & RESOURCES

#### COLLEGE COMPUTERS FOR STUDENT USE

There are computers available for student use in various areas in the College. Please keep the following in mind in those areas: badge access may be required (always wear your Student ID badge when on campus), no food or drink allowed near computers, no cell phones (use lounge areas), keep noise level down (use headphones). The rooms are available the hours the buildings are open.

Students using College software must provide their own storage devices for saving their documents. Students may NOT bring in their own software for use on the College computers. Wireless Internet is available to students with personal laptops throughout the buildings.

#### A&P LABS

There are two A&P Labs each with four computers for student use: one in Hunting Room H302 and the other in Main Street Room M312. There is specific A& P software installed on these computers. These rooms are available to students taking A&P courses only and are available for study and practice when classes are not in session.

#### COMPUTER CLASSROOMS

There are two computer classrooms utilized for a variety of courses, programs, online tests and workshops. A 16 computer SMART classroom is located in Hunting Room H304 and a 24 seat classroom located at the Fortin Learning Center @ 2660 Main Street Room M303 is planned to be opened Fall 2014. Badge access is assigned only to students with classes scheduled in these rooms.

#### Student Computer Lab

Twelve computers and a copier/printer for student use are located in Hunting Room H300B. These computers provide access to tutorials and Computer Assisted Instruction as well as many other resources.

#### Student Fortin Center

Four computers are located in the Learning Fortin Center at Main Street for student use. A copier/printer is located in the Student Copy Room off the café.

#### Sr. Marie Student Learning Center

There are four computers available for students in this area located on the first floor of the Hunting Street building.

#### COLLEGE SYSTEMS ACCOUNT ACCESS AND STUDENT USE

Upon admission to St. Vincent’s College, each student is provided with usernames and passwords to provide access to college computer resources. It is the responsibility of the student to keep this information confidential and not share personal user information with any other student. If such information is shared, it is the responsibility of the student to notify the IT Department so that appropriate measures can be taken to re-secure the student’s information. Furthermore, if a student shares personal information knowingly with another student and that information is used in a manner that violates the Student Computer Use Agreement (signed by each student at the New Student Registration), that student will be held equally accountable for the violation.
An optional orientation to college systems is held for all newly-enrolled students at the New Student Orientation. Detailed information on College systems is found on the College website: www.stvincentscollege.edu by using the “Student Logins” link on the top right.

ANGEL LEARNING

Angel Learning is a learning management system used for online, hybrid and e-enhanced courses. Instructors use it to provide syllabi, presentation handouts, videos, quizzes and grade recording.

Students need to complete the “Getting Started with Angel Learning” tutorial before gaining access to courses.

The Blackboard Mobile Learn app is available for purchase for learning on the go.

BLACKBOARD CONNECT

This is the emergency notification system for the College. It is used for both emergency and community outreach messages. Make sure the College has your correct phone numbers and email addresses.

ONLINE STUDENT SERVICES PORTAL

The College offers many online services for the students. The Online Student Services portal allows you to register online, check your grades, print a schedule, view billing balance as well as make a payment.

COPIERS

A copier/printer and print cards are available in both the student computer lab in Hunting Room H300B and in the Student copy Room off the café at the 2660 Main Street Building. Features available are: duplex (print on both sides of the sheet), staple and hole punch prints. Black and with copies are 10 cents per side and color copies/prints are 15 cents per side. Either coins, small bills or a print card may be used for payment.

Print cards are provided at the New Student Registration. They are preloaded with $10 and additional funds can be added at any time. See the flyers near the copiers for instructions on how to do so.

COPYRIGHTED MATERIALS

When using a computer network to share copyrighted materials with others, both the people making copies (downloading) and those offering such materials to others (serving), are infringing upon copyright owners’ rights and violating federal and international copyright law. Copyright infringement occurs whenever you make or distribute songs, videos, software, cartoons, photographs, stories, and novels - without authorization from the copyright owner. Infringement can also occur when one person purchases an authorized copy, but allows others to reproduce additional “pirated” copies.

St. Vincent’s College policy regarding student use of computer resources clearly states that a student who reproduces or distributes copyrighted materials in electronic form without permission from the material’s owner may be removed from the St. Vincent’s College computer network, and may face further disciplinary action or even legal action.

COLLEGE EMAIL ACCOUNT AND STUDENT USE

Email is an official means of communication within St. Vincent’s College. As a result, St. Vincent’s College has the right to send communications to faculty, staff, and students via email and the right to expect that those communications will be received and read in a timely fashion. All important communications are sent to the students’ email accounts; postal mailings are no longer sent. Make sure to log in and check this e-mail account regularly for College news and announcements.

Upon registration at St. Vincent’s College, each student will be provided with a college email account “@stvincentscollege.edu”. This is the official email address through which St. Vincent’s College will send email communications.

It is the responsibility of the student to keep this information confidential and to not share college email information with any other student. If such information is shared, it is the responsibility of the student to notify the IT Department so that appropriate measures can be taken to re-secure the student’s information. Furthermore, if a student shares college email information knowingly with another student and that information is used in a manner that violates the Student Computer Use Agreement (signed by each student at the New Student Registration), that student will be held equally accountable for the violation.

St. Vincent’s College recommends that students use St. Vincent’s College email system. Individuals may have his/her email automatically forwarded to another email address. St. Vincent’s College is not responsible for email forwarded to and handled by outside vendors. Redirecting email does not eliminate the responsibility that faculty, staff, or students have concerning official St. Vincent’s College email communication. Faculty, staff, and students are expected to check his/her official email address frequently.

Educational Use of Email:

Faculty may determine how email is used in their courses and will make appropriate notations regarding email requirements in course syllabi. No grades may be sent via email.

Appropriate Use of Email:

Faculty, staff, and students are expected to take into consideration the sensitive or confidential nature of the information they want to send and realize that email may not be appropriate in some instances. The use of email will be in compliance with all St. Vincent’s College, local, state, and federal regulations, including the Family Educational Rights and Privacy Act of 1974 (FERPA). Email is subject to professional standards of behavior. St. Vincent’s College offices will utilize St. Vincent’s College email to send selected official communication to students. This email might include individual addressed messages as well as “group email” messages such as registration information, important dates, etc. These communications are for the purpose of conducting official St. Vincent’s College business; therefore, St. Vincent’s College has the right to expect that those email communications are read in a timely fashion.

Account Duration:

Students will maintain and check his/her email address while enrolled at St. Vincent’s College. Email accounts are deactivated within 2 weeks following graduation or withdrawal from SVC.

Responsible Use of Email:

Although it is not common practice to do so, the College reserves the right to access, search, read, copy or otherwise use
data and information stored on College computers, networks, and other electronic media without the consent of the creator or recipient. Individuals who use these College systems do not have a personal privacy right to any communications that are created, sent, received, or stored on network or standalone computers. Students are required to sign an Internet Workstation Acceptable Use Agreement before Internet access is permitted. Individuals who violate this policy will be subject to loss of computing privileges and appropriate disciplinary action, including legal action or criminal liability. Students have the responsibility to use all electronic media in a professional, ethical and lawful manner.

**ENCRYPTION SOFTWARE**

All computers on the College campus have the Symantec Endpoint Encryption (SEE) software installed. When using your personal flash drive on campus to save files, the software will be automatically added to the flash drive. When opening the files off campus you will need to enter the default password: Vincent123. Another option is to email yourself the file.

**MEETING ROOM MANAGER**

This software is used to schedule the College resources. It is used to view where classes and meetings are schedule. It can be accessed by students both on and off campus. Use the “Submit a Request” form to schedule a room for group study.

**WIRELESS INTERNET ACCESS**

The College provides free wireless internet service in both buildings. Connect to the "SVMCPUBLIC" network. Keep in mind that it is an unsecure access, so surf safely.

**ACADEMIC POLICIES AND PROCEDURES**

**ADMISSION INFORMATION — DEGREE PROGRAMS**

St. Vincent’s College seeks candidates who, on the basis of supportive data and in the judgment of the Admissions Advisory Committee (AAC), appear to be able to complete a rigorous course of study offered by the College. Students may apply to enter St. Vincent’s College for the Fall, Spring or Summer semesters.

**Admission criteria and policy**

1. Evidence of graduation from an approved secondary school or completion of a GED with a minimum standard score of 450 for each test.
2. Minimum high school course requirements:
   - English - 4 years
   - Math - 3 years (including 2 years of Algebra and 1 year of Geometry)
   - Science - 3 years of laboratory sciences (including Biology & Chemistry with a “C+” or better within the past five years)
   - Social Studies - 3 years
   - Electives to total - 16 units

Any student who applies to a major but does not have 3 years of college prep math and 3 years of a laboratory science will be offered admission into the College’s General Studies Program (provided they meet the College’s admission standards). Once they complete the pre-major requirements they may apply for admission to their intended major.

3. Official results of the SAT. St. Vincent’s College’s code number is 3789, or official results of the ACT. St. Vincent’s College Code number is 0592.
4. Applicants are responsible for submitting all required supporting documents. Application folders are not considered complete until all supporting documents have been submitted and all required placement testing has been completed. There are absolutely no exceptions to published application deadlines.
5. Please refer to individual program descriptions for additional admission requirements.

**Admission to the Pre-Major**

Candidates who do not meet all of the admission criteria for the Radiography and Nursing majors may be considered for admission into the pre-major. These students will be expected to achieve a minimum grade of a B in BIO211, BIO212, BIO235 (nursing) or PHY101 (radiography), and a C+ in MAT140. An additional six to 12 months of study is required to complete the pre-major before entering the major.

Students who wish to transfer from the General Studies Program to the Nursing or Radiography major must achieve a minimum grade of a B in BIO211, BIO212, BIO235 (nursing), or PHY101 (radiography), and a C+ in ENG101 and MAT140 before they may apply.

**ASSOCIATE IN NURSING**

**Admission**

Admission to the nursing major is based on the successful fulfillment of the College admission requirements. Enrollment in the nursing program is limited; all qualified candidates may not be accepted. An admission requirement for the nursing major is high school chemistry and biology or equivalent within the past five years with a grade of “C+” or better. Students must successfully complete all developmental course work prior to entering the nursing sequence.

Beginning in the spring semester 2015:

Applicants are considered for admission based on their potential to successfully complete the program. Final selection is based on a Selection Point System as presented at the end of this section. Students who are denied admission may apply to the nursing program at a different time if they have demonstrated a positive change in one or more of the admission criteria. Any submitted applications that do not meet the minimum required GPA and the required score on the TEAS test will not be reviewed for admission. No applications will be reviewed until all application materials have been received by the admissions department.

**Admission Requirements:**

- Minimum GPA 2.75 or higher.
- Math:
  - SAT I Math score of 400 or higher;
  - OR a score of 17 or higher on the ACT Math test;
  - OR Intermediate Algebra, or higher, with a grade of C+ or higher (transfer students only)
- Chemistry: (completed within five years prior to application)
  - OR one year of high school chemistry with a lab and
  - Intermediate Biology with a grade of C+ or higher
  - OR College-level chemistry or equivalent with a grade of C+ or higher (transfer students only)
- TEAS V score:
  - OR Applicants must have an adjusted individual total score

3. Official results of the SAT. St. Vincent’s College’s code number is 3789, or official results of the ACT. St. Vincent’s College Code number is 0592.
4. Applicants are responsible for submitting all required supporting documents. Application folders are not considered complete until all supporting documents have been submitted and all required placement testing has been completed. There are absolutely no exceptions to published application deadlines.
5. Please refer to individual program descriptions for additional admission requirements.

**Admission to the Pre-Major**

Candidates who do not meet all of the admission criteria for the Radiography and Nursing majors may be considered for admission into the pre-major. These students will be expected to achieve a minimum grade of a B in BIO211, BIO212, BIO235 (nursing) or PHY101 (radiography), and a C+ in MAT140. An additional six to 12 months of study is required to complete the pre-major before entering the major.

Students who wish to transfer from the General Studies Program to the Nursing or Radiography major must achieve a minimum grade of a B in BIO211, BIO212, BIO235 (nursing), or PHY101 (radiography), and a C+ in ENG101 and MAT140 before they may apply.

**ASSOCIATE IN NURSING**

**Admission**

Admission to the nursing major is based on the successful fulfillment of the College admission requirements. Enrollment in the nursing program is limited; all qualified candidates may not be accepted. An admission requirement for the nursing major is high school chemistry and biology or equivalent within the past five years with a grade of “C+” or better. Students must successfully complete all developmental course work prior to entering the nursing sequence.

Beginning in the spring semester 2015:

Applicants are considered for admission based on their potential to successfully complete the program. Final selection is based on a Selection Point System as presented at the end of this section. Students who are denied admission may apply to the nursing program at a different time if they have demonstrated a positive change in one or more of the admission criteria. Any submitted applications that do not meet the minimum required GPA and the required score on the TEAS test will not be reviewed for admission. No applications will be reviewed until all application materials have been received by the admissions department.

**Admission Requirements:**

- Minimum GPA 2.75 or higher.
- Math:
  - SAT I Math score of 400 or higher;
  - OR a score of 17 or higher on the ACT Math test;
  - OR Intermediate Algebra, or higher, with a grade of C+ or higher (transfer students only)
- Chemistry: (completed within five years prior to application)
  - OR one year of high school chemistry with a lab and
  - Intermediate Biology with a grade of C+ or higher
  - OR College-level chemistry or equivalent with a grade of C+ or higher (transfer students only)
- TEAS V score:
  - OR Applicants must have an adjusted individual total score
of 56% or higher. TEAS test score must be submitted at the time of application to the program.

<table>
<thead>
<tr>
<th>Overall GPA (minimum GPA 2.75)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.75-3.0</td>
</tr>
<tr>
<td>3.1 – 3.5</td>
</tr>
<tr>
<td>3.6-4.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Math Score (SAT/ACT OR Intermediate Algebra or higher)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT or ACT</td>
</tr>
<tr>
<td>SAT - 200-300 ACT 17-19</td>
</tr>
<tr>
<td>SAT - 300-400 ACT 20-22</td>
</tr>
<tr>
<td>SAT - 400-500 ACT - &gt;22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Or Intermediate Algebra or higher</th>
</tr>
</thead>
<tbody>
<tr>
<td>C+</td>
</tr>
<tr>
<td>B- - B+</td>
</tr>
<tr>
<td>A- - A+</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chemistry (high school or college level)</th>
</tr>
</thead>
<tbody>
<tr>
<td>C+</td>
</tr>
<tr>
<td>B- - B+</td>
</tr>
<tr>
<td>A- - A+</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Composite Score on TEAS Test (Must have adjusted individual total score of &gt;56% to qualify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>56 - 59%</td>
</tr>
<tr>
<td>60 - 65%</td>
</tr>
<tr>
<td>66 - 70%</td>
</tr>
<tr>
<td>71 - 75%</td>
</tr>
<tr>
<td>76 - 80%</td>
</tr>
<tr>
<td>81 - 85%</td>
</tr>
<tr>
<td>86 - 90%</td>
</tr>
<tr>
<td>91 - 95%</td>
</tr>
<tr>
<td>96 - 99%</td>
</tr>
</tbody>
</table>

Total possible points: 22

Information regarding tuition, fees and length of program can also be obtained from the Accrediting Commission for Education of Nursing, 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326.

Transition from RN to BSN
Students are encouraged to continue their education. A seamless transition into the St. Vincent’s College RN to BSN program is available. The Nursing Program is a participant in the Connecticut Articulation Model for Nurse Educational Mobility. Students planning to continue their nursing education after graduation should consult the program chairperson for further information.

Associate Radiography Admission
Admission to the radiography major is based on the successful fulfillment of the College admission requirements. Enrollment in the radiography program is limited; all qualified candidates may not be accepted. An admission requirement for the radiography major is high school chemistry and biology or the equivalent within the past five years with a grade of “C+” or better. Students must successfully complete all developmental course work prior to entering the radiography sequence.

Associate Radiography Advanced Placement
Students who wish to advance place into the radiography program may challenge courses in both the theory and clinical areas. Students are advised to consult the program chairperson for additional information.

Transition from AS Radiography to BS Radiologic Sciences (BSRS)
A seamless transition from an AS Radiography program to the BSRS is available for students seeking to earn a Bachelors degree and earn BS in Radiological Sciences. Consult the Radiography program chair for further information.

Placement Testing
Students who do not have a transferable English Composition and/or college algebra course are required to complete computer placement tests (CPTs), including an essay. If a minimum score of 500 was achieved on the verbal and math portions of the SAT within five years, this requirement will be waived. These tests are used to evaluate basic skills in the areas of English, mathematics, and writing. They are also used to match students with appropriate courses and services. In selected cases students may be allowed to retake a placement test.

Competency Tests
A fee of $35.00 is required for each competency examination in the sciences. These tests cannot be repeated.

Transfer Students
Students planning to transfer to St. Vincent’s College follow the same admission procedures as other incoming students. Transfer of course credits only (grades are not transferable) will be granted subject to the following conditions:
1. The course content must be equivalent to the course requirement of the program in which the student enrolls.
2. Official transcript(s) with a grade of at least a “C” (“C-” is not acceptable) recorded for the course to be transferred must be sent to the Admissions Office. English composition and college algebra require a “C+” or better to transfer in.
3. Biology and chemistry that are pre-requisites for the major must be completed within five years of acceptance to the College, with a grade of at least “C+”. This includes courses taken in high school.
4. Credit for Anatomy & Physiology, Microbiology and Physics will not be transferred until a competency examination is successfully completed at St. Vincent’s College with a minimum grade of 83. You must have achieved a minimum grade of "C" in order to take the competency exams.
5. A CPT exemption examination is required if a student wishes to transfer credit for English Composition taken more than 15 years ago.
6. There will be no time limit for social science and humanities courses for transfers.

Procedure for transfer of college credits
1. Obtain and submit official transcripts from all college(s) where the courses were taken.
2. A transfer evaluation will accompany the acceptance letter.
3. Transfer credits, if accepted, will appear on the St. Vincent’s College transcript.
CREDIT BY EXAMINATION

CLEP, DANTES, and Excelsior Examinations
Students may take CLEP, DANTES and Excelsior exams at any test center and must have official copies of their scores sent to St. Vincent’s College for evaluation. More information about these examinations is available through the Registrar’s Office. Credit gained will not be considered toward residency requirement. Students that take the Excelsior Test in Anatomy and Physiology must take the competency test to transfer in the credits.

ENROLLMENT DEFERMENT POLICY

Students accepted into a degree program who wish to defer their enrollment to the College may do so once for a maximum period of one academic year. After one deferral, the student must re-apply. Students deferring for a period of one year must have another health assessment, drug screening and security/ background check. If the student’s name is on a wait list, the student’s name will revert to the bottom of the list.

To request a deferral, a student must pay/have paid the $200 non-refundable enrollment deposit to maintain an active file. The student must request a deferral form from the Office of Admissions and return the completed deferral form within fourteen business days of the request. The Office of Admissions will send the student an approved/signed copy of the deferral form; a copy will be placed in the student’s file.

ACADEMIC PROGRESSION AND NON-PROGRESSION

Matriculation
A matriculated student is one who is following a prescribed course of studies (part-time or full-time), which leads to receiving a degree from St. Vincent’s College. A matriculated student, who, because of extraordinary circumstances, wishes to take a required course outside of St. Vincent’s College, must obtain approval from the Dean of Faculty.

Progression Status:
In Good Standing
At the end of the semester, a student must have earned a cumulative grade point average of at least 2.0 to progress in a SVC program.

