SIGNATURE HEALTHCARE/ BROCKTON HOSPITAL SCHOOL OF NURSING

STUDENT HANDBOOK

2026-2027

Nursing is an art; and if it is to be made an art, it requires as exclusive a devotion,
as hard a preparation, as any painter's or sculptor's work;
for what is the having to do with dead canvas or cold marble,
compared with having to do with the living body – the temple of God's spirit?
It is one of the Fine Arts;
I had almost said the finest of the Fine Arts.
-Florence Nightingale

August 3, 2026

Signature Healthcare/Brockton Hospital

Accredited by:

- The American College of Radiology (ACR) and the American Society for Radiation Oncology (ASTRO)
- The Commission on Cancer (COC) – Comprehensive Community Cancer Program
- Accreditation Council for Graduate Medical Education (ACGME)
- ACR Breast Magnetic Resonance Imaging Accreditation
- American Association of Blood Banks (AABB)
- American College of Radiology Certification:
  - CT
  - PET/CT
  - MRI
  - Ultrasound
  - Mammography
  - Lung Cancer Screening Center
- American Diabetes Association – Certified Diabetes Education Program
- BCBS Blue Distinction for Hips and Knees
  - Breast Imaging Center of Excellence Award: meeting ACR requirements for Mammography, Stereotactic Breast Biopsy, Breast Ultrasound and Ultrasound-Guided Breast Biopsy
- Cintas Partners in Excellence in Preservation of the Environment and in Document Security
- College of American Pathologists (CAP)
- Department of Public Health: Building Antimicrobial Stewardship
- Fisher College/New England Association of Schools and Colleges (NEASC)
- Intersocietal Accreditation Commission Echocardiography Lab (IAC)
- Intersocietal Commission for the Accreditation of Nuclear Laboratories – (ICANL) for Nuclear Cardiology at 110 Liberty St.
- Intersocietal Commission for the Accreditation of Vascular Laboratories (ICAVL) – 4 modalities
- Mammography Quality Standards Act and Program Certification
- Massachusetts Board of Registration in Nursing
- Accreditation Commission for Education in Nursing (ACEN)
- National League for Nursing Accrediting Commission (NLNAC)
- NCQA Level 1 Patient Centered Medical Home Recognition
- Nuchal Transluceny Certification for Obstetric Imaging
- Stroke Gold plus Award – American Stroke Association
- The American College of Surgeons
- The Joint Commission

Affiliated with:

Hospitals:

- Beth Israel Deaconess Hospital
- Floating Hospital for Children at Tufts Medical Center

Schools:

- American Career Institute for Medical Assisting
- American Institute for Diagnostic Medical Sonography
- American International College
- Bay State College:
  - Physical Therapist Assistant Program
  - Medical Assistant Internship
  - Physical Therapy Assistant Program
  - Undergraduate Nursing Program
- Beth Israel Deaconess Hospital
- Boston College
- Boston University School of Public Health
- Bridgewater State University
  - Affiliations with Medical Professionals
  - Exercise Science Program
  - School of Social Work
- Bristol Community
- Bunker Hill Community College

    - Diagnostic Medical Sonography
    - Diagnostic Medical Coding
    - Nursing Program
- Career Institute of American International College
- Clark University Computer Career Institute
- Community College of Rhode Island - Diagnostic Medical Sonography
- Fitchburg State University - Exercise and Sports Science Department
- Framingham State University
- Franklin Pierce University for Physician Assistant
- Health Care Training Center
    - Medical Billing/Coding,
    - Medical Assistant
    - Phlebotomy Technicians
- Laboure College - Clinical Education of Radiation Therapy Students
- Lincoln Technical Institute
    - Medical Assistant Program
    - Externship Program
- Massasoit Community College for
    - Phlebotomy Training
    - Computerized Tomography
    - Radiologic Technology
    - Nursing Education Program
    - Respiratory Care
- Massachusetts College of Pharmacy and Health Sciences (MCPHS)
- Massachusetts School of Professional Psychiatry
- Medical Professional Institute - LPN Program
- MGH Institute of Health Professionals
- Northeastern University
- Nova Southeastern University, Inc
- Quincy College
- Quinnipiac University
- Regis College for Graduate Nursing Students
- Roxbury Community College
- Saint Joseph's College of Maine
- Salter School – Externship Program
- Sanford-Brown College - Cardiovascular Sonography
- Simmons College
- Southeastern Technical Institute
    - Medical Assistant program
    - Practical Nursing Program
- South University, LLC
- Stonehill College
- Tufts University School of Medicine
- University of Cincinnati
- University of Hartford - Physical Therapy
- University of Massachusetts (Amherst, Boston, Dartmouth, Lowell, Worcester)
- University of New Hampshire for Occupational Therapy
- University of North Dakota - Department of PA Studies
- Walden University

The Hospital is also affiliated with:

- Boston Higashi School
- The International School for Autism
- Brockton High School: Life Skills Program
- North River Collaborative (Abington High School): STEP Program
- South Shore Regional Vocational Technical High School: Health Careers Technology Program
- Whitman - Hanson Regional High School

Member of:

American Hospital Association and the Massachusetts Hospital Association

Licensed by:
Signature Healthcare Brockton Hospital is licensed by the Massachusetts Department of Public Health
The Psychiatric Service is licensed by the Department of Mental Health
Nuclear Medicine Department is licensed by the Nuclear Regulatory Commission
Signature Healthcare Brockton Hospital's Maternal-Newborn Suite is licensed by the Department of Public Health
Signature Healthcare Brockton Hospital's Cardiac Catheterization Lab is licensed by the Department of Public Health
The Hospital's Outpatient Radiology Service at 110 Liberty Street, Brockton; Roch Bros Way, Easton; and 430 Liberty St, Hanson are licensed by the Department of Public Health as is The Outpatient Care Center at 130 Quincy Avenue.

Signature Healthcare/Brockton Hospital School of Nursing
53 Adams Street
Brockton, MA 02302
508-941-7040

Approved by:

Commonwealth of Massachusetts Board of Registration in Nursing
250 Washington Street
Boston, MA 02108

Accredited by:

Accreditation Commission for Education in Nursing (ACEN)*
3390 Peachtree Road N. E. Suite 1400
Atlanta, GA 30326
Telephone: 404-975-5000
Fax: 404-975-5020
www.acenursing.org

**ACEN serves as a repository for information about curricula, tuition and fees for the nation's nursing programs. It also serves as gatekeeper for the Title IV – HEA Student Loan Program.*

Member of:

National League for Nursing,
New England League for Nursing, New England League for Nursing Council of Associate Degree and Diploma Programs,
New England Association of College Admissions Counselors
National Association of College Admissions Counselors
Massachusetts School Counselors' Association
Massachusetts Association of Student Financial Aid Administrators
National Association of Student Financial Aid Administrators
Massachusetts Centralized Nursing Clinical Placement System
National Coalition of Hospital Associated Schools and Colleges of Nursing

Affiliated with: Fisher College

NONDISCRIMINATION NOTICE

In accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. ss 2000d et seq.), Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. ss 794), Title IX of the Education Amendments of 1972, as amended (20 U.S.C. ss 1681), The Americans With Disabilities Act, the Civil Rights Act of 1991 and the Age Discrimination Act of 1975, as amended (42 U.S.C. ss 6101 et seq.), to the extent that they may be applicable, Brockton Hospital School of Nursing does not, on the basis of race, ethnicity, gender, gender identity , religion, sexual orientation, handicap, or age, discriminate in admission or access to, or treatment or employment in, its programs or activities that receive Federal financial assistance or in its granting of scholarships or other financial aid. The person whose name appears below has been designated to coordinate the efforts of the School to comply with the U. S. Department of Health and Human Services regulations lawfully and validly implementing these Federal laws. (Department regulations promulgated pursuant to Title VI, Section 504, Title IX, and the Age Discrimination Act appear at 45 CFR Parts 80, 84, 86 and 91, respectively. The regulations promulgated pursuant to the Americans with Disabilities Act appear at 29 CFR 1630.) For further information about the regulations and the School's grievance procedures for resolution of discrimination complaints, contact the Coordinator of Counseling and Student Services, Chelsea Derochea, Signature Healthcare Brockton Hospital School of Nursing, 53Adams Street, Brockton, MA 02302; Telephone (508) 941-7729, CDerochea@Signature-Healthcare.org.

Brockton Hospital formally changed its name in December 2007 to Signature Healthcare. For purposes of this Handbook, Signature Healthcare Brockton Hospital School of Nursing is hereinafter referred to as Brockton Hospital School of Nursing or SH/BHSON.

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This is an official publication of Signature Healthcare/Brockton Hospital School of Nursing (SH/BHSON). SH/BHSON reserves the right to change requirements regarding admission, course prerequisites, tuition and fees, curriculum, graduation requirements and other regulations affecting the student body. Such regulations govern both incoming and matriculating students and will be effective as determined by SH/BHSON

Signature Healthcare/Brockton Hospital

History

Brockton Hospital, founded in 1896, is a private, not-for-profit community teaching hospital with 219 beds serving 20 communities in southeastern Massachusetts. The Hospital offers graduate medical education programs in medicine, surgery, emergency, newborn and pediatrics, ENT and neurology. The Hospital also provides a transitional year residency program through an affiliation with Beth Israel Deaconess Medical Center.

The award-winning Signature Healthcare/Brockton Hospital offers advanced treatment to the communities it serves, including a cardiac catheterization suite and two state-of-art cardiac catheterization laboratories; a renovated Department of Radiation Therapy with high-tech options like TomoTherapy®, a targeted cancer treatment only available at 200 centers around the world; digital mammography screenings in our state-of-the art Women's Imaging Center; a Maternal-Newborn Pavilion with a Level II special care nursery; open bore high resolution 3T MRI in our Imaging Department; telemedicine; bedside scanning of patient barcode bracelets; Electronic Health Records; and more.

In December 2007, Brockton Hospital became a regional institution, acquiring a system of primary care physicians and medical centers to create a new and larger healthcare system. Brockton Hospital changed its name to Signature Healthcare/Brockton Hospital. The new system maintains the same network of patients and doctors. However, as a regional, multi-specialty provider, it provides the community a seamless, locally governed healthcare delivery system, with high quality at a low cost.

Signature Healthcare Brockton Hospital

Mission:

Brockton Hospital's Mission is to be a private not-for-profit community-based hospital that is recognized as the "hospital of choice" by staff, patients, and the community it serves. It will operate within the following principles:

- Brockton Hospital in collaboration with its medical staff will provide care that is known for its excellence--both from a human and medical perspective--through the development of a local health network.
- Brockton Hospital is dedicated to providing equitable access to high-quality healthcare. We recognize the diversity of our patients and the community we serve, including their race, ethnicity, socioeconomic status, religion, sex, gender identity, sexual orientation and ability. We commit to respecting their social, cultural, linguistic and other individual needs.
- Brockton Hospital will deliver medically necessary services to all in need regardless of status or ability to pay.
- Brockton Hospital will take an active leadership role in improving the health of Southeastern Massachusetts: through a hospital-community partnership and collaboration with other providers and community members to offer a broad range of preventive health education, health services, and other activities.
- Brockton Hospital will develop new services/programs and participate in alternative delivery/regional healthcare systems to respond to the community need and enhance access to health care.
- Brockton Hospital will participate in the education of new health care professionals for the purpose of enhancing the Hospital's access to health care expertise and assuring the most up-to-date approaches for providing health care.
- Brockton Hospital will be an equitable and inclusive employer that values and recognizes excellence in its employees.
- Brockton Hospital will ethically manage its financial matters to make it cost effective and fiscally sound.