Clinical Warning
A Clinical Warning is a strategy used by faculty to assist a student in identifying and correcting individual deficits in clinical practice. A student who is not making satisfactory clinical progress in a nursing course will receive a Clinical Warning at any time during the course. This is advisory and will contain specific recommendations for achieving success. A student who continues to be deficient in clinical practice at the end of a nursing course will receive a clinical failure, and be dismissed from the nursing program.

Removal from Academic Probation
The student is removed from academic probation at the completion of the semester when the cumulative GPA is 2.0 or higher. This must be done within two (2) semesters of being placed on Academic Probation.

Non-Progression Status:
Academic Dismissal
A student will be academically dismissed for any one of the following reasons:
• Sanctions imposed for violations of the academic integrity and honesty portions of the Student Code of Conduct.
• Failure to achieve a passing grade in two General Education Courses or one course twice
• C+ or better in A&SP, Micro, Physics
• C+ or better in ENG101, MAT140
• C or better in all other courses

The student may apply for readmission after one semester following academic dismissal. (See the Readmission Policy.)

Academic Probation
When enrolled in courses, a student not reaching the minimum Cumulative GPA will be placed on academic probation. A student who does not raise the CGPA to minimum standards within 12 credit hours of probation will be dismissed and lose matriculated status. Failure to achieve the passing grade in a clinical course will also place a student on academic probation.

A student on academic probation:
• Will be required to meet with an advisor on a regular basis.
• May be required to reduce course/credit load for the next semester.
• Will be ineligible to hold office in any club or organization officially recognized by the College.

A student, having met the required semester average will be removed from probation and restored to all the rights and privileges suspended as a result of probation. Should the student not meet the required average after 12 credits, the student will be dismissed from the College for failure to meet academic standards.

College Dismissal
The College reserves the right to dismiss a student at any time for any serious reason, including, but not limited to, health problems which interfere with attainment of educational goals and which cannot be quickly resolved, failure to comply with financial or legal obligations, drug or alcohol abuse, academic dishonesty, failure to follow college policies, falsification of information, threatening or aggressive actions, theft or other behaviors which are contrary to the mission and philosophy of the College.

Any student “Academically Dismissed” at the end of a semester has the opportunity to reapply to the College after the lapse of one semester (semester is defined as fall or spring).

Students who are program terminated but not academically dismissed from the college may switch majors to General Studies or take courses with Continuing Education after being dismissed from the program. Students should have the required cumulative grade point average. Review the individual program readmission policies.

ACADEMIC ADVISING

The purpose of academic advising is to provide assistance to students in planning their academic endeavors and to create an individualized plan for academic success. Academic advising recognizes the individuality of each student and facilitates the achievement of each student’s full potential by providing assistance in the selection of curriculum and courses, the scheduling of classes, the exploration of educational opportunities and career goals, and in identifying resources to provide academic, personal and financial assistance. Students are assigned faculty advisors from their selected major area.
**AUDITING CLASSES**

**Semester**
A semester is based on 15 weeks of classes in the fall and spring semesters. There are also 8 week courses within the larger Fall and Spring semester, two summer session (6 weeks each), and a winter intersession (5 weeks).

**Class Hours**
A class hour is defined as one period of 50 minutes. If the faculty member does not appear for class within fifteen (15) minutes, one student on behalf of his/her classmates should contact the Office of the Vice President of Academic Affairs to determine what course of action to follow.

**Clinical and laboratory hours** are computed on a ratio basis. Clinical credit hours are based on a ratio of 1.3 credit hour per clock hours, or Three (3) clock hours of clinical practice time equals one credit. Laboratory credit hours are computed on a ratio of 1.2 credit hour per clock hours, or Two (2) clock hours of laboratory time equals one credit.

**Online attendance time expectation**
Attendance and participation are essential elements for online courses. Attendance is tracked through participation. Participation includes, but is not limited to, a combination of assignments, discussion thread posts, quizzes, and tests, and learning team projects. The successful online student will strive to sign into the online course and participate 4-5 days per week. Instructors may specify their own participation and attendance requirements for their courses that will be posted in their syllabi.

The online student must manage his/her own time and workload to be successful and have a good learning experience. Online courses require the student to devote a certain amount of time each week to their online learning experience. This time will include reading, working on assignments, interacting with the instructor and fellow students through discussions and email, and team-based projects and assessments. For a 3 credit-hour course, a student should expect to spend 9-12 hours per week on course work and participation. For a 4 credit-hour course, 12-16 hours is the expectation. These hours will be divided among the expected 4 or 5 days per week a student must log into the course to be counted in attendance. Thus, the student should plan for 2-5 hours per day, 4-5 days per week for each 8-week course.

**AUDITING CLASSES**

A student may audit a course for no credit at the rate of $150.00 per credit hour. The College may limit auditors in certain courses. A student may not audit a course that he/she has previously failed. No student will be permitted to change from audit to credit after the first week of the semester. No credit is granted for an audited course. Courses audited will be documented on the student’s academic record with a grade of "X".

Procedure for auditing a course:
1. The student must obtain permission from the faculty member teaching the course.
2. The student must register for the course as an “auditor” and pay the required fee.
3. The student will be charged full tuition if status changes from auditor to registrant.

**GRADING STANDARDS**

Grading The system of grades along with the quality points issued for each grade is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>0.0</td>
</tr>
<tr>
<td>WP</td>
<td>0.0</td>
</tr>
<tr>
<td>WF</td>
<td>0.0</td>
</tr>
<tr>
<td>NA</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Some courses have as their passing grade a “B-” or better. A minimum grade of “C+” is required in all science courses, English Composition and College Algebra. These will be clearly indicated in the Academic Program Handbook.

**Grade Reports**

Midterm and final grade reports are posted to the Online Student Services, a link is found on the College website (www.stvincentscollege.edu). Students will need a Student ID (5000#####) and Pin Number to sign on. Grade reports are posted here, with unofficial transcripts, class schedules, and the academic calendar and course descriptions also available.

Grade reports are not mailed, but official, certified copies can be obtained from the Registrar’s Office for proof to employers or sponsors. Final grades will be withheld if a student has not met all financial obligations to the college.

**Pass-Fail Grading Policy**

A final grade of Pass will be awarded if course completion requirements are equivalent to a letter grade of an “A,” “B,” or a “C as specified on the course syllabus.

A final grade of FAIL (“F”) will be awarded if course completion requirements are equivalent to a letter grade of or an “F” as specified on the course syllabus.

Credits earned (Passed) in a course taken on a Pass-Fail basis are not used in calculating the grade point average; however, such credits do count toward meeting the units required for graduation. A grade of “F” (Failed) will be used in calculating the GPA (whether equivalent to a D or an F, the grade point average will be calculated as an F with 0 quality points earned per credit hour). These units are included in the attempted credit units for GPA calculation.

**Incomplete Grades**

An “I” (Incomplete) is issued when, due to an unforeseen occurrence, a student arranges with the faculty member to complete course requirements after the semester ends. Prior to the issuance of an “I” grade, an Incomplete Grade Form must be completed and signed by the faculty member and submitted to the chair of the program. All course work must be completed within a two-week period after the beginning of the following semester. Written permission for further extension may be granted by the faculty member, with the approval of the program chairperson. Any “Incomplete” still outstanding after this extension will convert to an “F” (Failure).
Withdrawal (W), Withdrawal Fail (WF) and Withdrawal Passing (WP)

A grade of “W” will be assigned if a student withdraws during the refund period. After this time, a grade of “WP” or “WF” will be assigned by the faculty member of that course based on the student’s academic status, after notification by the Registrar that the student wishes to withdraw and appropriate forms are completed. A student withdrawing with less than the required course grade after a course mid-point will receive a grade of “F”. A grade of “WF” is not an option after the course is mid-point.

REGISTRATION

Registration is completed online. Communications are sent to students through their College email accounts with information concerning the registration and payment process prior to the beginning of each registration period. Information on the dates and times of registration will also be communicated through the College email accounts.

Course registration is managed through the Office of the Registrar. Students should consult with their faculty advisors for assistance in their selection of courses. Registration dates will be found on the SVC website. To register, students should:

1. Review the course schedule
2. Meet with their advisor for an enrollment review and to receive their registration access code
3. Register online through the Campus Anywhere student portal during the assigned registration period.

For the purpose of registration, the following classification of credits completed at St. Vincent’s College has been developed:

<table>
<thead>
<tr>
<th>Credits Completed</th>
<th>Classification</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 27</td>
<td>Freshman</td>
<td>1</td>
</tr>
<tr>
<td>28 - 56</td>
<td>Sophomore</td>
<td>2</td>
</tr>
<tr>
<td>57 – 86</td>
<td>Junior</td>
<td>3</td>
</tr>
<tr>
<td>87 ≤</td>
<td>Senior</td>
<td>4</td>
</tr>
</tbody>
</table>

Student Status

Students are classified according to the number of hours he/she is enrolled in a semester as follows:

• Full-time (12 hours/semester)
• Three-quarter time (9 - 11 hours/semester)
• Half-time (6 - 8 hours/semester)
• Less than half-time (1 - 5 hours/semester)

ADDING/DROPPING A COURSE

Course Changes

Before the term begins, all course changes (adds and drops) can be done through Online Student Services. Depending on your credit load, there can be financial aid and student accounts ramifications. Students can contact the business office and/or financial aid office for more information.

Adding Courses

Classes may be added until 11:59 PM the day before the term begins through the Online Student Services. It is advised that students register as early as they can to ensure adequate time for textbook ordering/delivering. After the term begins, courses can only be added with instructor's consent. You will need to fill out the add/drop form, have it signed by your advisor and the instructor, and turn it into the Registrar’s Office. The instructor or advisor can send their consent to the Registrar electronically to expedite this process.

Dropping Courses

A student wishing to drop a course before the term begins, or during the first week of classes, can do this online through Online Student Services. Courses dropped during this period will be deleted from the official record. Any course dropped during the refund period will result in a grade of “W”. After the last day to drop with a refund/W (See Academic Calendar), a grade of “WP” or “WF” will be assigned by the faculty member based on the student academic status, after notification by the Registrar that appropriate paperwork is completed. A student withdrawing with less than the required course grade after a course mid-point will receive a grade of “F”. A grade of “WF” is not an option after a course mid-point.

Not attending class does not constitute an official drop. If a student ceases to attend without following the drop procedure described above, they may be responsible for the tuition and fees associated with the course.

Administrative Withdrawal

While each student is responsible for ensuring that he/she is enrolled for the appropriate courses, St. Vincent’s College reserves the right to administratively withdraw students when deemed necessary. Examples of when the College would administratively withdraw a student include, but are not limited to, the student failing to meet prerequisite requirements, the student stops attending, or the student has a period of absences that leads the faculty member to question the student’s intent to finish the course.

Repeated Courses

Courses for institutional credit may not be repeated. Other general education courses may be repeated only once. A student will be allowed to repeat only two of these courses. The repeating of general education course will be allowed only for courses in which the minimum standard was not achieved (C+ in BIO211/212/235 and PHY101, C+ in the other sciences, MAT140 and ENG 101 and a C in all the other general education courses When the course is repeated only the most recent of the two grades will be counted in the computation of the cumulative grade point average (CGPA), but the original grade remains on the transcript. A student who received financial aid may not receive financial aid to repeat a course. Students who fail to achieve the minimum standard in any two course at the college will be academically dismissed.

ELECTIVE WITHDRAWAL FROM THE COLLEGE

Institutional Withdrawal

Any student who wishes to withdraw completely from St. Vincent’s College must complete the required official Withdrawal Form, which is available on the College website or from the Registrar. The completed form can be returned to the Registrar by hand, mail or email. The student must also return their student ID badge. Finally, the student must meet with the Director of Student Accounts to ensure all financial obligations have been met. The form will then be distributed to the Vice-President for Academic Affairs/Dean of Faculty, the Director of Financial Aid, and the Director of Student Accounts. The Registrar will place the form in the student’s file and close out the record. Depending upon the date the withdrawal is initiated, a grade may be assigned to the student’s file in accordance with the course change policy.
Leave of Absence

A matriculated student who wishes to take a leave of absence from the College for personal reasons is required to consult with the Program Chairperson and to submit the request in writing. A student must have been in good standing in the preceding semester. A leave of absence is generally limited to a minimum of thirty (30) days or a maximum of one (1) year, and is only extended beyond this in unusual cases. If granted a leave of absence, the student will receive a letter from the Program Chairperson confirming the arrangements to which both parties have agreed. An extended plan of study may need to be submitted by the student in order to safeguard the student’s ability to meet the required time period for completing the program.

Military Leave of Absence

St. Vincent’s College (SVC) supports students who are members of the United States armed forces and reserve units. A student who is a member of the U.S. military, National Guard or other armed forces reserve unit who is called or ordered to active duty elsewhere may be granted a Military Leave of Absence (MLOA) from SVC for the period of active duty and up to one year after returning from active duty. Length of absence from the college cannot exceed five years. Students with the MLOA need not apply for readmission or pay readmission fees. The student on MLOA must notify the Registrar of intent to return to enrollment in order to register for classes. Excluded from readmission are those who have dishonorable or bad conduct discharges or who are sentenced in a court-martial. Students who resume enrollment following MLOA will be required to meet the degree requirements as stated in the current catalog and which are in effect at the time of re-entry.

The Military Leave of Absence application is available from the Registrar’s Office. The completed application must be returned to the Registrar’s Office, accompanied by a copy of the military orders indicating the date on which the student must report for active duty elsewhere. When students are called to active duty after classes begin, they should contact the Registrar’s office for a complete withdrawal/resignation from the current term, in addition to filing the MLOA for subsequent terms. If students receive financial aid, they are responsible for contacting the Office of Student Financial Aid and the Office of the Dean of Students. For assistance with the MLOA form, contact the Registrar’s Office.

COLLEGE READMISSION

Students who are program terminated, who are dismissed, or voluntarily withdraw from the College are required to resubmit an application for readmission consideration. Any student “Academically Dismissed” or “Program Terminated” at the end of a semester has the opportunity to reapply to the college or program after the lapse of one semester (semester is defined as fall or spring). Readmission is neither automatic nor guaranteed. Each student is considered for readmission by the Readmission Advisory Committee. Any student readmitted may receive a letter with specific conditions related to readmission.

Any student who has outstanding financial obligations to the College, and who applies or reapplies for admission into a different major will not be considered by the Admissions Committee until the obligation has been resolved. Please email the Admissions office at admissions@svincentscollege.edu or call 203-576-5513 if you have any questions about readmission to the College.

Students who are program terminated but not academically dismissed from the College may switch majors to General Studies or take courses with Continuing Education after being dismissed from the program. Students should have the required cumulative grade point average. Review the individual program readmission policies.

Readmission to the Radiography Associate Program

Students seeking readmission to the radiography program must wait at least a semester (a semester is defined as fall or spring) after termination before reapplying to the program. Students seeking readmission must meet with the Radiography Chair and complete the admissions process through the Admissions Office. Readmission is not automatic and is based on faculty review, clinical evaluations, radiography faculty references, a cumulative grade point average of 2.75, and evidence of the applicant’s efforts to strengthen areas of weakness. Students requesting readmission who have been separated from the program for more than twenty-four months will be processed as new applicants. Readmitted students may register on a space-available basis only and must follow the curriculum in place at the time of their return to the program. Students who are readmitted to the radiography program will be terminated after one failure of any course.

Readmission to the (BSRS) Program:

Students may not reapply to the BSRS Completion Program for at least one semester after termination (semester is defined as fall or spring). Students seeking readmission to the BSRS Program must meet with the Chair of the program and complete the admissions process through the Admissions Office and must meet the following requirements: a cumulative grade point average of at least 3.0 and evidence of the applicant’s efforts to strengthen areas of weakness. The applications of students requesting readmission will be reviewed by the Readmission Advisory Committee; this Committee may mandate specific requirements that students must meet as part of their return to the BSRS Program.

All previous general education course work will be evaluated based on the College’s current admission requirements. Readmitted students must follow the curriculum in place at the time of their return to the program.

Readmission to the RN to BSN Nursing Program

Students may not reapply to the RN to BSN Completion Program for at least one semester after termination (semester is defined as fall or spring). Students seeking readmission to the RN to BSN Nursing Program must complete the admissions process through the Admissions Office and must meet the following requirements: a cumulative grade point average of at least 3.00 and evidence of the applicant’s efforts to strengthen areas of weakness. The applications of students requesting readmission will be reviewed by the Readmission Advisory Committee; this Committee may mandate specific requirements that students must meet as part of their return to the RN to BSN Nursing Program. All previous general education course work will be evaluated based on the College’s current admission requirements. Readmitted students must follow the curriculum in place at the time of their return to the program.
Readmission to the Nursing Associate Program

Students admitted prior to Fall 2014 may reapply to the Nursing Program after a waiting period of at least one semester after termination (a semester is defined as fall or spring). Students who fail Nursing 101 will be program terminated. Students admitted to the Nursing Program beginning in Fall 2014 and who are program terminated for any reason are not eligible for readmission to the Nursing Program.

Students seeking readmission to the Nursing Program must complete the admissions process through the Admissions Office and must meet the following requirements: two nursing faculty references provided at faculty discretion, a cumulative grade point average of at least 2.75, and evidence of the applicant’s efforts to strengthen areas of weakness. The applications of students requesting readmission will be reviewed by the Readmission Advisory Committee; this Committee may mandate specific requirements that students must meet as part of their return to the Nursing Program.

All previous general education course work will be evaluated based on the College’s current admission requirements. Readmitted students may register for their choice of day or evening sections on a space-available basis only. Readmitted students must follow the curriculum in place at the time of their return to the program.

Students readmitted into a first level nursing course MUST complete the Anatomy and Physiology Review prior to entering that course. Students readmitted into a second level nursing course MUST complete the Microbiology Review as well as the Anatomy and Physiology Review. Students who are readmitted to the Nursing Program will be terminated after one failure in a nursing course.

Re-admission to the Medical Assisting Program

Students seeking readmission to the medical assisting program must complete the admissions process through the Continuing Education Department for the certificate program or Admissions Office for the degree program. Readmission is based on faculty review, medical assisting faculty references, a cumulative grade point average of 2.5, and evidence of the applicant’s efforts to strengthen areas of weakness.

Ineligibility for Readmission to Nursing Programs

A student admitted for Fall 2014 and semesters following, are not eligible for readmission to the St. Vincent’s College Nursing Program, under any status (including admission as a new, transfer or readmitted student) for the following reasons:

• The student earned a final clinical grade of “Not Met” in the clinical component of any nursing course.
• The student earned two academic failures in one or more nursing courses with a clinical component.
• The student earned an academic failure in NUR 101.
• The student had two withdrawals from a nursing course with a clinical component with a failing theory grade at the time of withdrawal.
• The student had one withdrawal from a nursing course with a clinical component while on Clinical Warning.

Re-ENTRY POLICIES

Medical Assisting Re-entry Review

Students who have an interrupted program of studies may be required to complete a reentry review process prior to returning to the medical assisting sequence. Students should consult with the program chairperson for further information. Students who receive approval to reenter will be subject to policies, procedures, and curriculum which are current at the time of reentry.

NURSING Re-entry Review

Students who have an interrupted program of studies will be required to complete a Study Skills Remediation Program prior to returning to the nursing sequence. Students should consult with the program chairperson for further information. Students who receive approval to reenter will be subject to the policies, procedures, and curriculum which are current at the time of reentry.