Amended by Board of Trustees: January 27, 2022
Reaffirmed by Board of Trustees: December 14, 2022

Signature Healthcare/Brockton Hospital School of Nursing (SH/BHSON)

History

Brockton Hospital School of Nursing (SH/BHSON), a private institution for nursing education, is an integral part of Signature Healthcare/Brockton Hospital. Originally established in 1897, SH/BHSON has long had a prestigious reputation in the surrounding community. Considered a venerated asset to both the Hospital and the community, SH/BHSON has a history of attracting high caliber students. The School has been in the forefront of nursing education for over a century and has graduated over 2,600 nurses mainly from southeastern Massachusetts.

SH/BHSON was originally two years in length and expanded in 1911 to three years to comply with state regulations. During the Depression, many small schools throughout the nation closed. SH/BHSON was no exception. SH/BHSON closed its doors in 1935 only to reopen eight years later due to the great nursing shortage created by WWII. In 1979, SH/BHSON responded to trends in nursing education and began an affiliation with Bridgewater State College. This enabled students to earn college credits toward a baccalaureate degree in nursing.

In 1986, SH/BHSON shortened its three-year curriculum to two years and began an affiliation with Stonehill College.

In 1988, SH/BHSON implemented a weekend/evening nursing division designed specifically for the working adult. It was identical to the two-year day division, with the exception of taking four years to complete. During that same year, Stonehill College discontinued its upper division nursing program and SH/BHSON re-established its affiliation with Bridgewater State College.

In 1990 SH/BHSON changed its collegiate affiliation to Fisher College to conduct a cooperative two-year day and four-year weekend/evening nursing program. The program awards students a diploma in nursing from SH/BHSON. In addition, for eligible students, an Associate in Science degree from Fisher College is awarded. This is the only hospital-based diploma nursing program in Massachusetts.

In January 2014, Fisher College accepted students into their first Registered Nurse to Bachelor of Science in Nursing program. All SH/BHSON graduates who met academic requirements were eligible for acceptance into the Fisher College RN to BSN program. The Joint Admission Pathways with BHSON guaranteed acceptance for our graduates into their RN to BSN program, from 2018 until its closure in 2024.

Admission into the Weekend/Evening Division was suspended starting Fall 2018.

In September 2019, SH/BHSON moved across campus from the original site, 680 Centre Street, Brockton, MA to the new building at 53 Adams Street, Brockton, MA. The new building was designed such that its glass front provides more visibility to its beautiful natural environment. It was equipped with modern technology in each classroom and a dedicated wireless network. The handicap accessible building contains spacious classrooms; a Student Success Center; a 6 bed simulation lab with high and low fidelity manikins and advanced technology, a 1 bed simulation lab with a high fidelity manikin, an observation room and advanced technology; a café with vending machines including healthy options, the Signature Healthcare Health Sciences Library; National Student Nurses Association (NSNA) office; office space; conference rooms; and an academic testing accommodation room.

In October 2020, the new SH/BHSON building was dedicated to the Yawkey Foundation who generously donated $1 million, and the building was renamed “Brockton Hospital School of Nursing at the Yawkey Center.”

Safety has been a high priority for many decades. SH/BHSON implements a multitude of services to ensure safety of the students. Entrance into the Yawkey Center requires a secured ID access that provides additional

security into the building. There are several panic buttons strategically placed throughout the building which have a direct link to the security team.

Mission

The mission of Signature Healthcare/Brockton Hospital School of Nursing (SH/BHSON) reflects the mission of its parent organization, Signature Healthcare. Since the first graduating class in 1897, SH/BHSON has distinguished itself as a leader in post-secondary education in Metro South Massachusetts. The nursing school offers its students a quality education made possible by a faculty dedicated to teaching excellence and a professional staff committed to offering a high level of support for students.

SH/BHSON prepares entry level professional nurses to provide high quality, safe, and holistic care and to function effectively within nursing and inter-professional teams. Students are educated to develop, based on the best current evidence, the knowledge, skills, attitudes and clinical judgment necessary to meet current and future health needs of a diverse population. These needs occur in a rapidly changing, technologically advanced environment. Essential to this mission is the School's emphasis on life-long learning, which serves as a basis for a lifetime of intellectual and professional advancement. The School is firmly committed to the growth and success of all those within its sphere of influence. SH/BHSON is dedicated to serving the needs of our student population in a manner that is respectful of their ethnic, religious, cultural, and gender identity differences.

SH/BHSON responds to the health and service needs of the community of which it is a part. Service learning and community service projects incorporate a sense of global citizenship. These projects assist the student to achieve learning outcomes while meeting the needs identified by our community partners.

Philosophy

The philosophy of SH/BHSON is derived from the mission of Signature Healthcare, of which it is a part. Nursing is a dynamic and challenging profession that requires synthesis of the knowledge, skills, attitudes, and clinical judgment needed to deliver equitable and inclusive care. It is both an art and a science founded on a professional body of knowledge that integrates concepts from the liberal arts and the biological, physical, psychological and social sciences. Synthesis of this information prepares the nurse to function as an advocate, teacher, and communicator. Caring, empathy, and compassion are central to providing patient centered, professional nursing care.

The purpose of contemporary nursing practice is to promote and maintain health, prevent illness, promote recovery, restore wellness, maximize function, and provide support at the end of life. The profession utilizes a decision making framework which includes the nursing process and the development of clinical judgment. This decision making framework assists the nurse to manage care and assist patients as individuals, families, or communities to achieve an optimal level of wellness.

People are holistic individuals from diverse backgrounds who have great potential for growth throughout their lifespan and have a right to be active participants in achieving their optimal level of wellness. The patient is a complex being made up of physical, spiritual, cultural, psychological, and emotional dimensions.

Health and illness are aspects of human existence and are viewed on a continuum from wellness to end of life. Health refers to a person's ability to respond positively or to adapt to changes in their internal and external environments, with a goal of achieving optimal health potential.

A concern for the welfare of each student is an integral part of the student experience at SH/BHSON. Learning is a process that increases knowledge and critical thinking, broadens attitudes, allows for reflection, and leads to continuing development of the individual. Learning is enhanced when encouragement for self-directed learning and reflection are fostered. Students assume responsibility for acquisition of knowledge, skills, and clinical reasoning and judgment. The student comprehends more effectively when classroom/simulation/skills lab/clinical experiences are correlated and concurrent and are sequenced from simple to complex. Faculty members assume roles as facilitators in the educational process, in settings where

there is mutual commitment between the teacher and the student, both of whom are accountable for their actions. Faculty have a responsibility to create an all inclusive educational environment conducive to active learning with opportunities to build clinical judgment and decision-making skills.

Goals

Consistent with its philosophy, the goals of SH/BHSON are to provide access to nursing education for qualified students in order to enable them to:

- Assume entry level nursing positions in acute care hospitals, post acute care settings, chronic care facilities and community health care agencies.
- Attain a love of learning so that they may take the initiative to seek further knowledge, formally or otherwise.
- Grow intellectually and emotionally through their educational experiences so that they may live full and meaningful personal and professional lives as contributing members of society.

End of Program Outcomes

The End of Program Outcomes for the nursing education unit emerge from the mission and philosophy of SH/BHSON and are congruent with its parent organization. The Quality and Safety Education for Nurses (QSEN) competencies and Clinical Judgment Model (CJM) are used as guiding frameworks to promote the effective delivery of the nursing program and achievement of identified program outcomes. Graduates will:

1. Patient Centered Care: Utilize a holistic approach to integrate pathophysiologic and psychologic principles in the delivery of inclusive, individualized nursing care. Foster patient participation toward an optimal level of wellness throughout the lifespan, including decision making at the end of life.

2. Teamwork and Collaboration: Demonstrate open communication, respect, and shared decision making while collaborating among nursing and inter professional teams to achieve high quality care.

3. Evidence Based Practice: Integrate best practices to guide clinical judgment and administer comprehensive nursing care.

4. Quality Improvement: Utilize quality improvement methods to ensure the delivery of safe, effective nursing care.

5. Safety: Provide safe nursing care, minimizing the risk of harm to self and others.

6. Informatics: Utilize essential information and technology to facilitate lifelong learning, patient education, and to communicate and coordinate safe quality care.

Educational Effectiveness

One standard SH/BHSON uses to measure the achievement of its program outcomes is the success rate of its graduates who sit for the NCLEX-RN examination.

Students and SH/BHSON

- SH/BHSON is a community in which codes of academic and personal conduct are based upon individual responsibility and respect for others. SH/BHSON policies are contained in the Student Handbook, the Financial Aid Manual, and the website, www.bhson.org.
- SH/BHSON has standards of academic conduct. It is the student's responsibility to know and fulfill all graduation requirements. Students will be disciplined for plagiarism, cheating, and falsification in any area of performance.
- When using artificial intelligence (AI). SH/BHSON students have a responsibility to ensure the validity of the AI, the appropriate application and use of AI, and transparency in the process, and ongoing evaluation for reliability. (Based on: American Nurses' Association Position Paper Fall 2023, Volume XXIII, Issue 4)

- All students must confirm with their individual professor/faculty to determine if AI tools like ChatGPT are allowed for a particular assignment, as policies may vary by course and assignment.
- SH/BHSON, as part of Signature Healthcare, is an equal opportunity institution. SH/BHSON is publicly committed to a policy of nondiscrimination against any person on the basis of race, ethnicity, gender, religion, disability, age, or sexual orientation. These commitments apply not only to employment, but also to admission to, access to, and treatment in all SH/BHSON programs and activities.
- A primary factor in arranging student clinical group placement will be each student's prior clinical experiences at SH/BHSON. The location of the student's residence and carpooling requests will not be considered.
- All members of the SH/BHSON community are bound by the statement of rights and responsibilities which appears in the Student Handbook. Furthermore, SH/BHSON affirms the importance of free intellectual inquiry and freedom of speech.

Under Federal law, students have a number of rights concerning their records at SH/BHSON. The confidentiality of student records policy contained in the Student Handbook outlines student rights concerning records, one of which is the right to inspect and review almost all of the material in their files. Certain material is not available to students, such as medical and professional counseling records used only for treatment purposes, or financial information furnished by parents in support of an application for financial aid.

Access to the information in student records is not allowed to outsiders without student consent and within certain guidelines. For example, academic records are available to academic advisors and authorized professional people, but not to parents or other academic institutions without student permission. The same is true for medical records. Medical records are completely confidential. The Coordinator of Counseling and Student Services will not release any information from medical records to anyone, including parents, significant others and employers unless authorized in writing by students. The only exceptions are where the law requires information for public health and safety. For more information on gaining access to files, students are encouraged to go to the office that holds the records.

Educational Mobility Policy

SH/BHSON is committed to supporting the long-term professional growth of its graduates. Articulation agreements with academic partners reflect the belief that a diploma in nursing is a strong foundation for advanced academic study, and that graduates deserve clearly defined, navigable pathways to further their education.

The Dean, with faculty input, will assure that SH/BHSON has at least one articulation agreement with an academic partner to provide for a smooth transition into an RN-BSN program. The Dean identifies and pursues articulation partnerships with accredited colleges/universities while considering reasonableness of transfer credit offered relative to the SH/BHSON curriculum; accessibility of the program to working nurses; and affordability and availability of financial aid or tuition discount for SH/BHSON graduates. The academic partner(s) will be posted on the SH/BHSON website.

Diversity Equity Inclusion Statement

SH/BHSON is committed to fostering diversity, equity and inclusion (DEI). BHSON recognizes and respects the unique qualities of each individual and as such, welcomes DEI within its community. BHSON is committed to providing a safe, active learning environment where each student is valued and nurtured, without regard to:

- race
- ethnicity
- gender identity
- sexual orientation
- socioeconomic status
- age
- (dis)abilities
- cultural experiences
- nationality
- learning styles
- religious beliefs
- political ideologies

Academic Policies

Program Technical Standards

The following information is being provided as required by the Federal Government Section 504 of the Rehabilitation Act of 1973 in response to the American with Disabilities Act. In order to successfully complete the School of Nursing program, certain physical and behavioral capabilities are required, with reasonable accommodations, in course work and as part of the clinical experience. These include the following:

Physical capabilities necessary to communicate effectively independently or with corrective devices:

1. Communicate in English orally and in writing to instructors, clinical staff, patients, families, and all members of the health care team.
2. Hear a patient talk in a normal tone from a distance of 20 feet.
3. Hear all alarms on technical and supportive equipment set at a normal tone at a distance of 20 feet.
4. Listen and respond to distress sounds from patients.
5. Hear oral directions/requests from health care workers, patients, voice pages and telephone messages.
6. Accurately monitor blood pressure readings with a stethoscope.
7. Accurately distinguish breath, heart, and bowel sounds.

Visual Acuity:

1. Clearly visualize all written medical information pertaining to the patient.
2. Clearly visualize all readings and functions of technical equipment pertaining to patient care for the purpose of assessment.
3. Clearly visualize all calibrated containers for the accurate measurement of body fluids, specimens, medication administration devices (syringes, pumps, etc.).

Physical strength, gross motor control:

1. Maintain sufficient strength to lift 50 pounds safely, protecting yourself and the patient, as well as those surrounding you.
2. Bend or stoop to assist patient with activities of daily living.
3. Crouch to plug in or manipulate electrical equipment.
4. Lift to safely transfer or position all patients in various situations.
5. Move, push or pull equipment, beds, stretchers, wheelchairs, etc.
6. Reach 6 feet above the floor to relocate or attach equipment (oxygen, suction, IV's, etc.)
7. Kneel and stand independently.
8. Walk/stand for extended periods and distances over an 8-hour period.

Manual Dexterity (Fine Motor Movement):

1. Accurately manipulate dials, gauges, buttons and switches to set, monitor and care for all patient related equipment.
2. Accurately administer sterile solutions without contaminating syringes, needles, solutions, etc.
3. Accurately administer all types of medications.
4. Safely and effectively perform complex dressing procedures without contamination to supplies, patient, and surroundings.
5. Successfully put on and remove protective apparel to maintain various isolation guidelines

Behavioral/Mental:

1. Function safely, effectively and calmly under stressful situations.
2. Prioritize and manage tasks simultaneously.
3. Exhibit social skills necessary to interact therapeutically with patients, families, all healthcare personnel, and faculty.
4. Maintain personal hygiene consistent with dress code guidelines.

5. Display ethical attitudes and actions consistent with professional behavior in the healthcare and classroom settings.
6. Display the necessary social skills to behave with courtesy, tact and sensitivity toward others in all settings.
7. Exhibit social skills necessary to respect cultural and ethnic differences of patients, co-workers, and all individuals in clinical and classroom settings.
8. Remain free from chemical impairment in classroom and clinical settings at all times.

CORI Policy (Criminal Offender Record Information)/SORI Policy (Sexual Offender Registry Information)

Background checks are a requirement at SH/BHSON initially upon admission and/or re-admission, and thereafter annually on all students. SH/BHSON contracts with PreCheck, Inc., a healthcare specific background screening and ongoing monitoring service, to conduct comprehensive background checks. Background checks include national, state and county level criminal record searches, national sex offender registry search, and sanction checks through state and federal agencies. Additional or follow-up background checks may be required of some students and/or by some clinical agencies, the cost of which will be the responsibility of the student unless determined otherwise by SH/BHSON.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant from admission. Rather, determination of suitability based on background checks will be made consistent with SH/BHSON policy, clinical agency requirements and any applicable laws and regulations. Follow-up background checks and/or additional screenings (i.e.; fingerprinting, drug testing) may be required by some clinical agencies. Students must be aware that some clinical agencies may have access to higher level background check information per state and federal regulations. Depending on results of any of the above-mentioned background checks, a person's eligibility to participate in the SH/BHSON program may be affected. Students must also understand that prior to taking the NCLEX-RN exam they must demonstrate compliance with the Massachusetts Board of Registration in Nursing's "Good Moral Character" requirements, which could require investigation/verification of applicants' criminal and/or Department of Children and Families (DCF) background.

CPR Requirement Policy

SH/BHSON requires all students to have a current American HeartCode BLS Certification (CPR and AED) prior to enrollment, and to maintain this status for the duration of their time at SH/BHSON. Documentation of BLS certification must be submitted to the Coordinator of Counseling and Student Services, Chelsea Derochea, prior to the start of classes.

Medical Clearance Required

In compliance with the immunization requirements specified by the Massachusetts Department of Public Health, upon acceptance students must submit the following to the Coordinator of Counseling and Student Services, Chelsea Derochea:

- Up-to-date Mantoux (TB) results
- Up-to-date Tetanus information
- MMR titers
- Varicella titers
- Hepatitis B titers
- COVID-19 vaccine documentation
- Signature from licensed health care provider confirming the student is in good health to participate in the program and maintain program technical standards, or detailing necessary accommodations.
- Meningococcal Documentation (students aged 21 or younger), as required by Mass DPH

*see Medical Clearance policy on page 42 for returning to school after medical absence

Annually students must submit the following to the Coordinator of Counseling and Student Services, Chelsea Derochea:

- Mantoux (TB) results
- Influenza vaccine (seasonally)

Mantoux (TB**):** All students are required to have annual Mantoux (TB) screenings. Students who receive positive TB tests must provide documentation of clear chest x-ray in order to begin/continue in the program. Students who are unable to receive Mantoux tests due to a history of positive TB tests must provide documentation of the initial clear chest x-ray, and will be required to submit a completed symptom checklist each year.

Influenza: Seasonal influenza vaccination is required by the Massachusetts Department of Public Health (DPH) and Signature Healthcare. Students must submit annual documentation showing proof of vaccination or a declination form. Students that decline the vaccine are required to wear a surgical mask at all times on SH/BHSON campus, including SH/BH and clinical sites. Documentation should be submitted in accordance with deadlines set forth by DPH and SH/BHSON.

(Rev. 1-7-2022)

COVID-19 Policy

Vaccination against COVID-19 with the most recent, updated vaccine is highly recommended. Students must provide documentation of up to date COVID-19 vaccination to the Office of Counseling and Student Services, or submit a SH/BHSON COVID-19 Vaccination Declination form. Per Massachusetts Department of Public Health requirements, vaccination with the newest COVID-19 vaccine (Pfizer, Moderna, or Novavax) is required to be considered up to date. Students must submit either documentation of receiving the newest COVID-19 vaccine, or a signed declination that they do not plan to receive the vaccine.

***Students should be aware that some clinical agencies have a more stringent policy about COVID-19 vaccination, such as not accepting declination of the vaccine, or requiring students are "up to date" with vaccination as defined here by the CDC: https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html#UTD. Students will not be able to attend the assigned clinical rotation if they do not meet the vaccination requirements of the clinical agency. SH/BHSON is mandated by the Massachusetts Board of Registration in Nursing as well as our accreditor, Accreditation Commission for Education in Nursing (ACEN) to provide students with clinical experiences. SH/BHSON is not obligated to provide substitute or alternate clinical experiences based on a student's request or vaccine preference. Being unvaccinated against COVID-19, or not being up to date on vaccination as defined by the CDC may mean a student is not able to complete the clinical nursing courses, and as a result, not be able to complete the program.**

*This policy is subject to change at any time as updated information is received from the CDC and other national organizations, or due to increased infectivity rates in the local area.

(Rev 7-25)

Academic Year

The regular academic year consists of two semesters (fall and spring) of 15 weeks (with 1 additional week for final exam and clinical make-up) each. A summer session of 4 weeks is held at the end of the second year. The curriculum is planned so that a student will be able to meet expected level of achievement to graduate in two years, or four semesters and one summer session.

Professional Behavior In and Out of the Classroom

Students are expected to conduct themselves in a professional and respectful manner at all times:

- attending all classes and arriving on time
- paying attention in class or lab, not talking to classmates

- avoiding texting or other inappropriate use of electronic devices
- avoiding leaving during class except at breaks or end of class
- being prepared for class/lab by reading and completing assignments prior to class
- maintaining a professional email address (required)

Disrespectful and unprofessional behaviors or communication (verbal, written, e-communication) will result in disciplinary action. Profanity will not be tolerated.

Academic Honesty

Academic honesty is expected of all students; plagiarism and cheating are not condoned and are subject to academic penalty

SH/BHSON defines academic dishonesty as follows:

- *Plagiarism:* The presentation of another's words, ideas, data, film or artwork, computer programs, or laboratory results as if they were one's own, failing to acknowledge the real sources.
- *Cheating:* The act of giving or receiving (or attempting to give or receive) unauthorized assistance or information in an examination, term paper, homework assignment, laboratory report, etc.
- All exam questions are the property of Signature Healthcare Brockton Hospital School of Nursing. Removing or attempting to remove exam questions or information about exam questions is strictly prohibited. It is forbidden to copy, take a photo, reproduce, record, distribute or disclose any exam question by any means, in whole or in part. This includes discussing these questions before, during or after an exam. A violation of this type will result in sanctions as described in this academic honesty policy.
- **Academic Penalty**:

  First Offense: Any student found violating academic honesty will be given a zero for the involved assignment or exam.

  Second Offense: This is the final offense. The Student will be dismissed from Signature Healthcare Brockton Hospital School of Nursing.