Associate Radiography Re-Entry Review

Students who have an interrupted program of studies may be required to complete a reentry review process prior to returning to the radiography sequence. Students should consult with the program chairperson for further information. Students who receive approval to reenter will be subject to policies, procedures, and curriculum which are current at the time of reentry.

DEGREE COMPLETION REQUIREMENTS

Graduation Requirements

In order to qualify for graduation from the College with the Baccalaureate Degree in Science, a student must have:

1. Successfully completed a minimum of 125-129 credits, including a core of 44 credits in general education.
2. Earned a 3.0 cumulative grade point average or higher in post associate degree or diploma courses taken at St. Vincent’s College.
3. Successfully completed the St. Vincent’s College residency requirement of the last thirty (30) hours of the student’s program of study at St. Vincent’s College.
4. Successfully completed an academic major as prescribed by the College.
5. Completed the program within four (4) years from date of entry into courses in the major.
6. Satisfied all academic, administrative, and financial obligations to the College.

To qualify for graduation from the College with the Associate Degree in Science, a student must have:

1. Successfully completed a minimum of 60 credits, including a core of 25 credits in general education.
2. A cumulative grade point average (CGPA) of at least 2.00.
3. Successfully completed 50 % of program requirements at St. Vincent’s College.
4. Successfully completed an academic major as prescribed by the College.
5. Satisfied all academic, administrative, and financial obligations to the College.
6. Completed all academic requirements within five years of enrollment at the College.
7. File petition for graduation with the Registrar no later than November 1 of the semester preceding completion of program requirements.

Honors and Awards (Academic)

At the end of each semester the Dean’s List and President’s List will be published.

• Full-time students with a cumulative grade point average (CGPA) of 3.5 to 3.74 will be placed on the Dean’s List.
• Full-time students with a CGPA of 3.75 or above will be placed on the President's List.
• Part-time students shall be awarded Dean’s List or President’s List status upon the accumulation of at least 12 grade point credit hours and:
  1. with a CGPA of 3.5 or higher for Dean’s List and 3.75 or higher for President’s List
  2. with no incompletes
  3. at the completion of each additional block of 12 grade point credit hours thereafter, provided requirements (1) and (2) are met.
  4. Students are ineligible for honors if they have an "I" (Incomplete), or the required minimum grade was not achieved in any course.
  5. No grade may be lower than "C”.

GPA Graduation Honors

At Commencement, the following honors are presented to students who graduate with the highest cumulative grade point averages:

- Summa Cum Laude - Highest Distinction - 3.90-4.00
- Magna Cum Laude - High Distinction - 3.75-3.89
- Cum Laude - Distinction - 3.50-3.74

Ceremonies

An informal (non-gown) completion celebration will be held in the fall for students completing degree requirements during the fall semester. All students who successfully complete degree requirements during the academic year (July 1 – June 30) are encouraged to participate in the formal Commencement exercises held in May. Students wishing to participate in the commencement ceremony will receive information from the Registrar’s Office about ordering a cap and gown. A group picture of the graduating class, in cap and gown, will be taken in advance of the commencement ceremony.

Commencement Ceremonies

St. Vincent’s College conducts one formal commencement ceremony per year in May. All students who graduate at any point during the academic year are invited and encouraged to attend so that they can be appropriately recognized for and celebrate their accomplishments. However, in recognition of those students who complete their programs of study in June, October and December completion ceremonies are held to celebrate student’s completion and ask that they plan to attend the formal commencement ceremony in May.

ACADEMIC PROGRAMS

SVC EDUCATIONAL PHILOSOPHY

St. Vincent’s College, a Catholic institution of higher education, is a subsidiary of St. Vincent’s Medical Center, a healthcare institution sponsored by Ascension Health. As an institution of higher education adhering to the moral and ethical teachings of the Roman Catholic Church, and continuing to be guided by the purposes of its original founders, St. Vincent’s College is committed to respecting the rights and dignity of every human person and to the achievement of each individual’s innate potential.

St. Vincent’s College recognizes that each person is endowed with unique characteristics and abilities which can be developed to establish a broad knowledge base through exposure to an education that is grounded in a faith-based context. Operating in accordance with the process of higher education in nursing and allied health, a comprehensive education facilitates the individual’s development of critical thinking, logical reasoning, and sound decision making. These cognitive processes, coupled with the individual’s broad knowledge base, serve as a foundation for the learner’s life-long education, development, and intellectual inquisitiveness.

Guided by the concept of healthcare as an art and a science and the belief that quality healthcare requires a holistic approach, including body, mind, and spirit, St. Vincent’s College, through the encouragement and direction of the learner’s intellectual growth, endeavors to develop practitioners in nursing and allied health who are competent, charitable, accountable, and professionally involved. St. Vincent’s College, committed to Catholic ideals and values, and abiding by the Ethical and Religious Directives for Catholic Health Care Services, educates its learners to be morally responsible to self and to society, and to practice the values of Christian living. St. Vincent’s College, as a Catholic community and as an urban institution of higher education, aims to contribute to the growth and development of its members. The College further commits itself to the larger metropolitan community through a sharing of its academic resources, professional expertise and through participation in community service.

COMMITMENT TO GENERAL EDUCATION

The mission and philosophy of general education are derived from the Educational Philosophy and Mission of the institution. General education courses expose the student to values inherent in a faith-based education. They support and facilitate the student’s development of critical thinking, logical reasoning and sound decision making. Knowledge obtained from these courses serves as a foundation for the learner’s lifelong education, development and intellectual inquisitiveness necessary for living in a complex modern society.

The general education courses are understood to be those which a student takes, in addition to the major courses, to obtain an introduction to essential aspects of our culture. The goal of general education is to strengthen both the general skills and broad conceptual abilities that students need to function competently in day-to-day life. Today’s students are expected not only to possess information age skills such as writing and problem solving, but to be able to apply these skills and knowledge in an interdependent, culturally diverse world. These skills are necessary for lifelong learning.

Students who successfully complete the General Education
component at St. Vincent’s College shall possess the following concepts, skills and knowledge:

Demonstrate an understanding of the forces of nature, including life and physical sciences that affect human response to and interaction with the world around them. (Physical/Biological Sciences)

Demonstrate the ability to communicate and interpret meaning accurately and effectively through reading, writing, speaking and listening skills. (Communications)

Demonstrate the ability to apply mathematical logic and scientific reasoning skills in problem solving. (Mathematics)

Demonstrate the ability to understand, appreciate and engage in creative expression, and philosophical thought. (Humanities/Fine Arts)

Demonstrate the ability to reason logically, using data from appropriate disciplines in the process of problem solving and decision making. (Critical Thinking)

Demonstrate the ability to exhibit an understanding of Catholic values, beliefs, and the nature of faith as they impact ethical decision making within the professional and personal life of the graduate. (Values and Catholic Identity)

Demonstrate the ability to understand the use of introductory computer technologies with emphasis on instructional software and word processing. (Computer Technology)

Demonstrate the ability to be motivated and responsible for continual self-directed learning and development of skills needed for self-actualization. (Life-Long Learning)

Demonstrate the ability to be cognizant of and respect for the diversity of cultures that shape the values, beliefs, traditions, and behaviors of the global community. (Social and Global Consciousness)

Demonstrate the ability to understand the process and utilization of research and its outcomes. (Research)

**GENERAL EDUCATION REQUIREMENTS FOR BACHELOR DEGREE STUDENTS**

The Baccalaureate Core* is comprised of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG213</td>
<td>Communications</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSY101</td>
<td>General Psychology</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT140</td>
<td>College Algebra</td>
<td>3 credits</td>
</tr>
<tr>
<td>SOC101</td>
<td>Introduction to Sociology</td>
<td>3 credits</td>
</tr>
<tr>
<td>SOC213</td>
<td>Cultural Diversity</td>
<td>3 credits</td>
</tr>
<tr>
<td>REL101</td>
<td>World Religions</td>
<td>3 credits</td>
</tr>
<tr>
<td>PHI201</td>
<td>Ethics</td>
<td>3 credits</td>
</tr>
<tr>
<td>INF101</td>
<td>Information Systems</td>
<td>3 credits</td>
</tr>
<tr>
<td></td>
<td>Humanities Electives</td>
<td>6 credits</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>44 credits</td>
</tr>
</tbody>
</table>

*Required credits for the physical or biological sciences are determined by the major.

**GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE DEGREE STUDENTS**

The Associate Degree Core is comprised of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT140</td>
<td>College Algebra</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSY101</td>
<td>General Psychology</td>
<td>3 credits</td>
</tr>
<tr>
<td>soc101</td>
<td>Introduction to Sociology</td>
<td>3 credits</td>
</tr>
<tr>
<td>phi201</td>
<td>Ethics</td>
<td>3 credits</td>
</tr>
<tr>
<td>rel101</td>
<td>Study of Religion</td>
<td>3 credits</td>
</tr>
<tr>
<td><strong>Restricted elective</strong></td>
<td>3 credits</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>25 credits</td>
</tr>
</tbody>
</table>

*Required credits for the physical or biological sciences are determined by the major.

**The restricted elective must be taken from the Humanities.

COME for your ASSOCIATE DEGREE and
STAY for your BACHELOR DEGREE

**ASN-RN-BSN**

St. Vincent’s College three step program allows you to move into the nursing profession in manageable steps with earlier employment opportunities than traditional programs.

**Step one** is the Associate in Science Degree in Nursing (ASN), leading to eligibility for NCLEX-RN examination (step two). Upon successful completion of this exam you will be able to work as a nurse with a seamless transition into step three, the baccalaureate (BSN) program.

**RN to BSN**

The Bachelor of Science in Nursing degree program is designed for RNs who have just passed their NCLEX exam and working nurses who want to take their education to the next level. Completion of this program will equip you to handle the full scope of professional nursing responsibilities, making you eligible for a wider range of career options and far more competitive in the application process. Many hospitals now require BSN as an entry-level credential. St. Vincent’s nursing program builds on your nursing foundation with an emphasis on leadership, communication skills, critical thinking and research.

Upon successful completion of step one, the student receives an Associate in Science Degree with a major in nursing and is eligible to take the examination for registered nurse licensure (NCLEX-RN). All students are required to take the NCLEX-RN review course, arranged by the nursing program, prior to sitting for the exam. Section 19A-14 of the Connecticut General Statutes authorizes the Department of Public Health and Addiction Services to deny licensure to applicants who may be addicted to drugs or alcohol or who have been disciplined in other states or who have been convicted of a felony. Candidates for licensure in Connecticut will be asked questions pertaining to these matters during the licensure application process.

Our program is unique because it is predominantly online. This allows for flexibility for working nurses yet maintains interaction with faculty and fellow RN’s. Our innovative curriculum will prepare you for the demands of today’s nursing career. Once you have your BSN, career opportunities will be wide open.

**Associate in Science in Nursing  *NCLEX-RN Examination**

**Bachelor of Science in Nursing for RNs**

**Professional Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>nur 101</td>
<td>Intro to Nursing</td>
</tr>
<tr>
<td>nur 123</td>
<td>Family Concepts in Nursing</td>
</tr>
<tr>
<td>nur 124</td>
<td>Adult-Child Nursing I</td>
</tr>
<tr>
<td>nur 230</td>
<td>Adult-Child Nursing II</td>
</tr>
</tbody>
</table>

36
NUR 231 Adult-Child Nursing III
NUR 232 Adult-Child Nursing IV
NUR 270 Nursing Seminar
NUR 310 Informatics
NUR 311 Physical Assessment
NUR 312 Theory
NUR 322 Research
NUR 333 Transcultural
NUR 303 Alternative Nursing
NUR 345 Community
NUR elective
NUR 467 Leadership/Management

**General Education Courses**
- Bio 211 A&P I
- Bio 212 A&P II
- Bio 235 Microbiology
- Eng 101 English Composition
- Mat 140 College Algebra
- Psy 101 General Psychology
- Psy 212 Lifespan Development
- Humanities Elective
- Phi 201 Philosophy
- Rel 101 Religion
- Soc 101 Sociology
- INF 101 – prerequisite to BSN courses
- SOC 213 – prerequisite to BSN courses
- Bio 334 Pathophysiology
- Mat 212 Statistics
- Humanities electives (6 cr. @300 level or higher)
- Non-Humanities elective (3 cr.)
- Lang 101 Language
- Eng 213 Communications

**Mobility Agreements**
Graduates are encouraged to pursue the Bachelor of Science in Nursing degree after completing their Associate in Science degree. St. Vincent’s College offers a BSN degree program for RNs. Our current students and alumni can move from our Associate Degree in Nursing program through a streamlined internal process once they have earned NCLEX-RN licensure. In addition, formal mobility agreements exist between our college and the state of CT community colleges. Preparing for NCLEX-RN (More detail about ATI signoff)?

**ADVANCED STANDING**
Advanced Placement for Licensed Practical Nurses
The licensed practical nurse candidate must:
1. Meet the requirements for admission to the nursing program.
2. Submit an official transcript from the practical nurse education program.
3. Complete general education courses which are prerequisites for the course into which the candidate has been advanced. These courses include: MAT140, PSY101, PSY212, BIO211, BIO212, BIO235 and ENG101. If courses are to be transferred in, official transcripts must be forwarded to the Registrar’s Office.

Through the Connecticut Articulation Model for Nurse Educational Mobility, qualifying licensed practical nurses can obtain sixteen advanced placement credits toward the major through direct articulation with the associate degree program in nursing.

After successful completion of first year General Education courses, a web-based bridge course, a transition course, and an additional year of full-time study at St. Vincent’s College, requirements necessary for taking the NCLEX-RN are met.

**Preparing for the NCLEX-RN Exam**
At the completion of NUR 270 students will attend a mandatory Live Review Course. Attendance is mandatory and required for completion of the NUR 270 course. A daily roster, distributed at random times is the official documentation for attendance. Students must attend all classes and be present for the entire class period in order to be considered in attendance. Final grade for NUR 270 will be posted only after attendance at the Live Review is confirmed.

Students in NUR 270 will take the ATI Comprehensive Predictor Test, which is a 180-item assessment designed to reflect the content areas of the current NCLEX® (RN licensing examination) blueprint. This tool provides information on the student’s probability of NCLEX® success, as well as detailed information about strengths and weaknesses. This test is part of the mandatory NCLEX review program for students in NUR270 and will be taken during the N270 class. You will not receive a grade for this test. Results of this test will be used to provide individualized online tutoring for NCLEX.

Each student will be assigned an online coach and will be engaged in a personalized, assessment-driven NCLEX review in an online classroom that provides you with access to a variety of on-demand resources. You will receive feedback and encouragement from your own personal online coach. A calendar is provided to guide your daily review. The review is individualized as you progress, so special focus is given to topical areas that need more attention. It works. NCLEX pass rates are nearly 100% when students follow their coach’s recommendations.

**NURSING PROGRAM REQUIREMENTS**
- All general education courses may be repeated only once.
- A minimum grade of “B-” is required in each nursing course.
- If a student fails to attain a grade of “B-” (80) or better in more than one clinical nursing course within the total program of study, that student will be dismissed from the program.
- If a student has failed to attain a grade of “B-” (80) or better in the same nursing course twice, that student will be dismissed from the program.
- Any student receiving a clinical failure in a nursing course will receive an “F” for the course and be dismissed from the nursing program.
- A student who does not achieve a B– (80) in NUR 101, Introduction to Nursing Practice, will be dismissed from the program, and not be permitted to repeat the course.
- A minimum grade of a “B” is required in BIO211, BIO212, and BIO235.
- Students who do not attain a satisfactory grade in a first year nursing course must complete the Anatomy and Physiology Module (Review) before repeating the course.
- Students who do not attain a satisfactory grade in a second year nursing course must also complete the Microbiology Module (Review), as well as the Anatomy and Physiology Module (Review).
- Students are expected to schedule additional time outside
Bachelor of Science Core Courses

*ENG 101 English Composition 3cr
*SOC 213 Cultural Diversity 3cr
ENG 213 Communications 3cr
REL 101 World Religions 3cr
*PSY 101 General Psychology 3cr
PHI 201 Ethics 3cr
*MAT 140 College Algebra 3cr
*INF 101 Introduction to Information Systems 3cr
MAT 212 Statistics 3cr
Humanities Elective 6cr
*SOC 101 Introduction to Sociology 3cr
*Science Physical/Biological Science required credits determined by major 8cr
Total 44cr

Cognate Courses

*BIO 235 Microbiology 4cr
BIO 334 Pathophysiology 3cr
*PSY 312 Lifespan development Psychology 3cr
SPA 101 Foreign Language 3cr
ENG 212 World Literature 3cr
Elective (non-humanities) 3cr
Total 19cr

BSN Courses

NUR 310 Nursing Informatics 3cr
NUR 345 Community Nursing 4cr
NUR 311 Physical Assessment 3cr
NUR 303 Alternative Therapies in Healthcare 2cr
NUR 312 Foundations in Theory 3cr
NUR 467 Leadership/Management in Nursing 4cr
NUR 322 Research 3cr
NUR Elective 3cr
NUR 333 Transcultural Nursing 2cr
Total 27cr

*Transfer/Advance Placement Credits

*Proof of NCLEX RN 36 - 38cr
Total Credits for BSN Degree 126 - 128
* - Prerequisite for BSN Courses

Bachelor of Science Completion in Nursing

The Bachelor of Science in Nursing is an online bachelor's degree completion program designed for registered nurses who have completed an associate degree or diploma program in nursing. The curriculum provides the learner with a balance between professional nursing courses and those in the liberal arts and science. The courses in the natural and behavioral sciences and humanities serve to enhance the depth and breadth of the professional nursing curriculum. The foci/threads of the program are informatics, community and trans-cultural, spirituality, genetics/genomics, leadership and evidence-based practice.

Courses are conducted completely online, with the exception of Physical Assessment, Community Nursing and Leadership/Management which are hybrid courses. Arrangements for clinical projects and mentors, an integral part of Community Nursing and Leadership/Management in Nursing will be the responsibility of the learner with the faculty providing support and guidance in clinical site and project selection. Clinical projects will be subject to the approval of the faculty member.

The following distribution of courses is reflective of the curriculum program plan which encompasses 29 (twenty-nine) months for students entering during January (students entering in August will enroll in the same courses, with a variation in sequence only):

Bachelor of Science in Nursing Course Grid

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR310 Nursing Informatics</td>
<td>3</td>
</tr>
<tr>
<td>MAT212 Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BIO334 Community Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR322 Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>NUR311 Physical Assessment</td>
<td>3</td>
</tr>
<tr>
<td>GEN ED</td>
<td>6</td>
</tr>
<tr>
<td>NUR312 Foundations in Theory</td>
<td>3</td>
</tr>
<tr>
<td>NUR333 Trans Cultural Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NUR 345 Community Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUR Elective</td>
<td>3</td>
</tr>
<tr>
<td>NUR 303 Alternative Therapies in Healthcare</td>
<td>2</td>
</tr>
<tr>
<td>GEN ED</td>
<td>3</td>
</tr>
<tr>
<td>NUR467 Leadership/Management in Nursing</td>
<td>4</td>
</tr>
</tbody>
</table>

INF101 and SOC213, pre-requisites to the program, must be completed prior to entering a cohort in the major. Two general education courses must be a higher level (300 or 400) course.

Program Options:
- Option A: 15 month program*
- Option B: 29 month program

Depending on the student’s prior college degrees or college credits, the student may have the option to complete the sequence of the nursing courses in 15 months or 29 months nursing sequence. Evaluation of the student’s official transcripts will determine the appropriate program option.