The procedure for implementing an academic penalty for academic misconduct, which includes, but is not limited to plagiarism, cheating, disruption of teaching, dishonest practices in connection with examinations, and disruptive classroom behavior, is as follows:

- The instructor will notify the student of the alleged violation and the proposed penalty, and advise the student of the right to appeal if the student believes the charge to be unjust. Documentation of notification to the student will be maintained.
- *If the student does not appeal:* The instructor will impose the penalty and notify the Dean in writing of the incident and the penalty. The Dean will notify the student that they have received notification of the offense and penalty and that both are being kept on record in the Registrar's Office.
- *If the student wishes to appeal the charge*: The student will, within one week following notification by the instructor, inform the instructor that they wish to appeal. The instructor will notify the Dean in writing of the incident, the proposed penalty and the student's desire to appeal. The Dean will investigate the case which will include interviews with the student and with the instructor involved. The Dean will report their decision in writing to both the instructor and the student.

If a charge of academic dishonesty has been sustained, the instructor's penalty is imposed and a record of the incident is kept in the student's file. Any record of offense will be destroyed when a student graduates from SH/BHSON. If the student withdraws or is dismissed from SH/BHSON, the record of offense will be maintained as long as the student's file is maintained.

SH/BHSON Dress Code

Students are expected to come properly attired. If a student is deemed to be inappropriately dressed, the student will be asked to leave and a classroom absence will be recorded. **SH/BHSON requires that all students wear a SH/BHSON identification badge at all times at the Hospital, SH/BHSON and clinical affiliations. ID badge must be worn above waist line.**

Classroom Attire: Appropriate attire is required when attending classes. The following types of clean and neat clothing are acceptable attire:

dresses, skirts, skorts, slacks, capris, jeans, denims, sweatpants, sweat suits, appropriate length shorts, sweaters, sweatshirts, appropriate cut blouses and tops/T-shirts

Unacceptable Classroom Attire: The following types of clothing are considered unacceptable attire:

inappropriate length shorts (short shorts), tops with plunging necklines, low cut blouses, halters, crop tops, sheer/see through tops, clothes that are too tight or revealing, skirts, pants or shorts with any message/advertising across the backside.

Clinical Attire:

Students are required to wear the SH/BHSON uniform during clinical experiences and must purchase uniforms from the SH/BHSON designated uniform company. During clinical students are required to wear the SH/BHSON uniform, white nursing shoes, solid color white or black clogs with backs, or white or black low top (leather look-alike) sneakers, with matching white or black socks, student ID badge and a watch with a second hand. A stethoscope is required. Bandage scissors are required. A long sleeve white top may be worn under uniform, turtlenecks and button down shirts are not acceptable. All students are expected to have protective eye wear as part of their clinical attire when attending clinical or simulation lab. Personal eyeglasses and contact lenses are not considered adequate eye protection.

Restrictions for Fingernails:

- Long natural fingernails and artificial nails are not to be worn. Artificial nails are defined as any substance or device applied to natural nails to augment or enhance nails. These include but are not limited to acrylics, bonding, tips, wrapping, table inlays, glue-on or any appliques other than polish is considered artificial.
- Natural nails should be a reasonable length, not more than ¼ inch beyond fingertip and well-manicured.
- Fingernail polish may be worn only if completely intact. Chipped fingernail polish must be removed.

Jewelry, tattoos and body piercing: Jewelry that interferes with the safe delivery of patient care, or can be an infection risk or pose a safety risk to patients is not permitted. Wedding bands are permitted. No rings with stones or ornamentation are allowed. A maximum of two small earrings in each ear are the only pierced jewelry permissible to wear. Tongue, facial and other visible piercing are not allowed. A tattoo considered to be offensive (as defined by SH/BHSON) must be completely covered.

Hair (including facial hair) must be neat and not interfere with the delivery of patient care. Hair should be tied back if needed or required.

Perfume and the odor of cigarette smoke should not be noticeable. Sweaters and vests may be worn in transit to Hospital units and in designated areas, but are not allowed to be worn when administering patient care. Only SH/BHSON approved scrub jackets may be worn when administering patient care. Stained or ill-fitting uniforms are unacceptable.

During other patient-centered experiences where the SH/BHSON uniform is not required, students must dress in professional attire. Jeans, shorts, sweat pants, sweat shirts, stretch pants, leggings, crop tops, and logo T shirts are unacceptable types of dress. The instructor will outline other particular agency requirements. When

students are in clinical areas preparing for assigned clinical experiences, they must be in either full uniform or wearing a lab coat over professional attire and student ID badge prominently displayed.

Students are expected to come properly attired to all clinical placements. If a student is deemed to be inappropriately clothed, the student will be asked to leave the unit to correct the situation. **Please be aware that time away from clinical will be marked as absent.**

Cell Phone Use

Use of cell phones is prohibited in the classroom, simulation lab and clinical settings. No texting and/or calls are to be answered during class, lab or clinical times. During all examinations no electronic devices are allowed in the classroom.

Personal Contact Information Responsibility Agreement

SH/BHSON maintains student's personal contact information. This personal contact information consists of the student's name, address, phone numbers and e-mail. All communication from SH/BHSON is done via e-mail. All official SH/BHSON notifications are published via e-mail, including addendums to SH/BHSON official publications as well as the availability on SonisWeb of the Tuition Statements and Grade Reports. It is very important that a student's e-mail address, as well as all personal contact information is current in the SH/BHSON Registrar's Office. **Please note: Professional email addresses are required.** The student is responsible for updating their personal contact information on SonisWeb under the Update Bio link. The student must inform the Fisher College Program Director Carol Wilcox of any such changes. If a student wishes to change their name for SH/BHSON, a Social Security Card with the new/updated name must be shown and copied by the Registrar's Office for the name change to be official.

Attendance Policy

Attendance is mandatory for all SH/BHSON and Fisher College classes, labs, and clinicals.

- The expectation is that student attendance will be 100% as it relates to clinical and academic experience. Students who miss more than 7% of clinical hours, (equal to 16 hours) will be placed on clinical warning and be required to complete clinical make- up. Clinical make-up will be offered during the final exam week. All clinical absences are included in the student's total absences recorded.
- Students who miss more than 4 clinical days will be placed on probation for the remainder of the semester.
- Upon completion of regularly scheduled clinical makeup, students who exceed 4 clinical absences and are meeting SLO will be provided the opportunity to complete the required clock hours.
- If a student is absent consecutively for 14 days (or more), they will be withdrawn from the program and forfeit their financial aid. The course grade at the time of withdrawal will determine a grade of "W" (Withdrawn) or "WF" (Withdrawn Failing).
- A student who misses more than 10% of total nursing and non-nursing classes/labs/simulation/clinical hours may not qualify for financial aid and their future enrollment in the Signature Healthcare Brockton Hospital School of Nursing program will be jeopardized. Students who do not complete 90% of the assigned semester clock hours will no longer be eligible for financial aid/federal loans in future semesters. Reasonable efforts will be made to schedule makeup hours. All clock hours made up will be counted towards the semester's assigned clock hours.
- Students receiving veterans' financial assistance are required to inform the Registrar of class and clinical absences.
- Instructors will take attendance at the beginning and after the break in each class/simulation/clinical/lab. If the student is tardy for class or departs early, the student will not receive credit for the class hours missed. If a student arrives after attendance is taken, it is the student's responsibility to check in with the faculty to record their presence in class. Failure to do so will indicate an absence. The student is responsible for all material presented during an absence. If the student is tardy or absent for nursing classes/labs/simulation/clinical, the student must email the instructor before the scheduled class times.

- Additional details about the attendance policy for Fisher College courses can be found in the Fisher College Policies Section of this Student Handbook.

Exam Policy

Environmental Exam Rules (For all Exams)

- Students will be present and on time for each unit and final examination. Students who are unable to be present must notify the team leader one hour prior to the start of the scheduled examination.
- Leaving during the exam is greatly discouraged. No additional time will be given for such breaks.
- Students are not allowed to wear jackets or sweatshirts with hoods and/or pockets during the exam.
- No food is allowed in the exam area. Drinks are allowed if they are in a solid colored or clear bottle without a label.
- All backpacks, books, ID badges, watches or activity trackers and phones will be stored in the front of the classroom.
- All phones will be turned off.
- When possible, students will sit every other seat.
- Students will be given blank scrap paper by the proctor at the beginning of the exam. Students must put their name on this paper. Students must return this scrap paper to the proctor as the student exits the exam.
- Students will use only the calculator provided by ExamSoft or the calculator provided by the proctor for math calculations.
- Students who are late to an exam will forfeit exam time in an amount equal to the amount of time they were late as determined by the proctor. In this case, the time clock on the student's computerized exam will be disregarded.
- Students who arrive late will stop at the table outside the exam area to prepare their computer. While outside of the exam environment, they will remove items, such as watch, badge, activity trackers and cell phones prior to entering the exam environment.
- Missed unit exams will be made up as soon as possible after the originally scheduled exam. Exam make-up time and date are at the discretion of the team leader. With regards to make-up exams, additional questions will be added to the exam and/or exam questions will be altered.
- **No retake examinations are allowed in nursing courses.**

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Specific to Examination Policy: ExamSoft/Examplify

- Unit and final nursing examinations will be administered using the Exam Soft platform and proctored throughout the entire exam.
- Exams will be posted and available for download 48 hours prior to the scheduled exam.
- Students will download the exam onto their laptop prior to arriving for the scheduled exam and bring this laptop to the exam.
- Students must be ~~s~~ure their computer is fully charged and must arrive in enough time to ensure connectivity and access to the downloaded exam. A back-up charger is recommended.
- To validate their identity, students will have a picture taken by ExamSoft prior to the start of the exam.
- If a student encounters technical difficulty signing on to the exam or during the examination, the student will notify the proctor.
- A student who encounters technical issues that prohibit or interrupt their exam will be allotted the entire time scheduled for the exam**.** Failure to download the exam prior to the scheduled start time of the exam is not considered a technical difficulty, and no additional time will be given.
- Student questions during the exam must be limited to the exam process. Faculty will not answer questions about content.
- Upon completion of the examination, students will upload their completed exam. Students will validate that the exam results have been uploaded to ExamSoft prior to leaving the room.
- Students must leave the exam environment as quietly as possible, so as not to disturb the other students.

- The answer(s) the student selected in ExamSoft are considered final.

Adherence to the Academic Honesty Policy described in this Student Handbook is expected on all exams.

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Signature Healthcare Brockton Hospital School of Nursing

ATI Assessment and Remediation Policy

Each student will have an individual account with ATI (Assessment Technologies Institute, LLC) and utilize online resources. Students will be required to complete appropriate on-line tutorials, non-proctored practice assessments, remediation, and proctored tests throughout each semester.

Students will be required to take a proctored ATI competency test toward the end of each nursing course and may earn up to 100 points. Points earned will account for 10% of the total course grade. Individual course syllabi will specify the requirements for each course. Practice assessments and remediation will assist the students in preparation for proctored tests. Completion of the practice assessments and proctored test(s) are requirements of all nursing courses. Failure to comply will result in forfeiting of this % of course grade.

Students must prepare for the end of course proctored test by completing the assigned practice assessment(s). If students achieve less than 85% on the practice assessment, they must remediate by reviewing the focus review on lowest scored topics and complete the generated Post Study Quiz. Once they have taken this post study quiz, they must retake the practice assessment and demonstrate overall improvement in score to obtain full points. If a post study quiz was not generated per ATI, the student must still engage in focus review of the content and retake the exam. It will not be necessary to obtain 85%, just an improved score. However, attempts must be at least 48 hours apart.

Assigned practice assessments must be completed before the proctored exam and will result in earning 30 points, providing all remediation work is completed. Failure to complete remediation on practice assessments will result in forfeiture of points for this segment.

An ATI Mastery of Content Chart (Points Awarded) will be placed in all nursing course syllabus. Students will achieve points for completion of the proctored test and remediation based on the proficiency level scored. The goal of remediation is to identify topics needing review and provide an opportunity to gain mastery of content.

Proctored test remediation is mandatory for proficiency level 2 and below to receive the maximum number of points awarded for each level. It is also mandatory that students in proficiency levels 1, or below 1, to retest at the end of the semester on a date TBD. Students will only be allowed one (1) retest. Retesting provides an opportunity to increase their awarded points by achieving a higher level. Final awarded points will be determined by evidence of remediation and the higher of the 2 scores. No further remediation is required after retesting. Students who achieve Level 2 must remediate to achieve points and may choose to retest for a better score, but it is not mandatory.

The proctored test remediation requires students to review the results of the proctored exam developed by ATI. They must then create an ATI based custom-made dynamic quiz that aligns with the areas identified in the report as needing improvement. The number of questions per quiz is determined by their proficiency level listed on the mastery of content chart located in each syllabi. Students will submit the results of the custom-made quiz no later than morning of the proctored exam re-take.

ATI Proctored Exam to Enhance Mastery of Content

Points awarded for preparing for proctored exam (practice test)	Proficiency level on ATI proctored assessments	Points awarded for achievement on ATI proctored exams	Points awarded for evidence of remediation on missed topics for ATI assessment	Total Points awarded out of 100
30	Level 3	70	No remediation required	100
30	Level 2	50	10 Generate 15 question dynamic custom quiz on areas of content requiring remediation according to post assessment focus review Optional retake of Proctored exam Points based on highest score.	90
30	Level 1	40	10 Generate 20 question dynamic custom quiz on areas of content requiring remediation according to post assessment focus review Mandatory retake on ATI proctored. Points based on highest score.	80
30	Level Below level 1	30	10 Generate 25 question dynamic custom quiz on areas of content requiring remediation according to post assessment focus review Mandatory retake on ATI proctored. Points based on highest score.	70

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Medication Administration Policy

Nursing students will adhere to this medication policy every time they administer medications.

This policy includes the role of the RN preceptor in medication administration. The preceptor will abide by any additional regulations regarding medication administration set forth by their agency in addition to this policy.

A. Nursing Students will:

- Administer medication under supervision of faculty or RN preceptor only after the student has received the theoretical content Math for Medications in NU 110, or equivalent thereof.
- Achieve a passing grade on the Math for Medications test which is given in the nursing courses. Failure to achieve a passing grade on this test will result in a course failure. (See Course Outline for number of times students have to pass math exam).
- Adhere to the Hospital department of nursing or clinical agencies' policies and procedures for the administration of medications.
- Have all divided doses checked by their instructor or RN preceptor.
- Have the medication, IV solution, and/or vial of IV medication, as well as prepared dosages checked with an instructor/designated registered nurse/RN preceptor before administering medications.
- Have combinations of drugs mixed in one syringe, all heparins checked by an instructor/designated registered nurse/ RN preceptor before administration.
- Have all insulins checked by the instructor or RN preceptor and designated registered nurse before administration.

B. Under the direct supervision and the discretion of the faculty or RN preceptor and if allowed according to agency policy Nursing Students may:

- Administer IV boluses/pushes.
- Administer blood and blood products after they have received the theoretical content.
- Administer central TPN after they have received the theoretical content.
- Administer and document controlled substances according to Hospital/clinical agency policy.
- Instructor or RN preceptor must co-sign for controlled substances if narcotic sheets are used.

C. Nursing Students will not:

- Administer any medications independently.
- Administer IV antineoplastic medications or any experimental medications.
    - Have access to: "acknowledge" or approve medications for administration on the electronic medication administration records (eMAR) and will not have access to documentation on unacknowledged medications.

D. Nursing Students will:

- Review the eMAR with an instructor or RN preceptor prior to the end of the shift to assure accuracy of documentation.

Clinical Exclusion Policy: Dismissal or Suspension from Clinical Practice

SH/BHSON reserves the right to exclude a student from clinical practice at any time during a semester when a student has demonstrated unsafe clinical practice. Unsafe clinical practice is behavior that potentially places the patient in either physical or emotional harm. Unsafe clinical practice includes an occurrence or a pattern of behavior that results in the student's inability to meet student learning outcomes. Unsafe clinical practice includes, but is not limited to the following examples:

- Abandonment of the patient
- Falsification of patient information
- Substance abuse
- Breaches of patient confidentiality

Signature Healthcare/Brockton Hospital Confidentiality Policy

Students must abide by the Signature Healthcare Brockton Hospital Confidentiality Policy.

- Students cannot discuss patients outside the Hospital or with the students' families.
- Discussing a patient's medical condition or providing information about a patient's needs to anyone other than Hospital personnel who need the information or other authorized persons will have serious consequences for a student.
- The Hospital prohibits unauthorized access to its computer system either directly or by network or telephone.
- Any unauthorized release or access to medical records should be reported to a SH/BHSON faculty.
- Failure to maintain this confidentiality is considered a violation of the HIPAA Policy, with sanctions as listed below.

HIPAA Policy

HIPAA (The **H**ealth **I**nsurance **P**ortability and **A**ccountability **A**ct of 1996) was created to protect patient information in all forms (written, electronic, verbal). **P**rotected **H**ealth **I**nformation (**PHI** includes the patient record, verbal and written communication about the patient, the patient's bill, information on the computer, a worksheet or care plan that contains any pertinent patient information, and any other communication. Any information, whether it is printed, handwritten, spoken, on a computer, or faxed, is considered PHI. Such confidential information left in accessible areas or inappropriate areas is a violation of HIPAA.

It is the responsibility of everyone at SH/BHSON to follow the standards set by law. Sanctions for students in violation are enforced for the entire time a student is enrolled at SH/BHSON. A record of HIPAA violations continues from semester to semester. Records are not erased at the end of each semester. All violations must be reported to the Signature Healthcare Brockton Hospital Privacy Officer.

Sanctions for students in violation of HIPAA are as follows:

First offense: Any student found violating of HIPAA will be given a written warning to be kept in the student's record. The student will be retrained regarding HIPAA policy. The student will be placed on probation, which will remain in effect until the student graduates from the program. If the student's action in violating HIPAA is intentional, the student will be dismissed from SH/BHSON.

Second offense: The second violation of HIPAA by a student will be documented in the student record and the student will be dismissed from the nursing course in which they are enrolled. This will be considered a failure in the nursing course. The student may continue taking other courses in which they are enrolled. If the student's action in violating HIPAA is intentional, the student will be dismissed from SH/BHSON.

Third offense: This is the final offense. The student will be dismissed from SH/BHSON.

Social Media Policy

The purpose of the SH/BHSON Social Media Policy is to provide students with requirements for participation in social media. Students may not use or disclose any patient, SH/BHSON administration, faculty, staff, or other student identifiable information of any kind on any social media. Even if an individual is not identified by name within the information you wish to disclose, if there is a reasonable basis to believe that the person could still be identified from that information, then its use or disclosure could constitute a violation of the Health Insurance Portability and Accountability Act (HIPAA). Students may not take photos or videos of patients on personal devices, including cell phones. Students are also prohibited from transmitting by way of any electronic media any patient related image. This policy applies to students using social media while at school, or away from school, when the student's SH/BHSON affiliation is identified, known, or presumed.

Students will not use or disclose the Signature Healthcare or the Signature Healthcare Brockton Hospital School of Nursing name or logo in any social media platform without the prior written consent of the Signature Healthcare Marketing Department. Students will not create any social media public-facing site that represents Signature Healthcare or Signature Healthcare Brockton Hospital School of Nursing. Audio, video and computerized files containing classroom or clinical content at SH/BHSON cannot be posted on any social media platform, or reproduced, without the express written consent of SH/BHSON.

Inappropriate use of social media that conflicts with Signature Healthcare and/or Signature Healthcare Brockton Hospital School of Nursing mission, vision and values; violates policies/procedures; and/or compromise the privacy of patient health or business information will result in probation, remaining in effect until the student graduates from the program. If the violation is repeated or found to be blatant, intentional or severe, the student will be dismissed from SH/BHSON.

Photography, Videotaping and Other Recordings Policy

Any videotaping and audio recording at Signature Healthcare and/or other clinical agencies is strictly prohibited. Photographs or other recordings during any patient treatment, without limitation, medical procedures or within the delivery room are prohibited. Students may not take images or recordings in waiting rooms, cafeterias, and other commons areas. For this policy, photographs, other images and video or audio recordings include, but are not limited to, images or recordings taken on a personal mobile phone or other mobile electronic devices.

Recording of Lectures

Students may record a lecture for a variety of reasons. For example, the student may be an auditory learner and repeating the content helps with retention. Students who record lectures must follow the guidelines below.

Students must request to record a lecture using the Guidelines for Taping Class Lecture form (see Appendix A for the Recording of Lectures form). Faculty will instruct a student to turn off their recorder when reviewing a patient example, even if the patient's identity is not revealed. These examples may contain a patient's personal information and should not be shared with anyone. A student will also be asked to silence their recorder during class breaks. Other students in the class are made aware that the class is being recorded. Students have the right to request that when they are speaking, the recording will be stopped. While recording a lecture, it is important to keep background chatter and personal conversations to a minimum.

These recordings are for a student's personal use only and must be destroyed after the course is completed. Please refer to the social media policy in the student handbook for more information.
Students are expected to adhere to SH/BHSON's Photography, Videotaping and Other Recordings, Social Media and HIPAA Polices.

Grading System

Designation	Letter Grade	Numerical Value	Grade Points	
Superior	A	93-100	4.0	77 (C+) is the minimum theory passing grade for all nursing and non-nursing courses. When nursing courses contain two components, class and clinical, both must be successfully completed to pass the course. Clinical components are evaluated on a pass/fail basis and include successfully passing math for medication examinations.
	A-	90-92	3.7	
Good	B+	87-89	3.3	
	B	83-86	3.0	
	B-	80-82	2.7	
Satisfactory	C+	77-79	2.3	
Failure	C	73-76	2.0	College Mathematics with Nursing Applications course can be repeated only once.
	C-	70-72	1.7	
	D+	67-69	1.3	
	D	63-66	1.0	
	D-	60-62	0.7	
	F	59 or below	0	
Incomplete	I			
Withdrawn	W WF			W = Withdrew WF = Withdrew Failing (For Nursing Classes Only)
Audit	AU			

Final Nursing Course Grades

The required passing grade for the course and exams is 77, or C+. All student learning outcomes must be met to pass the course. Most nursing courses have two components, class and clinical (which includes simulation lab), each component will be successfully completed to pass the course. Clinical components of nursing courses are evaluated on a Pass/Fail basis. If a failing grade is received in clinical, a grade of "F" will be given for the course.