*Option A may not be offered if minimum student enrollment in the program is not met.

Bachelor of Science Degree in Nursing Program Requirements

- Students are required to attend a mandatory onsite orientation program prior to starting courses in Bachelor of Science in Nursing program and an onsite mandatory exit seminar at the conclusion of the program.
- Students must maintain a 3.0 cumulative grade point average or higher to remain in the program.
- Students must achieve a grade of “C+” or better in English, math, and science courses.
- A minimum grade of “B-” is required in each nursing course.
- If a student fails to attain a grade of “B-” (80) or better, in more than one nursing course within the total program
of studies, that student will be dismissed from the program.

- If a student has failed to attain a grade of “B-” (80) or better in the same nursing course twice, that student will be dismissed from the program.
- If a student has failed to attain a passing grade in any two required general education courses in this program, that student will be dismissed from the program.
- Students must complete the last thirty hours of study at St. Vincent’s College to meet the College’s baccalaureate residency requirement.

BACHELOR OF SCIENCE IN RADILOGIC SCIENCES (BSRS)

The Bachelor of Science in Radiologic Sciences is an online degree completion program designed for radiologic professionals who have completed an associate degree or certificate program in radiography or other radiologic science program. The curriculum provides the learner with a balance between professional radiologic science courses and those in the liberal arts and sciences. The courses in the natural and behavioral sciences and humanities serve to enhance the depth and breadth of the professional radiologic science curriculum. Students are given program completion options from which to choose: Computerized Tomography (CT) Scan, Magnetic Resonance Imaging (MRI), Diagnostic Medical Sonography, Women’s Imaging or Healthcare Management. All courses are conducted online with the exception of the clinical requirements of the completion options in Sonography, MRI Imaging, CT Scanning, Mammography and Bone Densitometry. The following distribution is reflective of the curriculum plan which encompasses 36 months for students entering the program with a certificate in Radiography, Nuclear Medicine or Radiation Therapy.

BACHELOR OF SCIENCE IN RADILOGIC SCIENCES (BSRS) Course Grid

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>*ENG 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>SOC213 Cultural Diversity</td>
<td>3</td>
</tr>
<tr>
<td>ENG 213 Communications</td>
<td>3</td>
</tr>
<tr>
<td>REL101 World Religions</td>
<td>3</td>
</tr>
<tr>
<td>*PSY101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PHI201 Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MAT140 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>*INF101 Introduction to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MAT212 Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Electives</td>
<td>6</td>
</tr>
<tr>
<td>*SOC101 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>*Science Physical/Biological Science</td>
<td></td>
</tr>
<tr>
<td>required credits are determined by the major</td>
<td>8</td>
</tr>
</tbody>
</table>

BACHELOR OF SCIENCE DEGREE IN RADIOLOGIC SCIENCES

BACHELOR OF SCIENCE DEGREE IN RADIOlógIC SCIENCES PROGRAM REQUIREMENTS

- Students must complete the last 30 hours of study at St. Vincent’s College to meet the College’s baccalaureate residency requirement.
- Students must maintain a 3.0 cumulative grade point average or higher in post associate degree or diploma courses taken at St. Vincent’s College to remain in the program.
- Students must achieve a grade “C+” or better in English, math and science courses.
- A minimum grade of “B-” or better is required in each radiologic science course.
- If a student fails to attain a grade of “B-” (80) or better in more than one clinical radiological science course within the total program of studies, that student will be dismissed from the program.
- If a student has failed to attain a grade of “B-” (80) or better in the same radiologic science course twice, that student will be dismissed from the program.
- Students are required to attend an onsite orientation program prior to starting courses in the upper division major.

BACHELOR OF SCIENCE DEGREE IN RADIOGRAPHY: COMPLETION OPTIONS

Computed Tomography (CT Scan) including Practicum

This is an advanced imaging course designed to prepare radiologic science professionals to produce CT scans of internal body structures and to qualify to sit for the ARRT Certification Examination in this imaging specialty. This course can be taken as a stand-alone course or taken together with RAD 411 MRI Imaging to complete one of the 18 credit BSRS professional imaging options. CT scan requires a minimum of 20 weeks to complete; theory for this clinical course is taught on-line.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 406</td>
<td>CT Scanning including Practicum</td>
<td>8</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>8</td>
</tr>
</tbody>
</table>

Magnetic Resonance Imaging (MRI) including Practicum

This is an advanced imaging course designed to prepare radiologic science professionals to produce MRI images of internal body structures and to qualify to sit for the ARRT Certification Examination in this imaging specialty. This course can be taken as a stand-alone course or taken together with RAD 406 CT Scan to complete one of the 18 credit BSRS professional imaging options. MRI Imaging requires a minimum of twenty-
six weeks to complete; theory for this clinical course in this option is taught on-line.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 411</td>
<td>MRI Imaging including Practicum</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>10</td>
</tr>
</tbody>
</table>

*Note: CT Scan and MRI Imaging may be taken together to meet BSRS Completion Requirements or one of either course may be taken with the addition of 8-10 credits of selected course work. Prior approval of program chair will be required.

**Diagnostic Medical Sonography Option (concentration)**

Four courses (RAD 415, RAD 416, RAD 417, and RAD 418) must be completed to become clinically competent in sonography and eligible to sit for the ARDMS Certification Examination. Each course includes a practicum (clinical hour requirements) as prescribed by the ARDMS for certification. This completion option requires a minimum of one year of study. Theory for each clinical course is taught both in class and on-line (hybrid).

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 415</td>
<td>DMS Physics &amp; Instrumentation</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>including Practicum</td>
<td></td>
</tr>
<tr>
<td>RAD 416</td>
<td>DMS Abdomen including practicum</td>
<td>5</td>
</tr>
<tr>
<td>RAD 417</td>
<td>DMS Vascular &amp; Small Parts including</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>practicum</td>
<td></td>
</tr>
<tr>
<td>RAD 418</td>
<td>DMS OB-GYN including practicum</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>18</td>
</tr>
</tbody>
</table>

**Women’s Imaging Option (concentration)**

Four courses are required to complete the Women’s Imaging Option, RAD 420 Mammography including practicum, RAD 423 Bone Density Imaging including practicum, HPR 303 Alternative Therapies in Healthcare and HPR 325 Cancer Survivorship. Each of these courses may be taken as a stand-alone course or taken together to complete one of the 18 credit BSRS professional imaging options. Most mammographers are also required to perform bone density examinations in women’s imaging departments. HPR 303 Alternatives in Healthcare and HPR 325 Cancer Survivorship are enhancements to give a better understanding of patients having these exams and the ability to answer questions correctly and knowledgeably. Clinical hours and number of exams (types and repetitions) required to complete each practicum are indicated on each syllabus and meet the requirements of the ARRT Certification Examination in each modality. Each course in this option requires fifteen weeks to complete. Theory for all courses in this option is taught on-line.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 420</td>
<td>Mammography including Practicum</td>
<td>8</td>
</tr>
<tr>
<td>RAD 423</td>
<td>Bone Density Imaging including</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Practicum</td>
<td>6</td>
</tr>
<tr>
<td>HPR 303</td>
<td>Alternative Therapies in Healthcare</td>
<td>2</td>
</tr>
<tr>
<td>HPR 325</td>
<td>Cancer Survivorship</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>18</td>
</tr>
</tbody>
</table>

**Healthcare Management Option**

Comprised of six courses: HMG 101, HMG 311, RAD 312, HMG 315, HMG 425, and HMG 316 this is an option for those radiologic science professionals who are planning to become managers of imaging departments or office/outpatient practices. All courses in this option are taught on-line for a fifteen week semester. Each course can be taken as a stand-alone course or taken together to complete one of the 18 credit BSRS professional imaging options. Courses are conducted completely online with the exception of the clinical requirements of the completion options in Sonography, MRI imaging, CT scanning, Mammography and Bone Density.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMG 101</td>
<td>Introduction to Healthcare Services</td>
<td>3</td>
</tr>
<tr>
<td>HMG 311</td>
<td>Legal &amp; Ethical Issues</td>
<td>3</td>
</tr>
<tr>
<td>RAD 312</td>
<td>Quality Management in Radiology</td>
<td>3</td>
</tr>
<tr>
<td>HMG 315</td>
<td>Communications for Healthcare Services</td>
<td></td>
</tr>
<tr>
<td>HMG 425</td>
<td>Managing Ambulatory Care Settings</td>
<td>3</td>
</tr>
<tr>
<td>HMG 316</td>
<td>Healthcare Economics &amp; Finance</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>18</td>
</tr>
</tbody>
</table>

**ASSOCIATE OF SCIENCE DEGREES**

**ASSOCIATE OF SCIENCE DEGREE IN GENERAL STUDIES**

The 60 credit curriculum of the General Studies Program assures a firm foundation and integration of knowledge in the areas of humanities, mathematics and science and social sciences. Following successful completion of the program, students will have the necessary skills to enhance responsibilities at their present employment, develop significant skills enabling them to change careers, secure new employment, receive a promotion or transfer to a four year college to pursue a baccalaureate degree.

**GENERAL STUDIES DEGREE PROGRAM REQUIREMENTS**

Students must complete the College’s required 25 credit Core Curriculum and choose an additional 35 credits from the following areas:

- English/Communication 6 credits
- Mathematics/Science 17 credits
- Arts and Humanities 3 credits
- Behavioral and Social Sciences 6 credits
- Free Elective 3 credits
- A minimum of 4 courses numbered 200 or higher must be included.
- Students will design a coherent program of studies with guidance and approval from their academic advisor.
- A minimum grade of “C+” is required in English Composition, College Algebra, and all science courses.

**ASSOCIATE OF SCIENCE DEGREE IN MEDICAL ASSISTING**

The medical assisting curriculum is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Medical assisting courses include classroom, college laboratory and externship experiences. Graduates must successfully complete a minimum of 60 credits for the medical assisting major.

The following distribution of courses is reflective of a full-time curriculum plan. The normal course load is 12-16 credits per 16 week semester.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td>PHI201 Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PSY101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>REL101 World Religions</td>
<td>3</td>
</tr>
</tbody>
</table>
The following distribution of courses is reflective of a full-time curriculum plan, which includes 2 years and a summer session. (The normal course load for a full-time student is 12 to 17 credits per 16-week semester.)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>B10211 Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>B10212 Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>B10235 Intro to Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>*ENG101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>*MAT140 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>PHI201 Ethics</td>
<td>3</td>
</tr>
<tr>
<td>REL101 World Religions</td>
<td>3</td>
</tr>
<tr>
<td>SOC101 Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PSY101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY212 Lifespan Development</td>
<td>3</td>
</tr>
<tr>
<td>NUR101 Intro to Nursing</td>
<td>7</td>
</tr>
<tr>
<td>NUR123 Family Concepts in Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUR124 Adult-Child Nursing I</td>
<td>5</td>
</tr>
<tr>
<td>NUR230 Adult-Child Nursing II</td>
<td>5</td>
</tr>
<tr>
<td>NUR231 Adult-Child Nursing III</td>
<td>6</td>
</tr>
<tr>
<td>NUR232 Adult-Child Nursing IV</td>
<td>6</td>
</tr>
<tr>
<td>NUR270 Nursing Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

*Placement testing is required prior to taking these courses.

Students are responsible for meeting the co- and pre-requisite courses as defined in the course description section of the catalog.

**Full-time or Part-time Option**

Students may enroll for less than 12 credits a semester, and complete the required curriculum on a part-time basis. Nursing courses taught during evening hours will also include weekend days. The evening/weekend program requires 2 academic years and two 2 summers to complete, once the nursing sequence has begun.

**Accelerated Program**

The “Spring Start Program” is an accelerated year-round program designed to be completed in three semesters and two summers. The program admits a cohort in January.

**ADVANCED STANDING**

Advanced Placement for licensed Practical Nurses

The licensed practical nurse candidate must:

1. Meet the requirements for admission to the nursing program.
2. Submit an official transcript from the practical nurse education program.
3. Complete general education courses which are prerequisites for the course into which the candidate has been advanced. These courses include: MAT140, PSY101, PSY212, B10211, B10212, B10235 and ENG101. If courses are to be transferred in, official transcripts must be forwarded to the Registrar’s Office.

Through the Connecticut Articulation Model for Nurse Educational Mobility, qualifying licensed practical nurses can obtain sixteen advanced placement credits toward the major through direct articulation with the associate degree program in nursing.

After successful completion of first year General Education courses, a web-based bridge course, a transition course, and an additional year of full-time study at St. Vincent’s College, requirements necessary for taking the NCLEX-RN are met.
ASSOCIATE OF SCIENCE DEGREE IN RADIOGRAPHY

The radiography curriculum is built upon a foundation drawn from the biological, physical, and social sciences as well as the humanities. Radiography courses include classroom, college laboratory, and clinical laboratory experiences. Graduates must successfully complete a minimum of 72 credits for the radiography major.

The following distribution of courses is reflective of a full-time curriculum plan. (The normal course load for a full-time student is 12 to 17 credits per 16-week semester.)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO211 Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>PHY101 Elements of Physics</td>
<td>4</td>
</tr>
<tr>
<td>BIO212 Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>PSY101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>*ENG101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>RAD101 Radiography I</td>
<td>8</td>
</tr>
<tr>
<td>INF101 Introduction to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>RAD112 Radiography II</td>
<td>8</td>
</tr>
<tr>
<td>*MAT140 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>RAD221</td>
<td>10</td>
</tr>
<tr>
<td>PHI201 Ethics</td>
<td>3</td>
</tr>
<tr>
<td>RAD232</td>
<td>10</td>
</tr>
<tr>
<td>REL101 World Religions</td>
<td>3</td>
</tr>
<tr>
<td>SOC101</td>
<td>3</td>
</tr>
</tbody>
</table>

*Placement testing is required prior to taking these courses.

Associate of Science in Radiography Program Requirements

Radiography courses are planned as a progression of increasing complexity; they build upon one another and are taken in sequence.

- A minimum grade of “B-” is required in each radiography course.
- If a student has failed to attain a grade of “B-” or better in more than one clinical radiography course within the total program of studies, that student will be dismissed from the program.
- If a student has failed to attain a grade of “B-” or better in the same radiography course twice, that student will be dismissed from the program.
- Pass/Fail is not an option.
- Students must successfully complete both the theory and clinical components of each radiography course in order to progress to the next sequential course.
- Attendance is required for class and clinical experiences.
- Any student receiving a clinical failure in a radiography course will receive an “F” for the course and be terminated from the radiography program.
- A minimum grade of “C+” is required in English Composition and College Algebra, Chemistry, and Biology.
- A minimum grade of a “B” is required in BIO211, BIO212 and PHY101. General education courses may only be repeated once.
- Students are expected to schedule additional time outside of scheduled radiography classes and college/clinical laboratory hours for the practice and re-demonstration of skills. The Radiography Program Skills Lab, located in Room 4C on the fourth floor of the College, is available for demonstrations and practice of clinical skills.
- Pass a physical assessment including drug screen and have a PPD administered and read annually.
- Certification in Cardiopulmonary Resuscitation (Professional Rescuer or Health Care Provider)

PREPARING FOR THE ARRT EXAM

Upon successful completion of the program, the student receives an Associate of Science Degree in Radiography and is eligible to take the ARRT examination for registration and licensure. All students are expected to take the review course for the registry examination, arranged by the radiography program, prior to sitting for the exam.

Section 19A-14 of the Connecticut General Statutes authorizes the Department of Public Health and Addiction Services to deny licensure to applicants who may be addicted to drugs or alcohol or who have been disciplined in other states or who have been convicted of a felony. Candidates for licensure in Connecticut will be asked questions pertaining to these matters during the licensure application process.

Graduates of the program, after receiving professional licensure, are qualified to assume entry-level positions in acute, ambulatory healthcare settings, mobile radiography services and physician’s offices.

CERTIFICATE PROGRAMS

Central Sterile Processing Technician Certificate

This program represents the basic study of Central Sterile Processing and preparation for national certification as a Central Sterile Processing Technician. The 42-hour certificate program includes human anatomy/physiology, microbiology and infection control, decontamination and sterilization processes, handling, care and identification of surgical instrumentation. This course is designed to provide application of sterile processing functions through in-class and on-site didactic, lecture, and demonstration.

Healthcare Management

The 15-credit Healthcare Management Certificate Program is geared toward middle managers who are already working within the healthcare system, or those interested in pursuing middle management positions. The course is delivered totally in an online format.

Healthcare Management Program of Study

Five courses required for the certificate program:

- HMG101 Introduction to Healthcare Services 3 credits
- HMG211 Healthcare Management and Leadership 3 credits
- HMG311 Legal & Ethical Issues in Healthcare 3 credits
- HMG315 Communications for Healthcare Services 3 credits
- HMG316 Healthcare Economics and Finance 3 credits

A minimum grade of “C” or better is required in each course. TOTAL 15 credits

Health Promotion Certificate Program

The 15-credit Health Promotion Certificate Program is offered in an online format, giving students the ability to take courses while continuing their present employment. Using the holistic approach (incorporating spirit, mind and body) to achieve
wellness, students explore lifestyle issues and behavior patterns that promote health. The study of nutritional concepts and the psychosocial role of nutrients in diet and health and other issues are also explored. The final course in the program focuses on designing, developing and implementing one or more health promotion interventions, thereby preparing students to become employed in various health agencies or continue their education in a health related field.

Health Promotion Program of Study
The Health Promotion Certificate Program consists of the following five courses:

- HPR101 Introduction to Health Promotion 3 credits
- HPR102 Introduction to Nutrition 3 credits
- HPR103 Environmental Health Assessment 3 credits
- HPR105 Health, Illness and Culture 3 credits
- HPR107 Health Promotion Seminar 3 credits

TOTAL 15 credits

A minimum grade of “C” or better is required in each course.

Health Information Technology Coding Specialist
The 30-credits certificate program will provide students with skills necessary to enter or advance in billing and coding for physician practices and hospital coding services. The courses will include anatomy & physiology, pathophysiology, pharmacology, computer systems, medical terminology, reimbursement methodology, clinical data analysis, legal and compliance aspects of healthcare, healthcare data structure and delivery system, and intermediate/advanced ICD diagnostic/ procedural and CPT coding. The students will also have the opportunity for internships or on-line practical experience that will allow experience in a real working environment.

Health Information Technology Coding Program of Study
Program Pre-requisite:
- MED105 Medical Terminology 3 credits
- BIO115 Human Biology 4 credits
- INF101 Introduction to Information Technology 3 credits

In order to meet the program prerequisite requirement, a minimum grade of “C” or better is required in Medical Terminology and Information Technology courses. A minimum grade of “C+” is required in Human Biology course.

- BIO116 Introduction to Pathophysiology 3 credits
- BIO117 Introduction to Pharmacology 3 credits
- HRS101 Insurance Reimbursement & Billing Procedures 2 credits
- HRS104 ICD Coding Part 1 3 credits
- HRS109 CPT Coding Part 1 3 credits
- HRS204 ICD Coding Part 3 credits
- HRS209 CPT Coding Part 2 3 credits
- HRS210 Clinical Data Analysis 3 credits
- HRS211 Legal & Compliance Aspects of Healthcare 3 credits
- HRS220 Healthcare Data/Structure/Delivery System (theory/lab/practicum) 4 credits

TOTAL 30 credits

A minimum grade of “C” or better is required in each course. A minimum grade of “C+” is required in all science courses.