Calculation of Grade Point Average

Semester grade point averages are based on <u>all</u> courses taken in that semester. Calculation is done by (1) multiplying hours for each course by the numerical value assigned to each grade earned, (2) totaling points earned for all courses, and (3) dividing all points by the number of hours attempted. Withdrawals resulting from an approved Leave of Absence will NOT be calculated into the cumulative Grade Point Average.

Course Audit

A student may request to audit (AU), a nursing course to gain knowledge in a particular subject area without earning credit or a grade. Under no conditions will a clinical/simulation or laboratory component of a nursing course be audited. Students auditing a course attend and participate in classes; however, they are exempt from examinations. Audited courses are not used to fulfill graduation requirements. A student must register for the course and pay one-third of the course fee at the time of registration. Financial aid is not awarded for any audited course.

Incomplete Grades

An incomplete grade will be given for the following reasons: (1) when a student has missed a final examination, an ATI practice exam, or an ATI proctored exam; (2) when a student has not completed a major assignment, (3) when a student fails to return overdue library materials, or (4) when a student has not completed all classes/labs/simulation/clinical make up.

An incomplete grade must be made up within two weeks of the regularly scheduled academic semester following that in which an incomplete was recorded. A grade of 'F' will automatically be entered on the transcript of any student who fails to meet this requirement. **Candidates for graduation should note, however, that all coursework must be completed prior to graduation, including resolution of any incomplete grades. No numerical value is assigned to an incomplete grade and it is not computed in the Grade Point Average.**

Dean's List

The Dean's List is published at the end of the fall, spring and summer semesters to honor the academic achievement of students. To be considered for honors, a student must have a 3.0 to 3.49 average; high honors 3.50 or higher for the semester. The student must have completed a minimum of one nursing course, which contains a clinical component, and have no grades of incomplete (I) or failure (F).

Probation Policy

A student will be put on probation due to behaviors or actions which violate school policies. A Probation Notice will be given to the student detailing the length of the probationary period. Unless otherwise stated in the Student Handbook, the length of probationary period will be until the student graduates from the program. Should there be any additional violations of professional behaviors representative of a SH/BHSON student (as described in the Student Handbook) during the probationary period, the offense will result in expulsion from the school. Please reference the Sanctions section of the Student Grievance Procedure and Related Policies in this Student Handbook.

Warning Notices

Students whose academic achievement in nursing courses falls below 77% and/or whose clinical performance is unsatisfactory will be issued an academic and/or clinical warning notice from the Registrar. Clinical warning notices will be issued at any time during a semester when a student's performance falls below acceptable standards. (See individual course clinical evaluation tool) Academic warning notices will be issued within one week after posting of the exam grade at midterm or any subsequent exam which results in a course average below 77%. If a student withdraws from SH/BHSON and is on clinical and/or academic warning, the student will earn a "WF" – withdrew failing for their nursing grade. This constitutes a failure in the nursing course.

Every student who receives a warning notice is expected to discuss the warning notice with course faculty and their faculty mentor. An educational plan that identifies available academic or clinical resources and the student behavior necessary for success will be created. Each student is also encouraged to contact the Coordinator of Counseling and Student Services to discuss other support services.

Warning notices only pertain to the current semester. Warning notices are emailed to the student by the Registrar's Office and are added to the student's SonisWeb account.

Repeated Courses

A repeated course is indicated as such on students' transcripts. No course for which a passing grade was received may be repeated for credit. Students who fail any course may continue to take courses for which they are eligible, if there is space available. Students are encouraged to meet with the Registrar's Office to design an individualized curriculum plan to complete the course of study. Repetition of courses may affect financial aid eligibility. Repeated nursing courses must be taken within one year of the original failure.

A student may fail a nursing course with a clinical component once. Failure of a second nursing course with a clinical component will result in dismissal from the program. See also "Program Dismissal."

A second failure in the general education MA 130 math course will result in dismissal from SH/BHSON.

Withdrawal from Nursing Courses

Students who want to withdraw from a nursing course must contact the Coordinator of Counseling and Student Services to discuss their plan and submit a letter of intent to the Registrar**.** Whenever a student withdraws from a nursing course, the student's grade at the time of the withdrawal will be recorded on the transcript. 'W' (Withdrew) indicates that the student is passing both the academic and clinical portions of a nursing course; or 'WF' (Withdrew Failing) indicates that the student is on clinical warning and/or is failing academically. **A 'WF' constitutes a nursing course failure. Students are encouraged to contact the Registrar's Office for future enrollment.**

Satisfactory Academic Progression

In order to proceed to the second year, a student must meet the expected level of achievement of a Grade Point Average of 2.3 in nursing courses and 2.3 in Fisher College courses at the end of the first year. All nursing and non-nursing course failures must be made up before progressing to the second year. To qualify for financial aid, federal regulations require that a qualitative measure (cumulative Grade Point Average, 2.3 GPA) and a quantitative measure (hours earned) be used as yardsticks to assess satisfactory academic progress. Qualitative and quantitative progress is assessed once every academic year.

Evaluation Policy

Most nursing courses have two components, class and clinical, each of which must be successfully completed to pass the course. At the beginning of each semester, students receive course syllabi which detail the evaluation and grading policies. At the end of each semester, students receive a grade in each course in which they were enrolled. These grades represent various levels of accomplishment upon which promotion is based.

Students receive clinical evaluation tools, which include learning outcomes to be met by the end of each semester. Students' performances in clinical areas are evaluated according to student learning outcomes. Following each outcome are behavioral guidelines, which assist students in meeting learning outcomes. Students use these evaluation tools as guideposts to assess their progress. Students are required to complete self- evaluations at mid-term and final and/or end of each clinical rotation. Clinical components of courses are evaluated on a Pass/Fail basis. All student learning outcomes must be met to pass the course.

Grade Review

Only course faculty may assign course grades or change assigned grades given. Student questions concerning the calculation of grades should be raised with the appropriate faculty member. Questions about course grades must be addressed no later than the mid-semester of the next sequential nursing course. If the faculty determined the grades were calculated correctly, the decision is final.

Cancellation of Classes and Clinicals

Classes scheduled as day classes and clinicals will be cancelled by 5:30 am. Evening classes starting at 5:30 pm or later will be cancelled by 2:00 pm. Clinicals starting at 2:00 pm or 3:00 pm will be cancelled by 11:00 am. Cancellations will be announced on channel 7 (WHDH), as a voicemail message on the SH/BHSON main line (508) 941-7040, a global email to the email address listed on SonisWeb, and a text message to students who opt to receive them.

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In the event of inclement weather, students are advised to use their own discretion in making travel plans. Academic semesters may be extended due to excessive school closings. If a student's class, lab, simulation, or clinical absence is related to a circumstance at the School of Nursing (i.e. a snow day cancellation, faculty absence), the student will be given faculty directed makeup which is directly related to achieving the course's student learning outcomes. If a scheduled class is cancelled, it will be rescheduled. If class or clinical is missed due to the student's decision, the missed time will be counted as absent time.

Exit without Official Notification

If a student leaves without a formal letter of withdrawal or is absent from SH/BHSON for 14 consecutive days, the student is considered to have abandoned SH/BHSON. As such, the student will be withdrawn from all courses and a failing grade will be given.

Tuition reversal will be calculated based on the official date of the student's last attendance. See SH/BHSON Withdrawal Policy for the tuition reversal schedule.

Leave of Absence

Students may request to take a Leave of Absence (LOA) for personal or health reasons. Students requesting a LOA must submit a letter to the Dean outlining their request and provide appropriate documentation supporting the extenuating circumstances. If a leave is granted, formal reapplication is not necessary. If the LOA is granted,

the student must return by the date specified by the Dean. Extensions to the LOA will not be granted. A student who does not return by the specified date will be withdrawn from SH/BHSON. **For financial aid purposes, SH/BHSON is not classified as a LOA granting institution, therefore, students who are granted a LOA will be reported to the National Student Loan Database as unenrolled/withdrawn. Students may go into repayment on any previously borrowed federal and/or private student loans.**

Withdrawal from SH/BHSON

Students are admitted to SH/BHSON with the expectation that they will accept and abide by high standards of conduct and academic policies established by administration, faculty and National Student Nurses Association (NSNA). SH/BHSON reserves the right to withdraw any student who does not maintain acceptable academic standing. SH/BHSON also reserves the right to withdraw a student who does not meet the requirements of conduct and order or whose behavior is inconsistent with the standards of SH/BHSON. Students withdrawn from SH/BHSON are required to meet with the Financial Aid Officer, and the Bursar to ensure that all tuition and fees obligations have been met, and the Front Desk Receptionist to return identification badges. Students withdrawn from SH/BHSON will have their tuition charges reversed based on the official date of their last attendance. Please see the Finances Section for the Tuition Adjustment Policy.

Program Dismissal

A student will be withdrawn, then dismissed from the program if they have failed two nursing courses with a clinical component, or if they have failed MA 130 Math for Nursing Applications twice. A student may apply for readmission within one calendar year. A student who has been dismissed for violation of the Academic Honesty or Professional Behavior policies will not be eligible for readmission. Consideration for readmission will be on a space available basis. **Readmission is not guaranteed.**

Readmission to SH/BHSON

Students leave the nursing program at SH/BHSON for any reason are required to file a new application. Readmission will be considered according to admissions criteria in effect at the time the readmission is considered. If a student is accepted for readmission; a non-refundable registration fee must be paid to SH/BHSON within three (3) weeks of receiving an acceptance letter. Readmission after a year's absence will be reviewed by the Admission Committee and placement of students in the program will be determined on an individual basis.

A student seeking readmission after a second nursing course failure is required to file a new application. Readmission will be considered according to admission criteria in effect at the time the readmission is considered. The application **must include:**

- An essay which outlines:
    - A specific, detailed self-evaluation of the extenuating circumstances that led to each academic/clinical failure, including an explanation of how these extenuating circumstances affected the student's ability to be successful;
    - A specific plan for success to assure these circumstances will not negatively impact success if readmitted to the program;
    - Specific, detailed planned strategies the student intends to use to be successful if readmitted to the program; and
    - A specific, detailed plan of academic readiness describing remediation done or planned during the student's absence from the program that helps support development in areas needing improvement.
- Documentation of extenuating circumstance(s). The extenuating circumstance(s) must have occurred during the semester of the most recent nursing course failure. Extenuating circumstances may include, but are not limited to:
    - Illness, accident or injury experienced by the student or a significant person in their life
    - Death of a family member or significant person in the student's life
    - Severe personal, family, medical or mental health problems
    - Severe financial problems and/or housing insecurity
    - Other unexpected circumstances beyond the student's control

Supporting documentation of the extenuating circumstance(s) is required for the application to be considered complete. The documentation should be signed, dated and include dates of events constituting the extenuating circumstance(s). The application will not be considered complete until the documentation is received.