LAY PATIENT NAVIGATOR CERTIFICATE
Lay Patient Navigator is an individual who is familiar to the communities and acts as an advocate or liaison between community members and the health care system.

Lay Patient Navigator Program of Study
Complete the following one course to receive this certificate:
- HPR110 Lay Patient Navigator 3 credits

MEDICAL ASSISTING CERTIFICATE PROGRAM
This 30-credit certificate program prepares individuals for a career in medical assisting. Course preparation includes human biology, medical terminology, pharmacology, and administrative and clinical procedures. The final component of the Program includes placement as a medical assisting student in a healthcare environment for a practicum, providing opportunities to perform both the administrative and clinical skills of a medical assistant. The Medical Assisting course(s) can be taken during the day or evening. The clinical practicum is offered only during the day. Students are required to be certified in Cardiopulmonary Resuscitation (Professional Rescuer or Healthcare Provider) and First Aid (Standard) prior to entering practicum. The cost of certification is assumed by the student. Graduates of this program are able to transfer all courses (MED courses with a grade of at least C, BIO 115 grade of at least C+) to the Associate Degree in Medical Assisting Program offered by the College.

MEDICAL ASSISTING CERTIFICATE PROGRAM OF STUDY
MEDICAL ASSISTING CERTIFICATE
- BIO115 Human Biology 4 credits
- MED101 Medical Office Procedures 3 credits
- MED105 Medical Terminology 3 credits
- MED110 Clinical Medical 4 credits
- MED200 Illness and Disease 3 credits
- MED201 Medical Office Procedures 3 credits
- MED210 Clinical Medical II 4 credits
- MED215 Pharmacology 3 credits
- MED289 Practicum 3 credits

(practicum completed during the day only)

A minimum grade of “C” is required in each medical assisting course. If a student has less than a “C” the student may not proceed to the next level of courses. If a student has less than a “C” in more than one medical assisting course within the total program of studies, and/or if a student has less than a “C” in the same medical assisting course twice, the student will be dismissed from the program. A minimum grade of “C+” is required in all science courses.

MEDICAL OFFICE ASSISTANT CERTIFICATE
The 15-credit Medical Office Assistant Certificate Program is designed to prepare students with the skills necessary for an entry-level administrative position in a healthcare setting. It is offered primarily through evening scheduling, with some day courses. Students in the program learn medical terminology, computer skills, and medical office procedures, skills necessary to function competently as a Medical Office Assistant. The program is ideally suited for individuals who are interested in a challenging healthcare career with employment opportunities in a variety of dynamic environments.
Medical Office Assistant Program of Study

Complete the following five courses to receive this certificate. Courses may be taken individually, if a certificate is not desired.

INF100 Keyboarding and Word Processing 3 credits
INF101 Introduction to Information Systems 3 credits
MED105 Medical Terminology 3 credits
MED101 Medical Office Procedures I  3 credits
MED201 Medical Office Procedures II  3 credits

A minimum grade of "C" is required in each course.

MULTI-SKILLED ASSISTANT CERTIFICATE

Multi-skilled Assistants are allied healthcare workers who, upon completion of this certificate program (total of 384 hours of theory and clinical), are CPR certified, technically competent in basic phlebotomy, electrocardiogram and data entry skills, and eligible for state certification as a nurse aide. These skills enable the multi-skilled assistant to work with a variety of patients in physicians’ offices, clinics, extended care facilities, surgical centers, hospitals, and community agencies.

PATIENT NAVIGATOR CERTIFICATE

Patient Navigator is a trained clinical professional who guides a patient through the healthcare maze and helps the patient to the road of recovery. The Patient Navigator works with patients to identify and eliminate barriers that may be preventing a timely diagnosis or treatment. Once diagnosed, the patient and patient navigator continue through the health maintenance phase or sometimes prepare for the end of life.

Patient Navigator Program of Study

Complete the following three courses to receive this certificate.

HPR 325 Cancer Survivorship 2 credits

The student can choose to take BIO 331 or BIO 334
BIO 331 Human Disease 3 credits
(Prerequisites: BIO211, BIO212)
Or
BIO 334 Pathophysiology 3 credits
(Prerequisites: BIO211, BIO212, BIO235)

HPR 350 Patient Navigator 3 credits
(Prerequisites: HPR325, BIO331 or BIO334)

PHARMACY TECHNICIAN

Offered in cooperation with the Connecticut Pharmacists Association, this 60-hour certificate program prepares individuals to enter the pharmacy field in a hospital, home infusion or community pharmacy as an ancillary working under the supervision of a licensed pharmacist. Upon successful completion of the program, students are eligible to take the Pharmacy Technician Certification Board Exam to receive national certification. Course content in the program includes: medical and pharmaceutical terminology, pharmaceutical calculations, drug distribution systems, IV admixture procedures, medication packing techniques, dispensing of prescriptions, inventory control, aseptic technique and pharmacy law and ethics. A strong background in mathematics is recommended and a math placement test is required.

RN Refresher

This seven week (152 hour) program is designed to update the registered nurse who has been away from the acute care practice setting and who is looking to return to a staff position.

The program provides: reinforcement of previous nursing knowledge as it relates to the nursing process and clients in the acute care setting with varied health issues and acuity levels; current therapeutic practices, advances and technology in the acute care setting; hands-on practicum in nursing skills lab and acute care clinical settings. Classes are offered three days per week. Theory and laboratory classes are held at St. Vincent’s College and clinical sessions are held at St. Vincent’s Medical Center. The program is open to applicants who hold a current Connecticut license as a registered nurse.

SHORT-TERM COURSES AND PROGRAMS

Anatomy and Physiology Review Course

A self paced online review course includes the study of DNA, cells, histology, genetics, fluids and electrolytes, acid-base balance and the following systems: integumentary, skeletal, muscular, nervous, cardiovascular, endocrine, respiratory, urinary, reproductive, lymphatic and immune. Chapters on the special senses, the aging process and radiochemistry are also included. Pre-Requisites: Completion of Anatomy and Physiology I and II at an accredited college with a grade of “C” or better

College-Before-College Program

Outstanding high school seniors, nominated by their respective schools, can come to St. Vincent’s College without charge for an entry level course (101). Students earn St. Vincent’s College credit for any course successfully completed. High school students bring a contemporary point of view to the classroom, gain experience in a college setting, and are part of St. Vincent’s program for easing the transition from high school classroom to college classroom. Offered as a community benefit, the program encourages high school students interested
in healthcare careers to enroll in one entry level course per semester on a space available basis.

**CPR & Computer Courses**

St. Vincent’s College offers a number of professional development courses that can be taken at the College or at your organization at a time that is convenient for individuals or organizations. These courses reflect the faculty’s expertise and in-depth healthcare knowledge. They include CPR (Fundamentals of Basic Life Support for the Healthcare Provider & Healthcare Provider Re-certification), Microsoft 2010 Access, Excel, Power Point and Word.

**Microbiology Review Course**

A self-paced online review course includes the study of microorganisms, their basic morphology, cultivation, metabolism, genetics, and lifestyle. Infectious diseases are studied with an emphasis on bacteria, viruses and fungi. Laboratory tests are reviewed as well as the control of microbiology. Epidemiology and public health issues are included in the study of disease.

Pre-Requisites: Completion of Microbiology at an accredited college with a grade of “C” or better.

**TRANSFER & ARTICULATION AGREEMENTS**

**SVC Transfer Collaborative Programs – Medical Assisting Program**

**Sacred Heart University**

Through collaborative efforts with Sacred Heart University, students enrolled in the associate degree medical assisting program or graduates of the program may enroll in courses leading to a baccalaureate degree in health science at Sacred Heart University. Interested candidates should consult with the program chairperson at St. Vincent’s College.

**Excelsior College**

Excelsior College allows a SVC student or graduate of the Medical Assisting program to enroll in additional general education credits at St. Vincent’s College which can be applied to a baccalaureate degree at Excelsior.

**SVC Transfer Collaborative Programs - Nursing**

Through collaborative efforts with Fairfield and Sacred Heart Universities, students enrolled in the associate degree nursing program or graduates of the program may enroll in courses leading to a baccalaureate degree in nursing at Fairfield University or a baccalaureate degree in health science at Sacred Heart University. Interested candidates should consult with the program chairperson at St. Vincent’s College.

An agreement with Excelsior College allows a student or graduate to enroll in additional general education credits at St. Vincent’s College which can be applied to a baccalaureate degree at Excelsior.

**Articulation Agreement – Assoc. Radiography**

Graduates of the Radiography Program at St. Vincent’s College are eligible for advanced placement at Quinnipiac University in their BSRT program. The College has an articulation agreement with Sacred Heart University where graduates have the opportunity to earn a baccalaureate degree in health science.

An agreement with Excelsior College allows a student or graduate to enroll in additional general education credits at St. Vincent’s College which can be applied to a baccalaureate degree at Excelsior.

**SECTION VI**

**COURSE DESCRIPTIONS**

**ART101 Art Appreciation**

**HUMANITIES**

This course presents the fundamental principles and appreciation of the visual arts, evolution of styles and conceptions through the ages in different forms of creative expression. **Pre-requisite: ENG101**

**BIO100 Introductory Biology**

**MATH & SCIENCE**

This introduction to the fundamental principles of biology concerns the cellular and chemical basis of life, involving cell structure and function, growth, genetics and reproduction. It is intended for students with little or no background in biology.

**Pre-requisite: Satisfactory score on Math Proficiency Tests or a grade of “C+” or better in MAT001 and MAT002. Pre-requisite: ENG101**

**BIO101 Concepts of Microbiology**

**MATH & SCIENCE**

An introduction to the concepts of microbiology, this course explores the role of microorganisms in disease and health. It covers the structure, function, growth and transmission of viruses, bacteria, fungi, protozoans, and helminths as well as vectors of pathogenic agents. It is intended for students with little or no background in biology. **Pre-requisite: ENG101**

**BIO102 Introductory Epidemiology**

**MATH & SCIENCE**

The introduction to epidemiology covers basic methods for infectious disease epidemiology and case studies of important disease syndromes. This course provides discussion of epidemiologic topics, methods, measure of disease occurrences, common types and sources of data, problems unique to the study of health and the environment, education on issues of environmental exposures and their human health effects. **Pre-requisite: ENG101**

**BIO112 Introductory Genetics/Genomics**

**MATH & SCIENCE**

This course provides an introduction to the organization of the human genome and basic principles of inheritance in humans. Course content includes an overview of cells and development, organization of the human genome, chromosome structure and function, gene structure and function, genes in pedigrees and populations, and epigenetics with its implications for genetic variation on health. **Pre-requisite: ENG101**

**BIO115 Human Biology**

**MATH & SCIENCE**

This is an introduction to the anatomy and physiology of various systems of the human body. It includes an introduction to chemical and cellular concepts and introduces medical terminology to the study of the human body. The course also recognizes ethical and legal standards in science. This course is designed for students with a limited science background.

**Pre-requisite: Satisfactory score on English Proficiency Test (reading comprehension, sentence skills and arithmetic) or a grade of “C+” or better in ENG99**
BIO116 Introduction to Pathophysiology (3 credits)  
MATH & SCIENCE  
This course is designed to promote the understanding and application of fundamental disease processes and disabilities. General concepts of disease, including etiology, morphology and clinical significance are discussed. These concepts are applied in a systems oriented approach to disease processes and concepts of human genetics will be covered. Pre-requisite: Satisfactory score on English Proficiency Test (reading comprehension, sentence skills and arithmetic) or a grade of “C+” or better in ENG99

BIO117 Introduction to Pharmacology (3 credits)  
MATH & SCIENCE  
This course introduces the student to the study of drug action-absorption, distribution, metabolism, excretion, drug classifications, most commonly prescribed drugs, matching drugs to common conditions and matching drugs to lab findings. Formulary descriptions and use are included. Pre-requisite: Satisfactory score on English Proficiency Test (reading comprehension, sentence skills and arithmetic) or a grade of “C+” or better in ENG99

BIO201 Nutrition (3 credits)  
MATH & SCIENCE  
The examination of the principles of nutrition science includes nutrient interactions, digestion, absorption, sources of nutrients, weight control, treatment and prevention of diseases and inborn errors of metabolism. Contemporary nutrition issues and individual nutrition analysis are also included. Pre-requisite: BIO100 or permission of the instructor Pre-requisite: ENG101

BIO211 Anatomy & Physiology I (4 credits)  
MATH & SCIENCE  
This course includes studies of the structure of cells, tissues, and organ systems, their functional interrelationships and control mechanism. Course and laboratory work includes the study of DNA, cells, histology, and the integumentary, skeletal, muscular, nervous and cardiovascular systems. Laboratory periods provide practical experience in understanding these concepts. Three hours lecture and one three-hour laboratory period per week. Pre-requisite: A minimum grade of “C+” in high school biology and chemistry, or equivalent within the past five years or a “C+” or better in BIO100 and CHE100 Pre-requisite: ENG101

BIO212 Anatomy & Physiology II (4 credits)  
MATH & SCIENCE  
A continuation of BIO 211, this course and laboratory work include the study of genetics, fluids and electrolytes, acid-base balance and the endocrine, respiratory, urinary, reproductive, lymphatic and immune systems. The special senses of eye, ear, taste and smell are also covered. Three hours lecture and one three-hour laboratory period per week Pre-requisite: BIO211 Pre-requisite: ENG101

BIO235 Introduction to Microbiology (4 credits)  
MATH & SCIENCE  
This course introduces the study of microorganisms, their basic morphology, cultivation, metabolism, and genetics. Infectious diseases are considered. Emphasis is placed on the bacteria, viruses, and fungi. Laboratory work stresses sterile technique, microscopic, cultural, and biochemical characteristics, and control of microorganisms. Three hours lecture and one three-hour laboratory period per week. Pre-requisite: BIO211 and ENG101

BIO301/RAD301 Cross Sectional Anatomy (3 credits)  
MATH & SCIENCE  
Cross Sectional Anatomy, offered online, is intended for Radiographers, Nuclear Medicine Technologists, Radiation Therapists and Diagnostic Medical Sonographers who are board eligible to learn areas mandated by the American Society of Radiologic Technologist (ASRT) Core Curriculum in Computed Tomography (CT) and Magnetic Resonance Imaging (MRI). Course content is an integral part of the registry examinations for CT and MRI professionals. This course covers sectional anatomy of the entire body. The course demonstrates quality, diagnostic images in both CT Scan and MRI modalities. Students are exposed to section overviews, objectives and self-assessing activities. Pre-requisite: Certification in one of the following: ARRT, NMTCB, ARDMS Pre-requisite: ENG101

BIO331 Human Disease: Pathophysiology for Allied Health Professionals (3 credits)  
MATH & SCIENCE  
This course studies basic physiological systems and underlying system dysfunctions associated with human disease processes across the life span. Relationships between etiologic agents and their consequence to human form and function are stressed. Critical thinking processes integrating symptoms, treatment and prognosis are applied to physiological perspectives. This course is designed for allied health majors. Prerequisites: BIO211 and BIO212, ENG101

BIO334 Pathophysiology (3 credits)  
MATH & SCIENCE  
This course is designed to promote the understanding and application of fundamental disease processes in clinical settings. General concepts of disease, including etiology, pathogenesis, morphology, and clinical significance are discussed. General pathophysiology concepts include: cell injury, necrosis, inflammation, wound healing, and neoplasia. These concepts are applied in a systems-oriented approach to disease processes affecting musculoskeletal, cardiopulmonary, renal, nervous, gastrointestinal, immune, hematological, and endocrine systems. Pre-requisite: BIO211, BIO212 and BIO235 Pre-requisite: ENG101

BIO411 Genomics (2 credits)  
MATH & SCIENCE  
This course will focus on providing students with a fundamental understanding of human genetics and its role in pathophysiology, diagnosis and management of disease. Students will be introduced to basic concepts in human genetics that contribute to an understanding of healthcare problems, as well as apply knowledge of inheritance and immunogenetics in predicting the possible effect of genetics on disease processes. This course will also discuss the ethical, social, political and economic impact of selected genetic diseases, DNA-based genetic diagnosis, and gene therapy. Pre-requisite: BIO211 and BIO212 Pre-requisite: ENG101
CHE100  Introductory Chemistry  (3 credits)
MATH & SCIENCE
An introduction to important concepts, theories and laws in inorganic, organic and biochemistry. The course is designed to include the chemical concepts that are important to the understanding of biological and physical processes. It is intended for students with little or no background in chemistry. Pre-requisite: Satisfactory score on Math Proficiency Tests or a grade of “C+” or better in MAT001 and MAT002. Pre-requisite: ENG101

CHI100  Chinese Characters  (1 credit)
HUMANITIES
Understand the Chinese writing system and learn to recognize and write basic Chinese characters. Pre-requisite: ENG101

CHI101  Introduction to Chinese  (3 credits)
HUMANITIES
A study of Mandarin Chinese designed to give the beginning student the fundamental grammar and vocabulary for speaking, reading, and writing the modern national language. Pre-requisite: ENG101

ENG99  Comprehensive English  (4 credits)
HUMANITIES
Institutional non-transferable
This intensive course, designed to prepare students for college-level reading and writing, will facilitate successful performance in reading and writing in the college curriculum. Students will work to master reading comprehension and retention through critical reading and vocabulary strategies structured to accommodate a variety of learning styles. Related writing assignments will reinforce the learning process through basic composition skills including topic/thesis development and support, sentence structure, and grammar review. Opportunities for group discussion and problem solving, as well as peer-critique, revision, and editing, will be incorporated into the course curriculum. A minimum grade of “C+” or better is required in ENG99.

ENG101  English Composition  (3 credits)
HUMANITIES
This systematic and practical introduction to the techniques of effective college writing includes a review of grammar and syntax. The course provides the library, research and internet skills necessary to write short expository papers as well as a longer research paper incorporating standard APA documentation. Pre-requisite: Satisfactory score on English Proficiency Test or a grade of “C+” or better in ENG99

ENG212  World Literature  (3 credits)
HUMANITIES
This course is an introduction to significant works of world literature. It is an expository writing course that surveys literature from ancient Greece through modern periods, including such authors as Dante, Zola, Dickens, Chaucer, Chekhov, and Blake. Pre-requisite: ENG101

ENG213  Communications  (3 credits)
HUMANITIES
This course considers various means of improving effective communication through critical thinking, careful writing, and understanding purpose and audience. Opportunities to develop skills in group discussion, reporting, persuasion and other types of speaking in professional situations will be included. Pre-requisite: ENG101

ENG312  British Literature  (3 credits)
HUMANITIES
This course studies the major trends in British literature during the 16th – 20th centuries. It includes selected works by such authors as Shakespeare, Swift, Wordsworth, Dickens, Tennyson and Woolf. Pre-requisite: ENG101

ENG313  Italian Literature  (3 credits)
HUMANITIES
This course studies the major trends in Italian Literature during the 16th-20th centuries. Included are selected works by such authors as Dante Alighieri, Lorenzo De’Medici, Leonardo DaVinci, Niccolo Machiavelli, Giovanni Verga and Salvatore Quasimodo. Pre-requisite: ENG101

EVS100  Environmental Health Science  (3 credits)
MATH & SCIENCE
This course is an overview of some of the most important and current challenges to human health from environmental and occupational health factors. There is an emphasis on the understanding the worsening environmental health impacts of industrialization and the effects of globalizations. Pre-requisite: ENG101

EVS150  Environmental Studies  (3 credits)
MATH & SCIENCE
This course is an overview of the major scientific concepts that underlie the environmental problems that are encountered today. An overview of human impact on the quality of the environment is studied. Pre-requisite: ENG101

FYS000  First Year Seminar  (1 credit)
INFORMATION SYSTEMS
Institutional – non-transferable
This course is designed to give students the information and skills necessary to succeed in college. Students learn about the academic environment and develop academic and interpersonal skills. This is accomplished through the investigation and practice of time management, stress management, writing, and research skills. The course incorporates policies and procedures of the College, advisement procedures, and information relating to the college’s resources and student services. It utilizes an active learning format and group discussion activities. Students are exempt from FYS if they have earned a minimum of 24 college credits at another institution and/or have taken a similar course at that institution and passed it with a “C” or better. Students must satisfactorily complete First Year Seminar or will not be permitted to register the following semester.