- Faculty recommendations are not required or considered for this application.
- Applications for readmission must be received between **February 15 to April 1** for admission to the following fall semester, or **August 15 to October 1** for admission to the following spring and summer semesters. Applications for readmission will be reviewed by the Readmission Review Committee.
- The decision of the Committee will be sent to the student within 10 business days via email to the address listed in SonisWeb.
- Any appeal to the first decision of the Readmission Review Committee must be submitted by the student to the Registrar within 5 business days of receipt of the Committee's decision. The Registrar will forward the appeal to the Readmission Review Committee for review. The decision of the Readmission Review Committee will be sent to the student within 5 business days via email to the address listed in SonisWeb.
- Any appeal to the second decision of the Readmission Review Committee must be submitted by the student to the Registrar within 5 business days of receipt of the Readmission Review Committee decision. The Registrar will forward the appeal to the Dean. The decision of the Dean will be sent to the student within 5 business days via email to the address listed in SonisWeb. The Dean's decision will be considered final.

A student who is approved for readmission will comply with all admission requirements and program policies and procedures in effect at the time of re-entry. A student who is approved for readmission and does not achieve a passing grade in any subsequent nursing course with a clinical component, or MA 130 will be dismissed from the program and will not be eligible for readmission.

Three years or more after program dismissal, a student may apply as a new student and, if accepted, enter the program at the beginning.

Please see Appendix C for the Readmission Rubric.

Graduation Requirements

SH/BHSON diplomas will be awarded to candidates who have fulfilled the following:

- All course requirements.
- Payment of all financial obligations to SH/BHSON.
- Completion of a Federal Student Loan Exit Interview, if required.
- Return outstanding library books and audiovisual materials.

After the official graduation ceremony and conferral of diploma, students are eligible to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Students who have not fulfilled the graduation requirements will be allowed to participate in the graduation ceremony; however, the diploma will not be conferred until successful completion and verification of all academic and institutional requirements are met. Participation in the graduation ceremony does not constitute official graduation or conferral of diploma.

Graduation Ceremony

SH/BHSON conducts a commencement exercise annually. Conferral of a Diploma in Nursing and a Fisher College Associate in Science Degree, if applicable, occurs when the Registrar and/or Fisher College Registrar finalizes the academic record of students and confirms that all requirements have been satisfied. Participation in the commencement ceremony does not constitute conferral of the diploma/degree. Similarly, inclusion of a student's name in such publications as the commencement program does not confirm eligibility for the diploma/degree.

Graduation with Honors

Academic excellence in the nursing program is recognized by awarding diplomas with high honors (cumulative

GPA of 3.50 or higher) and honors (cumulative GPA 3.0 to 3.49). The cumulative GPA is based on all classes completed at SH/BHSON.

Graduation Awards

The following awards are presented at graduation. Award recipients are approved by the Admissions Committee.

The Dr. Fred F. Weiner Memorial Award: Established by Dr. Alan D. Weiner and his family in memory of their father, Dr. Fred F. Weiner, the annual memorial award provides a pin to a graduating student who is academically and clinically qualified and has a quality point average of 3.7 or higher.

The Dr. Joseph Berkowitz Memorial Award: Established in memory of Dr. Joseph Berkowitz, the annual memorial award provides a plaque to a graduating student who is academically and clinically qualified and has a quality point average of 3.3 or higher.

The Dr. William Arnone Memorial Award: Established by Signature Healthcare/Brockton Hospital Medical Staff in memory of Dr. William Arnone, the annual memorial award provides $250 to a graduating student who demonstrated excellence in pediatric nursing.

The Faculty Recognition Awards: Established by SH/BHSON Faculty Organization, the annual awards provide $250 to graduating students who demonstrate outstanding contributions to the School, their class, and Student Government Association.

National Student Nurses' Association (NSNA) Awards: Established by the Student Government Association, the annual awards provide $250 to graduating students who have shown consistent academic and clinical competence and who have been active in student activities. Recipients are recommended by the SGA advisor to the Admission, Retention and Scholarship Committee.

Fisher College Commencement Award: Established in 2004 by Fisher College, the annual award is presented to a student who is graduating with an Associate in Science degree from Fisher College. The student must show excellence in academic and clinical performance and demonstrate the qualities of character that are essential for success in nursing. The award recipient will be recommended by the Fisher College Program Director, approved by the Admission, Retention and Scholarship Committee.

NCLEX-RN Information

Massachusetts General Laws Chapter 112, sections 74, 74A, and 76 require you to provide specific documentation for Good Moral Character (GMC) evaluation if you answer yes to questions related to criminal or disciplinary history. All initial applicants have the burden to demonstrate compliance with the GMC licensure requirement. A history of conviction may delay and may prohibit eligibility to take the National Council Licensure Exam for Registered Nurses (NCLEX-RN).

GMC also requires your consent, at the time of application submission, for a background check to be conducted by the Massachusetts Department of Children and Families (DCF) database. If there is a supported finding by DCF, you will be required to provide additional documentation related to those findings.

Effective Monday, December 4, 2023, all applicants for nursing licensure and advanced practice authorization will be required to have a Massachusetts criminal history background check completed before becoming licensed or issued an Authorization to Test for the NCLEX. CORI forms will now be part of the online application and must be completed. Checks of the Massachusetts Sex Offender Registry will also be conducted prior to licensure. This check does not require any additional documentation to be completed.

For more information, applicants and students should consult The Commonwealth of Massachusetts Board of Registration in Nursing. Please see https://www.mass.gov/info-details/good-moral-character-requirements-for-nursing-licensure for more information.

Licensed Practical Nurse Educational Mobility

LPN Advanced Placement

Incoming LPN students have the opportunity to take the NU 120 Care of the Family Challenge Exam to demonstrate mastery of nursing curricula. Each LPN student is allowed only one attempt at this exam.

Successful completion of the exam enables the student to move to the next sequential nursing course; the first nursing course with a clinical component will be NU 210 Adult Health I in the upcoming Fall semester

If an LPN student is unsuccessful on the NU 120 Course Challenge Exam the LPN student is required to enroll in NU120 Care of the Family.

The LPN student will receive an email from the Registrar's Office at least one (1) month prior to the exam date. The email will include basic information needed for Challenge Exam completion.

I. Confirmation dates for sign up and exam dates
   a. LPN students who intend to take the Challenge Exam must send an email of intent to the SH/BHSON Registrar's office by the designated date on the email.
   b. Payment will be due on the day the student is scheduled to take the exam. The exam cost is $300.
   c. Exam dates will be scheduled at the discretion of the administrative staff and faculty.

Challenge exam information:

I. NU 120 **Care of the Family:** This challenge exam consists of two (2) sections: 100 multiple choice/alternative NCLEX type questions and 20 math calculation questions. **The student must pass both sections to achieve a successful challenge for this course.**

II. Family Health Section #1: 100 multiple choice/alternative NCLEX type questions. Passing score 77%

III. Family Health Section #2: Math: 20 math calculations including weight-based dose calculations, IV drop factor and IV pump calculations. A simple calculator and scrap paper will be provided. Passing score 85%

IV. Time for exams: 3.5 total hours
   a. Family Health Challenge = 2.5 hours
   b. Family Health Math = 1.0 hour

For additional questions, please contact the Registrar's office, 508-941-7042

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Fisher College Policies

DIVERSITY STATEMENT

Fisher College values the diverse backgrounds of its community members. We are committed to the exchange of ideas through inclusive dialogues and fostering a respectful environment where there is zero tolerance by faculty, staff or students for racism, sexism, xenophobia, and other forms of bigotry.

PROFESSIONAL BEHAVIOR

- You are here to learn.
- Your classmates are here to learn.
- Real, meaningful learning is hard work and requires time and effort every day.

Your classroom behavior should reflect these three assumptions.
The following is a list of some behaviors that Fisher College values and expects students to demonstrate.

COMMUNITY – Students will **work together** with other members of the BHSON community to foster a positive and safe learning environment.

1. Participate in classes respectfully
2. Look out for each other; follow safety procedures
3. Be supportive of each other
4. Show empathy

RESPECT – Students will **respect** the **ideas and beliefs** of the members of the BHSON community.

1. Arrive to class on time
2. Do not leave early without notifying faculty
3. Respect the instructor's policy for the use of electronic devices during class. Do not use cell phones/laptops/tablets to study material for other BHSON classes, read/send email/text messages, link to Facebook, Instagram, etc., surf the web, play games, etc.
4. Do not engage in unnecessary discussions with fellow students during classroom instruction
5. Speak (email, text, etc.) to each other, administration, faculty, and staff respectfully
6. We have a beautiful new building. Respect the classrooms, labs, and public areas; dispose of trash (water bottles, coffee cups, candy wrappers, etc.) appropriately and straighten chairs and lab stools before leaving the classroom. Never waste resources (electricity, lab supplies, paper, toner, electricity, water)

RESPONSIBILITY – Students will take **responsibility for** their **learning**

1. Purchase required textbooks/eBooks and materials for class
2. Be prepared for every class every day
3. Complete assignments on time
4. Dedicate time to studying each day
5. Seek help from student services (counseling, peer mentors, academic success tutor, faculty tutors) when needed
6. Be responsible group members. Check email, texts, and voicemail often. Return messages, show up for meetings, study groups, and lab sessions, and meet all obligations

INTEGRITY – Students will show **honesty and trustworthiness** in everyday actions

1. Be honest with self, instructors, classmates, and friends
2. Do not use false excuses to obtain extensions on assigned work or avoid presentations, quizzes, and exams.
3. Build a reputation of reliability and do not disappoint yourself or others
4. Use good judgment in personal and academic life. Think before you act so you will not look back with regret

PLEASE NOTE:

Professional behavior allows all students the opportunity to experience an optimal learning environment. If your actions distract from the learning environment, you will be asked to leave the classroom and the time

missed will be considered an absence. If the behavior does not change after the instructor has addressed his/her concerns with you, the instructor will request that you be withdrawn from the class. You will be required to take the class at another time.

ACADEMIC INTEGRITY POLICY AND DISCIPLINARY ACTIONS

Fisher College will seek to verify the authenticity of all papers requiring citations, written assignments, and tests by submitting the documents to the Turn-It-In reference databases which will evaluate the documents for instances of plagiarism.

All students are responsible for maintaining high standards of honesty and integrity in their coursework. Students found guilty of academic dishonesty subject themselves to academic sanctions up to and including expulsion from the College.