GE0101  Introduction to Geography  (3 credits)
SOCIAL SCIENCES
This course examines the major regions of the world. Basic geographic concepts are presented. Physiographic, political, economic, social, and cultural influences are addressed in a spatial context. Pre-requisite: ENG101
HEA105 Health and Fitness  (1 credit)  
MATH & SCIENCE
Learn to live healthy, practice while you learn. This course is designed to instruct individual fitness programming by setting goals and learning exercise modalities within the construct of the classroom setting. The content covers exercise protocols of fitness assessments, cardiovascular, resistance training and flexibility training. Each student learns techniques for lifestyle/wellness modification by practical application in the classroom in addition to traditional study modalities. Get FIT while learning to stay well in this unique course of study. Pre-requisite: ENG101

HIS101 U.S. History Post 1865  (3 credits)  
HUMANITIES
This course in modern and social history examines the major political events and movements since the reconstruction (the Great Depression, World War I, WWII & the home front, the Cold War, McCarthyism, the Civil Rights Movement, the Great Society, Vietnam, Feminism, and Watergate). It explores the relationship between politics and long term developments in the American economy, society, and culture. Pre-requisite: ENG101

HIS211 World History Post WW II  (3 credits)  
HUMANITIES
This course is a survey of World History since World War II. Emphasis is placed on the major political, social, economic, cultural and diplomatic development since 1945. Pre-requisite: ENG101

HMG101 Introduction to Healthcare Services  (3 credits)  
CONTINUING EDUCATION
Designed to provide the student with an understanding of the essential elements of U.S. healthcare – the history, the nature of the current health system and its future direction, this course provides an overview of the management of the system and the resources required for its operation.

HMG211 Healthcare Management and Leadership  (3 credits)  
CONTINUING EDUCATION
The student is provided a broad understanding of the management functions necessary to healthcare professionals. There is a focus on characteristics of effective leadership. Case studies are utilized to apply the principles learned.

HMG311 Legal & Ethical Issues  (3 credits)  
CONTINUING EDUCATION
Designed to give students an understanding of the legal and ethical issues, including relationships between employers/employees, physicians/employees (nurses, radiographers, etc.), service providers/patients, patients/third party payers, etc., case studies are used to help students understand the difficult, yet integral, relationships between all involved in the delivery of healthcare services.

HMG315 Communications for Healthcare Services  (3 credits)  
CONTINUING EDUCATION
Examining the diversity of communication encounters that occur in healthcare systems, emphasis is on development of competencies and skills necessary to communicate effectively in professional situations.

HMG316 Healthcare Economics & Finance  (3 credits)  
CONTINUING EDUCATION
Providing an overview of the key factors affecting the economic and financial management of healthcare organizations in today’s environment, this course provides the knowledge necessary for health service managers to apply financial management theory and principles to make decisions to promote the financial well being of the organization.

HMG423 Managing Ambulatory Care Settings  (3 credits)
An in-depth and comprehensive introduction to the ambulatory care field and to the principles of management, planning and marketing a group practice, this course addresses strategic management issues such as managed care, integrated health systems and research.

HPR101 Introduction to Health Promotion  (3 credits)  
MATH & SCIENCE
This course is designed to provide the student with an introduction to the field of health promotion, which includes efforts to improve the health of a population. Current and future issues in health promotion are discussed.

HPR102 Introduction to Nutrition  (3 credits)  
MATH & SCIENCE
This course covers the nutritional concepts used to maintain good health and the measures required to sustain wellness through the use of foods. The psychosocial role of nutrients and diet in health, as well as various nutritional modalities, are stressed.

HPR103 Environmental Health Assessment  (3 credits)  
MATH & SCIENCE
Exploring the relationship between the external environment and health, topics including toxic hazards, air, water and soil pollution, and industrial wastes and pollution, students relate these topics with the associated social and legal problems which impact environmental health.

HPR105 Health, Illness and Culture  (3 credits)  
MATH & SCIENCE
In this course the relationship between health and various cultural forces and social stressors in both rural and urban living is studied. Primitive, folk and scientific methods of healthcare in a variety of cultures are discussed.

HPR107 Health Promotion Seminar  (3 credits)  
MATH & SCIENCE
Students are given the opportunity to design, develop, deliver and evaluate one or more health promotion interventions. Group discussion and student presentations are required.

HPR303 Alternative Therapies in Healthcare  (2 credits)  
MATH & SCIENCE
This course will offer the radiologic science student an introduction to diverse health care systems and practices in the field of Complementary and Alternative Medicine (CAM). The four domains will include: whole medical systems; mind-body medicine; biologically-based practices; and manipulative and body-based practices. The concepts to be reviewed include but are not limited to meditation, spirituality, herals, probiotics, acupuncture, aromatherapy and therapeutic touch. The goal of this course is to provide a working knowledge of alternative
healthcare to the radiologic science professional to be utilized in the provision of healthcare to individuals, families and communities across the lifespan.

**HPR305 Teaching in a Clinical Education Setting (2 credits) MATH & SCIENCE**

This course is intended for clinical instructors/supervisors/mentors that are or are planning on working in healthcare settings where students and/or new graduates may be assigned. The course will focus on teaching and learning, supervising and evaluating.

**HPR325 Cancer Survivorship (3 credits) MATH & SCIENCE**

This course is designed to enhance the knowledge and skills of healthcare providers to increase their effectiveness in cancer prevention, early detection, diagnosis, treatment, rehabilitation, and palliative care.

**HRS101 Insurance Reimbursement and Billing Procedures (2 credits) CONTINUING EDUCATION**

Provides the student with the study of uses of coded data and health information in reimbursement and payment systems appropriate to all healthcare settings and managed care. It includes contemporary prospective payment systems and key health plans, charge master maintenance, and evaluation of fraudulent billing practices.

**HRS104 ICD Coding Part 1 (3 credits/45 hours) CONTINUING EDUCATION**

Designed to provide the student with an understanding of coding basics and their accurate utilization. Emphasis is placed on coding diagnoses using the ICD-9 & ICD-10-CM systems. Use of official coding guidelines and reporting requirements are discussed. Review/discuss other diagnosis coding systems or code sets including DSM-IV, ICD-10 are included. Competencies will be developed with coding exercises. 
Pre-requisite: MED105

**HRS108 Introduction to ICD-10 CM Diagnosis (3 credits) CONTINUING EDUCATION**

This course will provide a framework on how the ICD-10-CM coding system for diagnosis is used. It will include pathway tracks for physician practices and inpatient coders and for specialty settings such as home health, and long-term care. It can also include a path for other non-coding health care personnel involved in the transition to ICD-10.

**HRS109 CPT Coding Part 1 (3 credits) CONTINUING EDUCATION**

The course will provide an in depth study of nomenclature and classification systems for CPT coding. It includes the principles and application of coding systems (ICD-9-CM Volume III and ICD-10-PCS, CPT 4, HCPCS) and procedural groupings.

**HRS110 Introduction to ICD-10 PCS Procedures (2 credits) CONTINUING EDUCATION**

This course will provide a framework on how the ICD-10-PCS for hospital inpatient coding is used. It will include pathway tracks for inpatient coders working in acute care.

**HRS 204 ICD Coding Part 2 (3 Credits) CONTINUING EDUCATION**

This course will provide an in-depth study of nomenclature and classification systems for ICD coding. Coding compliance strategies, auditing, and reporting are discussed. Compare and contrast ICD-9-CM and ICD-10-CM code assignments and conventions. The course utilizes practical examples to reinforce coding principles and provides an introduction to computer applications related to coding. Pre-requisite: HRS 104

**HRS 209 CPT Coding Part 2 (3 Credits) CONTINUING EDUCATION**

This course will provide an in-depth study of the principles and applications of coding systems (ICD-9-CM Volume III and ICD-10-PCS, CPT 4, HCPCS). Examples are used including professional fee billing examples in coding (Evaluation and Management services, etc.) The case studies and more complex code assignments using CPT and HCPCS Level II codes will be used. Pre-requisite: HRS109

**HRS 210 Clinical Data Analysis (3 credits) CONTINUING EDUCATION**

This course is designed to provide the student with the tools needed to analyze clinical, administrative and financial data to allow for trending of data. The student will learn to understand and create detailed analytical reports in order to demonstrate trends in risk, reimbursement, long term planning. Create improved work flow to improve outcomes related to clinical data. To understand how the implementation of new electronic systems can improve work flow and outcomes. 
Pre-requisite: HRS204, HRS209

**HRS211 Legal and Compliance Aspects of Healthcare (3 credits) CONTINUING EDUCATION**

This course is designed to provide the student with the legal side/ethics of coding in healthcare environment. The course includes relationship between employers/employees, physicians/employees, service providers/patients; patients/third party payers, etc. Case studies will be used to help students understand the legal and ethical dilemmas in the delivery of health care services.

**HRS220 Healthcare Data/Structure/Delivery Systems (4 credits) CONTINUING EDUCATION**

The course will allow the student to use and build from the knowledge and skills learned in HRS101, 104, 109, 204, 209 and 210. The HRS 220 course will provide the student with an understanding of the current healthcare environment and entities. The student will gain insight into all healthcare environments. The Virtual Lab and practicum will provide the student with coding practice in a hospital, physician’s office, clinic or other health care setting. Pre-requisite: HRS101, HRS104, HRS109, HRS204, HRS209, HRS210

**INF100 Keyboarding and Word Processing (3 credits) INFORMATION SYSTEMS**

This introductory keyboarding and word processing course teaches students how to enter data and prepare documents on computers and other information processing terminals. Letters, memoranda, reports and statistical tables are covered, with emphasis on speed and accuracy. Pre-requisite: ENG101
INF101 Introduction to Information Systems (3 credits)
INFORMATION SYSTEMS
This introductory course presents the functions of computer hardware and software. The functions of computer systems and basic concepts are taught, such as number systems, flow charts and programming logic, and application software. The course provides knowledge and understanding necessary to communicate effectively and intelligently in today's microcomputer-driven environment. Pre-requisite: ENG101

INF102 Fundamentals of the Internet (3 credits)
INFORMATION SYSTEMS
This course is an introduction to the technology of the Internet. Students will utilize and analyze a web browser and various search engines and develop a web page. Pre-requisite: ENG101

INF105 Computer Literacy (1 credit)
INFORMATION SYSTEMS
This online self-paced course provides a broad overview of information literacy concepts. It introduces skills for locating, using, and evaluating all types of resources and includes information on the legal and ethical uses of information. Pre-requisite: ENG101

ITA101 Introduction to Italian (3 credits)
HUMANITIES
Fundamentals of Italian composition, comprehension, pronunciation, speaking, reading, writing and structure of the basic Italian sentence will be taught. No prior knowledge of Italian is expected. Pre-requisite: ENG101

MAT001 Introductory Mathematics (3 credits)
MATH & SCIENCE
Institutional-non-transferable
This course is designed for students who need a review of basic arithmetic skills including addition, subtraction, multiplication and division of signed numbers and applications. Also included is an introduction to fundamental concepts of algebra and applications. A minimum grade of “C+” or better is required in MAT001. Pre-requisite: ENG101

MAT002 Elementary Algebra (3 credits)
MATH & SCIENCE
Institutional-non-transferable
This course is designed for students who need a review of elementary algebra including topics addressing algebraic symbolism, operations, linear equations, exponents and factoring. Pre-requisite: Satisfactory score on Basic Arithmetic placement exam or a grade of “C+” or better in MAT001. A minimum grade of “C+” or better is required in MAT002. Pre-requisite: ENG101

MAT140 College Algebra (3 credits)
MATH & SCIENCE
Topics include concepts of functions: numeric, algebraic, and graphic techniques as applied to the following functions: polynomial, rational, radical, exponential, and logarithmic; complex numbers; applications; systems of equations; and basic concepts of statistics. Pre-requisite: Satisfactory score on Math Proficiency Test or a grade of “C+” or better in MAT001, MAT002. Pre-requisite: ENG101

MAT212 Statistics (3 credits)
MATH & SCIENCE
This course is an introduction to descriptive and inferential statistical methods. It covers probability, analysis of variance and hypothesis testing and utilizes a computer statistical package. Pre-requisite: MAT140 Pre-requisite: ENG101

MED101 Medical Office Procedures I (3 credits)
MEDICAL ASSISTING
This course is designed to provide the student with an introduction to the theory, practice, and techniques utilized in a medical office. Concepts and competencies involving appointment scheduling, use of office equipment, business correspondence, bookkeeping and other medical assisting administrative functions are presented.

MED105 Medical Terminology (3 credits)
MEDICAL ASSISTING
This course offers an introduction to medical terms through an analysis of their construction including prefix, suffix, root, connecting and combining forms. The student acquires an understanding of medical meanings applicable to the structure, function, and diseases of the human body. Abbreviations and their appropriate usage are presented.

MED110 Clinical Medical I (4 credits)
MEDICAL ASSISTING
This course offers an introduction to the theory, practice, and techniques of the clinical components of medical assisting. Topics include aseptic technique, preparation of examination and treatment areas, recording patient needs and data, measuring vital signs, assisting with patient examinations, and educating patients in basic concepts of diet and nutrition. Concepts of professionalism, confidentiality, and patient respect are stressed. Co-requisites: BIO115, MED101, MED105

MED200 Illness and Disease (3 credits)
MEDICAL ASSISTING
This course is designed to assist the student to develop an understanding about illnesses and diseases that are frequently diagnosed or treated in ambulatory health care settings. A sequential approach, examining each body system is utilized. Emphasis is placed upon the description, etiology, signs and symptoms, diagnostic procedures, treatment, prognosis and preventive measures. Pre-requisites: BIO115, MED105

MED201 Medical Office Procedures II (3 credits)
MEDICAL ASSISTING
This course further develops the competencies needed to perform administrative skills necessary for an entry level medical assistant. Continued emphasis is placed on records management, telephone techniques and scheduling appointments. The concepts and competencies involving billing procedures, payroll production, insurance coding, filing insurance claim forms, and use of medical office software are presented. A comprehensive final examination covering both MED101 and MED201 is required. Pre-requisites: MED101, MED105 Co-requisite: BIO115

MED210 Clinical Medical II (4 credits)
MEDICAL ASSISTING
This course offers a continuation of the study of the theory, practice, and techniques of the clinical components of medical
assisting. Building on knowledge and skills developed in MED110, emphasis is placed on specimen collection and handling, performing routine diagnostic hematology and chemistry tests, obtaining EKGs and performing urinalysis. In addition, concepts of quality assurance, quality control, OSHA regulations and principles of emergency preparedness are covered. Students are required to perform capillary and venous blood collections. Comprehensive final examinations, written and competency based, covering MED110 and MED210 are required. Pre-requisites: MED110 Co-requisite: MED200, MED201, MED215

MED215 Pharmacology (3 credits)

MEDICAL ASSISTING

This course introduces the student to medication therapy. The nature and properties of drugs are examined. The administration of medications, their dosages, and consequences are presented. Emphasis is placed on the need for patient education concerning medication therapy. Contemporary legal issues in pharmacology are examined. Pre-requisites: MED110 Co-requisite: MED200

MED289 Medical Assisting Practicum (3 credits)

MEDICAL ASSISTING

This course provides supervised placement in a non-classroom setting at a healthcare facility, medical office or other appropriate site. This nonpaying experience enables the student to synthesize and apply concepts and skills learned in the Medical Assisting program. Three credits are earned by the student upon the completion of a minimum of 160 hours to a maximum of 200 hours. The practicum experience is divided evenly between clinical and administrative areas to permit student involvement in the total environment of the facility. Each student is required to perform unaided blood collections in a facility under the supervision of a preceptor. The phlebotomy experience may take place in a hospital, ambulatory care center or other appropriate facility where the number and variety of patients provide ample experience. In addition, on-site classroom seminars held at the College and online discussions are required during the semester. Clinical affiliations are arranged with physicians’ offices and outpatient clinics, under contractual agreements set up by the College. The one semester practicum in medical assisting (MED289) is the clinical experience for the program. This 3 credit, 160 hour course involves student placement in clinical settings during the summer semester of study. The practicum is structured and supervised by the College. Pre-requisites: MED200, MED201, MED210, MED215 Cardiopulmonary Resuscitation Certification (Professional Rescuer or HealthCare Provider) and First Aid (Standard First Aid)

MUS101 Music Appreciation (3 credits)

HUMANITIES

This course fosters a better understanding and appreciation of the world’s great music and gives consideration of the world’s great musical styles, techniques and forms from the listener’s standpoint. Pre-requisite: ENG101

NUR101 Intro to Nursing Practice (7 credits)

NURSING

60 hours theory, 135 hours clinical

This course is designed to introduce students to selected concepts and theories which will be used as a foundation throughout the curriculum. Emphasis is placed on the use of the nursing process as well as teaching - learning concepts, basic communication, applied nutritional concepts, pharmacological concepts, dosage calculations, assessment and technical skills, deficits and disorders related to the musculoskeletal and sensory systems and pain management. Co-requisites: BIO211, MAT140, PSY101

NUR122 LPN Transition Course (1 credit)

NURSING

7 hours theory, 21 hours clinical

This course is designed to introduce students to the basic tenets of the program in nursing as well as the conceptual framework. Emphasis is placed on a health needs assessment and the implementation of the nursing process through the use of the nursing care plan. This course is open to licensed practical nurses who are participating in the Connecticut Articulation Model for Nurse Educational Mobility. Pre-requisites: BIO211, LPN Bridge Course, MAT140, PSY101 Co-requisites: BIO212, PSY212

NUR123 Family Concepts in Nursing (4 credits)

NURSING

30 hours theory; 90 hours clinical

This course is designed to offer the student the opportunity to utilize the nursing process in the care of the family during the childbearing and the child-rearing years through adolescence. Concepts of nutrition and pharmacology are integrated throughout the course. Pre-requisite: NUR101 Co-requisites: BIO212, PSY212

NUR124 Adult Child Nursing I (5 credits)

NURSING

37.5 hours theory; 112.5 hours clinical

This course is designed to offer the student the opportunity to utilize the nursing process to care for patients with disorders and dysfunction in specific physiological systems: gastrointestinal, reproductive, endocrine and peripheral vascular. Students are offered experience in pre-, peri-, and post-operative nursing care. Concepts of nutrition and pharmacology are integrated throughout the course. Pre-requisite: NUR101 Co-requisites: BIO212, PSY212

NUR230 Adult Child Nursing II (5 credits)

NURSING

37.5 hours theory; 112.5 hours clinical

This course is designed to offer the student the opportunity to use the nursing process to care for patients with disorders and dysfunctions in specific psychophysiological systems: neurologic and psycho-social. Students are offered experiences in specialized care units. Concepts of nutrition and pharmacology are integrated throughout the course. Pre-requisites: BIO233, ENG101, NUR124 Co-requisites: REL101, SOC101

NUR231 Adult Child Nursing III (6 credits)

NURSING

45 hours theory; 135 hours clinical

This course is designed to offer the student the opportunity to use the nursing process to care for patients with disorders and dysfunction in specific physiological systems: hepatic-
biliary, immune, and hematologic. This course also presents opportunities to care for patients with fluid and electrolyte imbalance, abnormal cell proliferation, and burns, with clinical experience in emergent care offered. Concepts of nutrition and pharmacology are integrated throughout the course. Pre-requisites: BIO235, ENG101, NUR124 Co-requisites: REL101, SOC101

NUR232 Adult Child Nursing IV (6 credits)  
NURSING  
45 hours theory, 135 hours clinical  
This course is designed to offer the student the opportunity to use the nursing process to care for patients with disorders and dysfunctions in specific physiological systems: cardiovascular, pulmonary, and renal. Concepts of nutrition and pharmacology are integrated throughout the course Pre-requisites: NUR230, NUR231 Co-requisites: PHI201, Humanities elective

NUR270 Nursing Seminar (3 credits)  
NURSING  
15 hours theory, 90 clinical hours  
This course facilitates student synthesis of total program content and experiences. Students are offered opportunities to fully incorporate the values of the profession, principles of leadership and management, and legal-ethical concepts in their nursing care. Pre-requisites: NUR123, NUR232 Co-requisites: PHI201, Humanities Elective

NUR301 Healthcare Systems (3 credits)  
NURSING  
45 hours theory  
This course provides an introduction to the current status of healthcare from a global perspective. It analyses the contribution of the nursing profession to healthcare delivery with a special emphasis on the issues of the uninsured and aging populations and their concomitant impact on healthcare systems

NUR302 Palliative Care: A Nursing Approach (3 credits)  
NURSING  
45 hours theory  
The focus is on the nurse’s role in caring for patients with chronic disease and patients at the end of life. Emphasis is on the rights and dignity of the individual through chronic illnesses and issues at the end of life. The course will examine the practice of nursing as it relates to end of life with special emphasis on the individual’s spiritual, cultural, and psychosocial issues and family participation in care. Palliative care, hospice, futile care and healthcare costs associated with end of life will be incorporated.

NUR303 Alternative Therapies in Healthcare (2 credits)  
NURSING  
30 hours theory  
The registered nurse is offered an introduction to diverse health care systems and practices in the field of Complementary and Alternative Medicine (CAM). The four domains will include: whole medical systems; mind-body medicine; biologically-based practices; and manipulative and body-based practices. Concepts to be reviewed include but are not limited to meditation, spirituality, herbs, probiotics, acupuncture, aromatherapy and therapeutic touch. The course provides a working knowledge of alternative healthcare to the professional nurse to utilize in the provision of healthcare to individuals, families and communities across the lifespan.

NUR310 Nursing Informatics (3 credits)  
NURSING  
45 hours theory  
This course explores the nurse’s role in healthcare information systems, current technology trends in health records and electronic documentation. Also included are point of care systems and informatics in teaching/learning of individuals, families and communities across the lifespan. Specific consideration is given to: identifying clients who may benefit from genetic/genomic information and services; patient monitoring capabilities; access by individuals and families to appropriate and accurate information; and clinical and administrative applications of information technology. Pre-requisites: Admission to RN-BSN completion program or permission of program chair; INF101, SOC213

NUR311 Physical Assessment (3 credits)  
NURSING  
45 hours – Hybrid course  
This course is designed to provide the registered nurse with the theoretical knowledge and technical skills necessary to perform comprehensive health assessments of individuals across the lifespan, for both wellness and illness needs. Comprehensive history taking emphasizes interviewing/communication skills, current technology, evidence-based research and practice, and assessment techniques to determine health history, cultural ideals, ethnic variations, and genetic/genomic considerations. The course includes an onsite validation of physical assessment skills in the Clancy Nursing Skills Laboratory. Prerequisites: BIO334, NUR310 or permission of program chair

NUR312 Foundations in Theory (3 credits)  
NURSING  
45 hours theory  
This course investigates the philosophy of the Nursing Program in terms of beliefs about man, society, health, and the nursing relationship to them. Examined are theories and significant conceptualizations of nursing and their application to nursing practice, ethics and values, transcultural nursing, and teaching/learning as applied to the care of individuals, families, and communities across the lifespan. Prerequisites: NUR310, NUR311, or permission of program chair

NUR322 Nursing Research (3 credits)  
NURSING  
45 hours theory  
The course is designed to introduce the learner to research methodology, principles of measurement, quantitative vs. qualitative research, and data analysis. The professional nurse is prepared to incorporate current research and its applicability to nursing, evidence-based practice, and informatics. A research project that demonstrates synthesis of course material is required. The project is heavily weighted in determination of the course grade. Prior approval of the project topic by faculty is required. Prerequisites: NUR312, or permission of program chair. Corequisite MAT212.
NUR333  Trans-cultural Nursing  (2 credits)  
NURSING 
30 hours theory 
Offered in this course is an introduction to the concepts of trans-cultural nursing originally developed by Madeleine Leininger. The focus is on cultural and spiritual differences and similarities related to human health and illness, among individuals, families and communities across the lifespan. The learner is provided with specific, competent, and congruent nursing interventions to care for people of diverse cultures. There is an overview of important terminology: race, ethnicity, culture, cultural values, ethnography, and diverse nursing care, with the course goal being culturally specific healthcare as the framework for the course. Prerequisites: NUR311, NUR312, NUR332, or permission of program chair

NUR345  Community Nursing  (4 credits)  
NURSING 
45 hours theory / 45 hours clinical 
Focus is on the community as a unit of healthcare, with culturally competent care being provided to individuals, families and community members in the home and other community settings. Emphasis is on autonomous practice utilizing the nursing process in health assessment, health promotion and health teaching in the community across the lifespan. An independent project is required. Conducted in the community setting and demonstrating a synthesis of the course content, this project is heavily weighted in determination of the course grade. Prior approval of the project topic by faculty is required. Prerequisites: NUR310, NUR311, NUR312, NUR333 & Certification in Cardio-Pulmonary Resuscitation (Professional Rescuer) Proof of current professional liability insurance.

NUR467  Leadership/Management in Nursing  (4 credits)  
NURSING 
45 hours theory / 45 hours clinical 
This course offers concepts of leadership and management essential in preparing the registered nurse to transition from entry-level nursing to enhanced professional practice in nursing in order to assume leadership and/or management positions. Concepts include an overview of current national, regional, and local issues impacting healthcare relating to delegation and supervision, decision making, financing of healthcare delivery, impact of technology and cost-containment measures. An in-depth independent project is required in a leadership or management setting. The project is heavily weighted in determination of the course grade. Prior approval of the project topic by faculty is required. Prerequisites: Successful completion of all prior baccalaureate nursing courses. & Certification in Cardio-Pulmonary Resuscitation (Professional Rescuer) Proof of current professional liability insurance.

PHI101  Introduction to Philosophy  (3 credits)  
HUMANITIES 
This course pursues such basic questions as: What is a person? What is knowledge? Are we free? What is moral right and wrong? Does God exist? What is the meaning of death? Pre-requisite: ENG101

PHI201  Ethics  (3 credits)  
HUMANITIES 
An examination of selected moral problems in our contemporary pluralistic society, including such topics as: sexual ethics, biomedical ethics, revolution and violence, environmental quality, and population policy, is based on philosophical foundations. Pre-requisite: ENG101

PHI311  Medical Ethics  (3 credits)  
HUMANITIES 
This course will explore various cultural, religious, social, and professional traditions that contain more or less systematic positions on ethical issues in medicine. This will be accomplished by exploring the mainstream of Western medical ethics as articulated by physicians and physicians' professional groups as well as a wide range of other secular and religious traditions including Judaism, Roman Catholicism, Protestantism, Islam, Chinese thought, Hinduism, Japanese medical ethics, and professional ethical traditions in healthcare (nursing, social work, pharmacy, dentistry, etc.) Pre-requisite: ENG101

PHY101  Elements of Physics  (4 credits)  
MATH & SCIENCE 
This is an introductory, non-calculus course, incorporating basic laws of motion and energy, properties of matter including the gaseous state, principles of electricity, magnetism, electromagnetic radiation, and properties and principles of nuclear radiation. Three hours lecture and one three-hour laboratory period per week. Pre-requisite: MAT 140 Pre-requisite: ENG101

POL101  American Government  (3 credits)  
SOCIAL SCIENCES 
This course studies the basic principles of the government of the United States: constitutionalism, separation of powers, federalism, civil liberties, politics; legislative, executive, and judicial organizations; and the functions of government. Pre-requisite: ENG101

PSY101  General Psychology  (3 credits)  
SOCIAL SCIENCES 
Introduction to Psychology as the science of behavior focuses on the individual as an adapting biological system. Topics include history and methodology, physiological basis for behavior, sensation, perception, learning, memory, and thought. Pre-requisite: ENG101
Rad 4/5: Radiography III (10 credits)

Radiography III is designed to provide the student with advanced concepts in radiation protection, including radiation biology, x-ray interaction with matter, radiosensitivity, and minimizing radiation exposure. A study of radiographic pathology is included. Imaging procedures are included with emphasis on lecture-lab study of RAD221 required competencies including the cranium and an overview of special views. Following classroom/lab activities, students are scheduled to supervised clinical education. The student is assigned to clinical experience three days a week mastering the required RAD221 competencies. Pre-requisites: BIO212, ENG101, INF101, PHY101, PSY101, RAD112 Co-requisites: REL101, SOC101

Rad 6/7: Radiography IV (10 credits)

This course is designed to provide the student with x-ray circuits, components and practical application, digital imaging and computed radiography, PACS, and a comprehensive review in preparation for the successful completion of the ARRT Certification Examination. Imaging procedures are included with emphasis on lecture-lab study of RAD232 competencies. An introduction to CT Scanning, MRI Imaging, Sonography, Nuclear Medicine, and Radiation Therapy and the specialty areas is included along with a comprehensive review of past competencies. Following classroom activities, students are scheduled for supervised clinical education. The student is assigned to clinical experience three days a week mastering RAD232 required competencies as well as reviewing all past level competencies. Emphasis is placed on student selected areas of concentration. Pre-requisites: RAD221, REL101, SOC101 Co-requisites: PHI201, Humanities Elective

Rad 8a: Rad Tech I (3 credits)

Radiography I is designed to provide the student with an orientation to radiography. This course includes: a review of program policies and procedures, professional organizations and standards, medical terminology, an introduction to image acquisition and evaluation, basic equipment operation and quality control, basic radiation protection, and patient care and education. Additional skills taught are phlebotomy and electrocardiogram techniques. Imaging procedures are included with an emphasis on lecture-laboratory study of RAD101 required competencies.

Following classroom/lab activities, students are scheduled for supervised clinical education. The student is assigned to clinical experience two days a week mastering RAD101 required competencies. Along with assisting the radiographer, emphasis is placed on interpersonal communication skills with peers, staff, and patients. Pre-requisite: Acceptance into the program. Co-requisites: BIO211, MAT140

Rad 8b: Rad Tech II (3 credits)

Radiography II is designed to provide the student with a continuation of image acquisition and evaluation, equipment operation and quality control, and patient care and education, with an emphasis on medical emergencies, adult, geriatric and pediatric patients. Imaging procedures with an emphasis on lecture-lab study of RAD112 required competencies are included. Following classroom/lab activities, students are scheduled for supervised clinical education. The student is assigned to clinical experience two days a week mastering RAD112 required competencies, with an emphasis on trauma, geriatric and pediatric techniques. An introduction to the operating room is included. Pre-requisites: BIO211, MAT140, RAD101 Co-requisites: BIO212, INF101
in health records and electronic documentation. Also included are point of care systems and informatics in teaching/learning of individuals, families and communities across the lifespan. Specific consideration will be given to: identifying clients who may benefit from genetic/genomic information and services; patient monitoring capabilities; access by individuals and families to appropriate and accurate information; and clinical and administrative applications of information technology.

**RAD311 Healthcare Delivery (2 credits / 30 hours)**

RADIOGRAPHY

This course is designed to ensure that the radiologic science technologist will understand the various methods of healthcare delivery and remain knowledgeable in the changing face of technology. The political context of healthcare organization and delivery, with specific focus on the mechanisms for policy formulation and implementation will be discussed.

**RAD312 Quality Management in Radiology (3 credits / 45 hours)**

RADIOGRAPHY

Quality management is important to ensure the proper functioning of equipment and compliance with government and accreditation standards. Thus, technologists should have an understanding of the activities and their role in the quality management (QM) process. This content is designed to expand the QM skills of the technologist to include digital imaging systems and the application of QM principles in an imaging department.

**RAD322 Research (2 credits / 30 hours)**

RADIOGRAPHY

This course is designed to introduce the learner to research, and data analysis. The purpose is to prepare the radiologic science professional to incorporate current research and its applicability to the radiologic sciences; evidence-based practice, and informatics. A research project will be required for this course that demonstrates a synthesis of the course. The project will be heavily weighted in determination of the course grade. Prior approval of the project topic by faculty will be required.

**RAD406 CT Scanning (including Practicum) (8 credits / 220 hours)**

RADIOGRAPHY

The Computerized Tomography option will teach the student to operate and utilize computerized tomography scanners to produce images of patients’ internal structures. This will include twenty online lectures and twenty weeks of at least eight hours per week of clinical experiences at one of the affiliated clinical education settings. Completion of clinical requirements may extend beyond the 20 weeks and is determined by individual student progress. This course will prepare graduates to possess the knowledge, skill, and affect to meet the demands of an entry-level position in CT Scanning. This course will include radiation protection, and will provide discussion on pathology that will be encountered and protocols and patient care techniques for that pathology. The contrast media that will be taught is specific to CT Scanning. Theory and clinical experiences will prepare students to participate in the ARRT CT Scanning Certificate Examination and for employment as an entry level CT Scan Imager.

**RAD411 MRI Imaging including Practicum (10 credits / 300 hours)**

RADIOGRAPHY

The MRI Imaging option will prepare students to operate and utilize MRI scanners to produce images of patients’ internal structures. This course is online theory for 20 weeks and eight to sixteen hours of clinical experiences per week for at least 26 weeks at one of the affiliated clinical education settings. Completion of clinical requirements may exceed beyond the 26 weeks and is determined by individual student progress. This course will prepare graduates to possess the knowledge, skills, and affect to meet the demands of an entry-level position in magnetic resonance imaging. It will provide discussion on pathology that will be encountered, protocols for imaging, and patient care techniques for that specific pathology. Contrast media will be taught that is specific to MRI. Theory presented and clinical experiences will prepare students to participate in the ARRT MRI Imaging Certification Examination and for employment as an entry level MRI Imager.

**RAD415 DMS Physics & Instrumentation (2 credits / 30 hours)**

RADIOGRAPHY

This course is designed to provide the student with an understanding of the theories and principles of ultrasound physics. The student will gain an understanding of the history of ultrasound and its usefulness as a diagnostic imaging modality. The student will be able to demonstrate an understanding of ultrasound equipment and accessories, how to use them safely and with maximum efficiency. Methods and techniques of optimizing the ultrasound equipment will be discussed. Clinical competencies will be performed at the clinical sites.

**RAD416 DMS Abdomen (2 credits / 30 hours)**

RADIOGRAPHY

This course is designed to instruct the student in the normal anatomy and physiology of the organs in the upper abdomen and retro-peritoneal structures. The sonographic appearance of normal anatomy and common pathology will be addressed. Methods and techniques of scanning will be discussed and reinforced during clinical rotations. Clinical competencies will be performed at the clinical sites.

**RAD417 DMS Vascular & Small Parts (2 credits / 30 hours)**

RADIOGRAPHY

This course is designed to instruct the student in the normal anatomy and physiology of the breast, scrotum and testicles, and the thyroid and parathyroid glands. Vascular structures will include the carotid arteries, upper and lower extremity and arterial and venous sonography, and peripheral visceral vascular anatomy. The sonographic appearance of normal anatomy and common pathology will be addressed. Methods and techniques of scanning will be discussed and reinforced during clinical rotations. Tests and quizzes will be given. Clinical competencies will be performed at the clinical sites.

**RAD418 DMS OB-GYN (2 credits / 30 hours)**

RADIOGRAPHY

This course is designed to instruct the student in the normal anatomy and physiology of the structures of the female pelvis. The sonographic appearance of normal anatomy and common pathology will be addressed. Methods and techniques of
scanning will be discussed and reinforced during clinical rotations. Clinical competencies will be performed at the clinical sites.

**RAD419 DMS Practicum (**10 credits / 1800 hours)**

RADIOGRAPHY

Content is presented as a progression in competency levels through clinical performance objectives and competency exams. Students can access the facilities, personnel, examinations and educational materials necessary to competently achieve content objectives. Activities include demonstration and observation, after which the student assists in performing the activity. When a satisfactory degree of proficiency is apparent, the student can perform the activity under direct supervision. When both the student and instructor are satisfied with the student's proficiency, the student performs studies under indirect supervision to gain experience and expertise in sonographic imaging.

**RAD420 Mammography including Practicum (8 credits / 220 hours)**

RADIOGRAPHY

This course will teach students to operate and utilize digital and conventional mammography units to produce images of patients' breast tissue. This fifteen-week course will include online lectures and clinical experiences at one of the affiliated clinical education settings. Completion of clinical requirements may extend beyond the 15 weeks and is determined by individual student progress. This course will prepare graduates to possess the knowledge, skill, and affect to meet the demands of an entry-level position as a mammographer. This course will review basic patient care and radiation protection. It will provide discussion on breast anatomy, physiology, pathology, and mammography imaging that will be encountered. Theory presented and clinical experiences will prepare and qualify students to participate in the ARRT Mammography Certification Examination.

**RAD423 Bone Density Imaging Procedures including Practicum (6 credits / 190 hours)**

RADIOGRAPHY

The course will include eight weeks of online lectures and fifteen weeks of clinical experiences at one of the affiliated clinical education sites. Completion of clinical requirements may extend beyond the 15 weeks and is determined by individual student progress. This course will prepare graduates to possess the knowledge, skill, and affect to meet the demands of an entry-level position in bone densitometry imaging. This course will review basic patient care and radiation protection. It will provide discussion on regions of interest; evaluate quality of measurements for problems due to artifacts, pathology, etc.; recommend additional scans as necessary; flag values that require physician's attention (low T-score; unreliable results, etc.); and archive results. Course lectures and clinical experiences will prepare students to participate in the ARRT Bone Densitometry Certification Examination and for employment as an entry level Bone Densitometry Imager.

**RAD467 Healthcare Management and Leadership in Radiology (3 credits / 45 hours)**

RADIOGRAPHY

This course provides the student with a broad understanding of the management functions necessary to radiologic science professionals. There is a focus on characteristics of effective leadership. Case studies are utilized to apply the principles learned.

**REL101 World Religions (3 credits)**

HUMANITIES

This course is a critical and constructive study of the nature of religion, of its functions in human life, and of its various forms and manifestations. Pre-requisite: ENG101

**REL212 Introduction to Catholic Theology (3 credits)**

HUMANITIES

The course undertakes a study of the major themes of the Christian faith from the perspective of the Catholic tradition. It investigates how various doctrines cohere into a world view, and the tensions that exist among them. Each of the themes: revelation, creation, sin and redemption, Christology, ecclesiology, eschatology, is viewed in its development from story, image, and symbol to dogmatic formulation and contemporary interpretation. Pre-requisite: ENG101

**SOC101 Introduction to Sociology (3 credits)**

SOCIAL SCIENCES

This course is an introduction to the study of human behavior as shaped by the contexts of individuals, groups, society, and culture. The basic terminology, concepts, theories, and methods of sociology as an empirical science are covered. Pre-requisite: ENG101

**SOC213 Cultural Diversity (3 credits)**

SOCIAL SCIENCES

This course examines relations among various ethnic, religious, racial, and political minorities and majorities with special reference to the United States. It includes theories of racial and ethnic relations. Pre-requisite: SOC101 Pre-requisite: ENG101

**SOC310 Drugs and Society (3 credits)**

SOCIAL SCIENCES

This course presents theoretical and applied material on alcohol and other mood-altering substances of abuse and their effect on society. Emphasis is on the family structure. Pre-requisite: SOC101 Pre-requisite: ENG101

**SOC311 Death and Dying (3 credits)**

SOCIAL SCIENCES

This course examines different cultural, social and historical perspectives on death and dying. Emphasis is placed on personal roles and the impact on society. Pre-requisite: SOC101 and ENG101

**SPA100 Medical Spanish (1 credit)**

CONTINUING EDUCATION

This course is designed for healthcare professionals to learn basic conversational Spanish used in medical situations, with emphasis on health-related vocabulary and interaction with Spanish-speaking patients and their families.

**SPA101 Conversational Spanish I (3 credits)**

HUMANITIES

This is an introductory course designed for the student who is a non-native speaker of Spanish, which introduces the fundamentals of Spanish grammar, pronunciation and reading.
with practice in speaking and writing. **Pre-requisite: ENG101**

**SPA102 Conversational Spanish II (3 credits)**

**HUMANITIES**

This course is the continuation of Spanish 1, providing further development of spoken and written Spanish with analysis of Spanish language structure. **Pre-requisite: SPA101 or Competency Test**

**FACULTY**

**NURSING**

Karen Barnett **Dean of Nursing** 203-576-6392  H205

**ASN**

Margo McCarthy **Chair/ Associate Professor** 203-576-5556  H206
Mary Dietmann **Associate Professor** 203-576-6056  H214
Debra Giesen **Assistant Professor** 203-576-6465  H217
Edward Kobylanski **Assistant Professor** 203-576-6266  H219
Michele Nye **Assistant Professor** 203-576-6390  H215
Bernadette O’Halloran **Assistant Professor** 203-576-6290  H218
Mary Porter **Assistant Professor** 203-576-6024  H218
Shannon Pranger **Instructor, Nursing Skills Lab** 203-576-5197  H204
Pamela Sanders **Assistant Professor** 203-576-5323  H216
Theresa Soltis **Assistant Professor** 203-576-6467  H217
James Wittstein **Assistant Professor** 203-576-5662  H219

**BSN Completion Program**

Sharon Makowski **Chair/ Professor** 203-576-5478  H210
Dawn Nair **Assistant Professor** 203-576-5057  H211
Irene Bihl **Assistant Professor** 203-576-5951  H211

**MEDICAL ASSISTING**

Holly Mulrenan **Chair/Associate Professor** 203-576-5518  M317

**RADIOLOGY**

Terry Hine **Chair/Associate Professor** 203-576-5072  M319
Robin Smith **Assistant Professor** 203-696-3510  M321(E)
Emmie Russo **Assistant Professor** 203-696-3512  M321(K)

**GENERAL STUDIES**

Rodney Erickson **Associate Professor – Science** 203-696-3506  M321(A)
Kostas (Gus) Petrakos **Associate Professor – Mathematics** 203-696-3515  M321(I)
Richard (Dick) Poletunow **Assistant Professor – Social Science** 203-696-3507  M321(B)
Stephanie Tyndall **Associate Professor – Science** 203-696-3508  M321(C)

**Full-Time Faculty**

Irene Bihl, **Assistant Professor**  
(RN-BSN Program)  
B.S.N., Pennsylvania State University  
M.B.A., Widener University  
D.N.P., University of Minnesota

Michaela Dacey, **Assistant Professor (Nursing)**  
BSN. University of Connecticut  
MSN, Indiana Wesleyan University

Mary Dietmann, **Associate Professor (Nursing)**  
B.S.N., University of Bridgeport  
M.S.N., Pace University

Rodney S. Erickson, **Associate Professor (Science)**  
B.S., University of Wisconsin  
M.S., University of Bridgeport  
D.C., Palmer College

Debra J. Giesen, **Assistant Professor (Nursing)**  
A.S.N., St. Vincent’s College  
B.S.N., M.S.N., Sacred Heart University

Terry K. Hine, **Associate Professor**  
(Chair, Radiologic Sciences Programs)  
B.S., Charter Oak State College  
M.A.T., Sacred Heart University

Sharon Makowski, **Professor**  
(Chair, RN-BSN Program)  
A.S., St. Vincent’s College  
B.S.N., M.S.N., Western Connecticut State University  
D.N.P., Case Western Reserve University

Margo McCarthy, **Associate Professor (Chair, Nursing)**  
B.S.N., Cornell University  
M.S.N., Hunter College of the City University of NY

Holly Mulrenan, **Associate Professor**  
(Chair, Medical Assisting)  
B.S.N., Southern Connecticut State University  
M.S., University of Connecticut

Dawn Nair, **Assistant Professor (Nursing)**  
B.S.N., De Sales University  
M.S.N., University of Pennsylvania  
D.N.P., Case Western Reserve University

- Irene Bihl, Assistant Professor  
- Michaela Dacey, Assistant Professor (Nursing)  
- Mary Dietmann, Associate Professor (Nursing)  
- Rodney S. Erickson, Associate Professor (Science)  
- Debra J. Giesen, Assistant Professor (Nursing)  
- Terry K. Hine, Associate Professor (Chair, Radiologic Sciences Programs)  
- Sharon Makowski, Professor (Chair, RN-BSN Program)  
- Margo McCarthy, Associate Professor (Chair, Nursing)  
- Holly Mulrenan, Associate Professor (Chair, Medical Assisting)  
- Dawn Nair, Assistant Professor (Nursing)
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michele M. Nye</td>
<td>Assistant Professor (Nursing)</td>
<td>B.S.N., University of Connecticut</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.S.N., University of Hartford</td>
</tr>
<tr>
<td>Bernadette D. O’Halloran</td>
<td>Assistant Professor (Nursing)</td>
<td>B.S.N., University of the Philippines</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.S.N., University of Hartford</td>
</tr>
<tr>
<td>Kostas Petrakos</td>
<td>Associate Professor (Mathematics)</td>
<td>B.A., Columbia University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.A., D.A. Adelphi University</td>
</tr>
<tr>
<td>Richard Poletunow</td>
<td>Assistant Professor (Social Sciences)</td>
<td>B.A., Assumption College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.A., Southern Connecticut State University</td>
</tr>
<tr>
<td>Mary K. Porter</td>
<td>Assistant Professor (Nursing)</td>
<td>B.S., M.S.N. Sacred Heart University</td>
</tr>
<tr>
<td>Emmie L. Russo</td>
<td>Assistant Professor (Radiologic Sciences)</td>
<td>A.S., Naugatuck Valley Community College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.S., Charter Oak State College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.S., The Graduate Institute</td>
</tr>
<tr>
<td>Pamela D. Sanders</td>
<td>Assistant Professor (Nursing)</td>
<td>B.S.N., Pennsylvania State University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.S.N., M.B.A., Sacred Heart University</td>
</tr>
<tr>
<td>Virginia Sherrick</td>
<td>Assistant Professor (Nursing)</td>
<td>BSN, Central Connecticut State University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MSN, University of Hartford</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FNP, Southern Connecticut State University</td>
</tr>
<tr>
<td>Robin Smith</td>
<td>Assistant Professor (Radiologic Sciences)</td>
<td>B.S., Charter Oak State College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.S., Capella University</td>
</tr>
<tr>
<td>Theresa Soltis</td>
<td>Assistant Professor (Nursing)</td>
<td>B.S.N., Southern Connecticut State University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.S.N., Sacred Heart University</td>
</tr>
<tr>
<td>Stephanie Tyndall</td>
<td>Associate Professor (Science)</td>
<td>M.S., Ph.D., University of Connecticut</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.A., Regents College</td>
</tr>
<tr>
<td>Edward Kobylanski</td>
<td>Assistant Professor (Nursing)</td>
<td>A.S., St. Vincent’s College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.S., Daemen College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.S.N., University of Hartford</td>
</tr>
<tr>
<td>Shannon Pranger</td>
<td>Skills Lab Instructor (Nursing)</td>
<td>B.S.N., Fairfield University</td>
</tr>
<tr>
<td>James R. Wittstein</td>
<td>Assistant Professor (Nursing)</td>
<td>B.S.N., M.S.N. Fairfield University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>J.D., Pace University</td>
</tr>
<tr>
<td>Jacqueline E. Anglin-Dixon</td>
<td>(Continuing Education)</td>
<td>B.S., Pharm.D., Howard University</td>
</tr>
<tr>
<td>Carolyn Ayala</td>
<td>Adjunct (Science)</td>
<td>B.S., Sacred Heart University</td>
</tr>
<tr>
<td>Karen Barnett</td>
<td>(Nursing)</td>
<td>B.S.N Southern Connecticut State University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.S.N Sacred Heart University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>D.N.P. Case Western Reserve University</td>
</tr>
<tr>
<td>Sherrilyn G. Bernier</td>
<td>Adjunct (Social Science)</td>
<td>A.S., B.S., M.S., Central Connecticut State University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ed.D., University of Hartford</td>
</tr>
<tr>
<td>Zachary Binkowski</td>
<td>Adjunct (Continuing Education)</td>
<td>B.S., Pharm. D., University of Connecticut</td>
</tr>
<tr>
<td>Michele Brooks</td>
<td>Adjunct (Nursing)</td>
<td>A.D.N., BHSN/Housatonic Community College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.S.N., Chamberlain College of Nursing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.S.N., Chamberlain College of Nursing</td>
</tr>
<tr>
<td>Mayda Calderon</td>
<td>Adjunct (Continuing Education)</td>
<td>B.A., State University of New York</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.A., College of New Rochelle</td>
</tr>
<tr>
<td>Lisa A. Cassidy</td>
<td>Adjunct (Radiologic Sciences)</td>
<td>A.S., Gateway Community Technical College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.S., University of Hartford</td>
</tr>
<tr>
<td>Susan R. Capasso</td>
<td>Adjunct (Science)</td>
<td>B.A., University of Vermont</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.S., Georgetown University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ed.D., University of Hartford</td>
</tr>
<tr>
<td>Vincent Cerbone</td>
<td>Adjunct (Radiologic Sciences)</td>
<td>Ultra-Sound Diagnostic Institute</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stamford Hospital School of Radiology</td>
</tr>
<tr>
<td>Leticia P. Coleman</td>
<td>Adjunct (Nursing)</td>
<td>B.S., Sacred Heart University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.S.N., Sacred Heart University</td>
</tr>
<tr>
<td>Ludivina Cometa</td>
<td>Adjunct (Nursing)</td>
<td>B.S.N., Southern Connecticut State University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.S.N., Sacred Heart University</td>
</tr>
<tr>
<td>Jessica L. Costeines</td>
<td>Adjunct (Social Science)</td>
<td>B.A., Southern Connecticut State University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.S.W., New York University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ph.D., Fordham University</td>
</tr>
<tr>
<td>Patti Dahl</td>
<td>Adjunct (Humanities)</td>
<td>B.A., University of Wisconsin</td>
</tr>
<tr>
<td>Michele D. Danuszar</td>
<td>Adjunct (Social Science)</td>
<td>B.A., Fairfield University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.S., Southern Connecticut State University</td>
</tr>
<tr>
<td>Denise DiMauro</td>
<td>Adjunct (Continuing Education)</td>
<td>B.S., M.S., University of Bridgeport</td>
</tr>
<tr>
<td>Mary Durand</td>
<td>Adjunct (Nursing)</td>
<td>B.S.N., Florida State University</td>
</tr>
</tbody>
</table>
Sandra Garay, Adjunct (Continuing Education)
A.S.N., St. Vincent’s College
B.S., Johnson & Wales

Cynthia Georgette, Adjunct (Radiologic Sciences)
B.S., Breyer State University

Mandy Gimenez, Adjunct (Radiologic Sciences)
A.S., St. Vincent’s College

Barbara Glynn, Adjunct (Nursing)
A.S., St. Vincent’s College
B.S.N., Sacred Heart University
M.S.N., Southern Connecticut State University
D.N.P., Case Western Reserve University

Elisa Gorton, Program Coordinator/Adjunct
(Continuing Education-HITC)
B.S., University of Bridgeport
M.A., Sacred Heart University

Sherleen Harding, Adjunct (Nursing)
A.S.N., Norwalk Community College
B.S.N., Southern Connecticut State University
M.S.N., Sacred Heart University

Enid Heath, Adjunct (Nursing)
A.S., Cochran School of Nursing
B.S., M.S., Mercy College

Charlene Hron, Adjunct (Science)
B.S., Valparaiso University
M.S., University of Bridgeport

Vicky Jacobson, Adjunct (Information Technology)
B.S., Southern Connecticut State University
M.L.S., Pratt Institute
M.S., University of New Haven

Nanci Kaczegowicz, Adjunct (Nursing)
B.S.N., Southern Connecticut State University
M.S.N., Fairfield University

Erin M. King, Adjunct (Humanities)
B.A., M.A., Ph.D., Yale University

Richard Kozloski, Adjunct (Sciences)
B.S., M.S., University of Bridgeport

Karen Marie LaConte, Adjunct (Science)
B.S., Southern Connecticut State University
D.N.M., University of Bridgeport

Marcie Lapido, Adjunct (Nursing)
B.S.N., Boston University
M.S.N., University of Pennsylvania
M.A., University of Phoenix

Renee Leblanc, Adjunct (Radiologic Sciences)
A.S., St. Vincent’s College
B.S., Albertus Magnus

Linda Lewis, Adjunct (Radiologic Sciences)
Certificate Radiologic Technology, Bridgeport Hospital

Sharon J. Linet, Adjunct (Nursing)
B.S.N., West Virginia Wesleyan College
M.S.N., Sacred Heart University

Harvey Mamrus, Adjunct (Science)
B.S.E.E., Northeastern University
M.A., Fairfield University

Sandy Marrero, Adjunct (Continuing Education)
A.S., Sacred Heart University

Paula Mascendaro, Adjunct (RN to BSN Program)
B.A., Howard University
B.S.N., Johns Hopkins University
M.S.N., University of Maryland

Anita K. McCain, Adjunct (Continuing Education)
B.S., Boston College
M.S., Ed.D., University of Bridgeport

Danielle McCain, Adjunct (Continuing Education)
B.S., University of Connecticut
M.B.A., Sacred Heart University

Erika McCarthy, Adjunct (Social Science)
B.A., Eastern Connecticut State University
M.A., Fordham University

Cynthia McGuire, Adjunct (Science)
B.S., Southern Connecticut State University
M.S., University of Bridgeport

Jennifer McLaughlin, Adjunct (Radiography)
A.S., Gibbs College

Teresa M. McLaughlin, Adjunct (Continuing Education)
B.S.N., M.S.N., The Catholic University of America
D.N.P., Sacred Heart University

Jessica Munoz, Adjunct (Nursing)
B.S.N.  Sacred Heart University
M.S.N., Liberty University

Adetutu Olemola, Adjunct (Nursing)
B.S.N., University of Massachusetts, Lowell
M.A., University of Massachusetts, Amherst

Jane N. O’Reilly, Adjunct (Science)
A.S., Naugatuck Valley Community Technical College
B.S.N., Sacred Heart University
M.S.N., Fairfield University

Nicole Patel, Adjunct (Continuing Education)
Pharm. D., University of Rhode Island

Amy Penry, Adjunct (Radiography)
A.S., St. Vincent’s College
Paul Rosenberg, Adjunct (Humanities)
B.A., Trinity College
M.A., Central Connecticut State University

Judy Ruggiri, Adjunct (Continuing Education/Nursing)
B.S., Pace University
M.S.N. University of Phoenix

Thomas Sacerdote, Adjunct (Humanities)
B.A., St. Anselm College
M.A., Boston College
C.A.S., Fairfield University

Shannan Sanford, Adjunct (Nursing)
BSN, Southern Connecticut State University
MSN, Yale School of Nursing

Jeanette Schultz, Adjunct (Nursing)
A.S.N., St. Vincent’s College
B.S., M.S.N., Sacred Heart University

Ruthanna Shanley, Adjunct (Radiography) B.S.,
Quinnipiac University
M.S., Liberty University

Stephen Sharma, Adjunct (Continuing Education)
B.S., Houston Baptist University

Sandra Sharp, (Mathematics)
B.S. Fairfield University
M.P.H. Walden University

Nicole Simpson, Adjunct (Nursing)
B.S.N., Southern Connecticut State University
M.S.N., Sacred Heart University

Diane Stoddart, Adjunct (Continuing Education)
A.S., St. Vincent’s College
A.S., Housatonic Community College

Nexzbile Thomas, Adjunct (Nursing)
B.S.N. College of New Rochelle
M.S.N., Fairfield University

Cecrystal Umeugo, Adjunct (Nursing)
B.S.N., Juris Doctorate, Quinnipiac University
M.S.N., Sacred Heart University

Teresa Vollmart-Nevin, Adjunct (Nursing)
A.A.S.N., Pace University
B.S.N., M.S.N., University of Phoenix

Kareem Wali, Adjunct (Continuing Education)
A.S., Albertus Magnus College

Krista Wise, Adjunct (Nursing)
B.S.N., Fairfield University
M.S.N., Quinnipiac University

Emma Wittstein, Adjunct (Nursing)
B.S.N., University of Manila
M.S.N., Fairfield University

Patrice R. Yaglowski, Adjunct (Humanities)
B.A. Southern Connecticut State University
M.P.A., Manhattanville College

BOARD OF TRUSTEES

Martin Sbriglio, (Chairperson)
Shelton, CT
Susan E. Abbe
Durham, CT
George Coleman
Newton, CT
Michael Ellison
New Haven, CT
Armand Fabbri
West Haven, CT
Virginia O’Brien Fortin
Easton, CT
Michael V. Herman (Vice Chair)
Southport, CT
Sr. Mary Ellen Lacey, DC
St. Louis, MO
Lily Lopez
Bridgeport, CT
Michael Maccarone (Treasurer)
Bridgeport, CT
Sheila O’Brien
Fairfield, CT
Donald Saltzman
Weston, CT
Martha K. Shouldis (Secretary)
Seymour, CT
Christine Thatcher
Newington, CT
Kathryn Wood
Bridgeport, CT
Lisa Woods
Trumbull, CT

EMERITI

Anne T. Avallone, Ed.D.*
President Emerita
*Deceased

John A. Barone, Ph.D.*
Trustee Emeritus
*Deceased

Helen Readey, M.A.
Faculty Emerita of Nursing
Originally founded in 1905 as St. Vincent’s School of Nursing by the Daughters of Charity of St. Vincent de Paul, St. Vincent’s College is recognized today as a leader in quality health science education. The College is strongly committed to serving the healthcare needs of the community by offering a wide range of educational programs to a diverse student population. Graduates are highly sought after by employers in a variety of practice settings throughout the region. The campus is conveniently located in Fairfield County, easily accessible from I-95 and the Merritt Parkway.