Academic Dishonesty includes but is not limited to the following:

- Unauthorized copying, sharing or collaboration on assignments
- The use of unauthorized technology (generative AI sources, internet searches, etc.) to give or receive answers during examinations or on assignments.
  PLEASE NOTE: Use of generative AI tools will be determined by each instructor for each class by assignment. Use of generative AI, when not permitted, is a violation of the College's academic integrity policy and subject to disciplinary action.
- Self-plagiarism: Using an assignment for more than one class, without the permission of the instructor
- Plagiarism: The work submitted for a course must be your own. Contributions from anyone or anything – including generative AI sources – must be properly quoted and cited every time they are used. With generative AI materials, there is not a person to whom the work can be contributed. The student should attribute directly quoted text to the creator of the generative AI tool used (e.g., cite Open AI when directly quoting ChatGPT, etc.). This attribution should be used for both in-text citations and your reference list. The student should consult his/her faculty when questions arise as to when and how to properly acknowledge the work of others within his/her own oral or written expression.
- Contract Cheating: Purchasing assignments or hiring an individual to complete coursework. The College expects that every assignment, such as essays, research papers, lab reports, oral presentations, and examinations, be the product of the student whose name appears on the work
- Fraudulent Course Participation: It is dishonest to share your user login to any class and allow anyone other than yourself to take part in any aspect of your academic coursework for pay, or just for assistance

If a student is found to have violated the Fisher College Academic Integrity Policy, penalties ranging from a zero on the test or assignment through dismissal from the program will be imposed based on the nature of the violation. The full policy can be found on the Fisher College Web Site and Code of Conduct (please see www.fisher.edu).
PLEASE NOTE: All violations of the Fisher College Academic Integrity policy will be reported to the Signature Healthcare Brockton Hospital School of Nursing Administration and further action may be taken by the nursing school.

ARTIFICIAL INTELLIGENCE (AI) POLICY

In all courses at this College, appropriate or inappropriate use of AI is governed by the College's Academic Integrity Policy and by the expectations set by each instructor for each assignment.

Instructors will clearly indicate whether, when, and how generative AI may be used in their classes and on specific assignments, ranging from "not allowed" to "allowed within guidelines." When AI use is allowed, students are responsible for: (1) accurately representing what is their own work versus AI-generated or AI-assisted work, (2) citing or disclosing their use of AI in the manner specified by the instructor, and (3) critically reviewing, fact-checking, and editing any AI-generated material they choose to incorporate.

Using generative AI in ways that are not permitted for a course or assignment, or failing to disclose required AI use, is considered academic misconduct and may result in consequences under the College's Academic Integrity Policy (please see above).

Because faculty policies will vary by course and by assignment, students are expected to: (1) read each syllabus and assignment prompt carefully, (2) ask their instructor for clarification before using AI if they are unsure what is allowed, and (3) adhere to any updates or reminders instructors provide about AI use during the semester.

Instructors will add a course-specific AI policy that: (a) states whether AI is generally allowed, allowed with restrictions, or not allowed; (b) notes any major assignment-specific exceptions; and (c) explains required attribution or disclosure practices when AI is used.

AUDIO RECORDING OF CLASS LECTURES

Students must complete and submit an Audio Recording Agreement for each course before recording class lectures (discussions, debates, and oral presentations by classmates are not to be recorded). The agreement will be obtained from the course instructor.
The class must be informed that the lecture is being recorded. Students who are uncomfortable asking a question in a class while the lecture is being recorded must email the instructor. Arrangements will be made so the students can ask the instructor any clarifying questions after class.

RECORDED Teams LECTURE/REVIEW SESSIONS

If lecture/review sessions conducted through Teams are recorded, Massachusetts law requires that parties to the recorded conversation be informed of the recording and consent to the recording. Students who do not consent to being recorded do not need to participate in the review session conversation either verbally or in writing (i.e., chat function or polling feature). The students will not be penalized for lack of participation.

If you do not consent to being recorded, you must email the instructor in advance. Students who do not consent to being recorded must email the instructor in advance. Arrangements will be made so the students can ask any clarifying questions once the recording has ended.

LIVE Teams LECTURE/REVIEW SESSIONS

- Turn off microphone when not in use.
- Be mindful of your surroundings and privacy of family members. Only students should be present on camera.
- Stay focused. Do not multitask with emails, phone calls, papers, etc.
- If you need to step away from the session, use the "Away" function.
- Use the "Raise Hand" function to ask a question, and then wait to be called on.
- Proper attire is required.

STUDENT CODE OF ONLINE ETIQUETTE/COMMUNICATIONS REMINDER

- Emails to instructors and classmates should be sent using your Fisher College email account. College policy requires that faculty send and respond using their College email account.
- Proper English, grammar, and punctuation should be used in all communications with the College.
- Always use spell check
- "Texting" lingo and abbreviations are not acceptable.
- Emails, texts, assignments, discussion board postings, etc. sent to classmates, instructors, and college administrators should **always exhibit professionalism.**
- Instructors should be addressed as requested (Dr., Prof., Mr., Mrs., Ms., etc.) in an appropriate greeting.
- All emails must be signed with the student's **full name**, course title, number, and section.

Violations are subject to disciplinary action as identified in the Student Code of Conduct Civility policy.

CLASS ATTENDANCE

Attendance is mandatory of all Fisher College classes and laboratory sessions. Class attendance will be used by the instructor in the determination of the Class Participation/Professional Behavior grade. Your instructor will answer any questions concerning this policy.

A student who misses more than 10% of total nursing and non-nursing class/laboratory/simulation/clinical hours may not qualify for financial aid and future enrollment in the Signature Healthcare Brockton Hospital School of Nursing program will be jeopardized. The student will have the opportunity to make-up clock hours during the final exam period. All clock hours that are made-up will be counted toward the semester assigned clock hours. If the student does not complete the assigned make up clock hours, they will no longer be eligible for financial aid/federal loans in future semesters.

If you are going to be tardy or miss an entire class/lab, you must email your instructor (email is given on course syllabus and on course Canvas site) and include the Fisher College Program Director (cwilcox@fisher.edu) BEFORE the beginning of class. If you must leave class early, the instructor must be notified BEFORE your departure. Instructors will take attendance at the beginning and after the break in each class. If you are tardy for class or depart early, you will not receive credit for the class hours missed. Remember, if you arrive after attendance is taken, it is your responsibility to check with the faculty member to make sure that you are recorded as present in the class. Failure to do so will indicate an absence.

You are responsible for all material presented during your absence. Please be sure that you are familiar with the make up policy that your instructor has included in this course syllabus.

Fisher College will send an Attendance Warning email when your absences, late arrivals, or early departures from class/lab interfere with your academic performance. The BHSON Registrar will be alerted. You will be required to meet with your instructor to assess if it is possible for you to achieve mastery of content. It may be in your best interest to withdraw from your course if you are not able to be successful. It is your responsibility to follow the appropriate procedure if you choose to withdraw from a course (see CLASS WITHDRAWAL below). You will be required to take the class at another time.

If there is a school cancellation or faculty absence, the class in question will be extended each week and/or supervised assignments will be given until the missed class hours have been made up. If student leaves class early and is not present for the extended time or if a student's supervised assignment is not completed satisfactorily, the student will not recover the missed clock hours and an email notification of the class time missed will be sent to the BHSON Registrar and the student.

PLEASE NOTE:

- A student who is absent for the first 2 class meetings of the semester will be removed from the class roster and will be required to take the class at another time.
- If a student is absent for 2 consecutive class meetings without contacting the instructor and the Program Director, the student will be withdrawn from the Fisher College class. Dismissal from the general education course will jeopardize the student's standing in the BHSON program. In addition, financial aid could be affected by the withdrawal.
- "Split" attendance (attending another section of your class) is not allowed
- Children are not allowed in the classroom. BHSON and Fisher College prohibit students from bringing children to classrooms. The policy is designed to maintain an appropriate, uninterrupted learning environment

CLASS WITHDRAWAL

A student who wishes to withdraw from a Fisher College class must email Marlene Bohn (mbohn@signature-healthcare.org), BHSON Registrar on/before the last day of that class.

If you cease to attend class but do not officially withdraw, all missed work and exams will be assigned a grade of "0". At the end of the semester, you will receive the grade that you have earned.

EXAMINATIONS

If a student is unable to attend class on the day of a scheduled exam, the student must email the instructor and Carol Wilcox (cwilcox@fisher.edu) BEFORE the exam.

NOTE: Failure to contact the instructor and Program Director will jeopardize your opportunity to make up the exam.

- Make-up exams are given at the proctor's availability. Please contact Carol Wilcox (cwilcox@fisher.edu) to arrange for a day/time to make up the exam.
- **Make-up exams will differ from the exam that was given to the class during the regularly scheduled time**.
- **Exams must be made up before the next class meeting.**
- Once an appointment is made to take a make-up exam, it cannot be rescheduled.
- If you miss a scheduled make-up exam, you will not be given further opportunity for make-up and will receive a grade of "0" for the exam.
- **If you arrive late to an exam or a make-up exam, you will not be given additional time to complete the exam.**
- **Please be aware that make-up is not possible for some lab practical exams.**

FINAL EXAMINATION

Any student who misses a final examination must notify the instructor and Carol Wilcox (cwilcox@fisher.edu) BEFORE the final exam.

NOTE: Failure to contact the instructor and Program Director will jeopardize your opportunity to make up the exam.

- Make-up exams are given at the proctor's availability. Please contact Carol Wilcox (cwilcox@fisher.edu) to arrange for a make-up exam.
- The make-up exam will differ from the exam that was given to the class during the regularly scheduled time.
- Once an appointment is made to take a make-up exam, it cannot be rescheduled.
- If you miss the scheduled make-up for the final exam, you will not be given further opportunity for make-up and will receive a grade of "0" for the final exam.

PLEASE NOTE:

- Exams given on the student's personal computer (through Canvas, Cengage, Connect, etc.) must be taken in the classroom.
- The instructor will review all exam guidelines before each exam.
- Only the exam window should be open on the computer during the exam. The instructor will check computer screens during the exam.
- Only one attempt is allowed on computer-based exams. No 'multiple attempts' are allowed.
- No 'retakes' of computer-based or print exams are allowed.

MINIMUM GRADE

The minimum grade for ALL Fisher College general education classes in the BHSON curriculum is a "C+" (77).

Students who do not achieve the minimum grade must repeat the class.

In addition, failure to achieve a "C+" average in a Fisher class will impact your advancement in the nursing program.

'EXTRA CREDIT'

Course grades are determined only by points earned on exams, quizzes, and other assignments given during the semester. There is no opportunity other than what is explicitly stated in the course syllabus to earn points. There are no special assignments or 'extra credit' assignments. However, bonus questions on quizzes and tests are allowed.

INCOMPLETE GRADE

Rarely, for extenuating circumstances such as illness or accident, a student cannot complete all course work on time. In such cases, the student can request from the Program Director that an Incomplete (INC) be granted. If the request is approved, the student, the faculty member, and the Registrar will be notified of that decision in writing.

It is your responsibility to make arrangements with the faculty member to complete all course work and to submit it to him or her within 30 days of the end of the term in which it was granted. At the end of the 30-day period, if the course work has been submitted, the instructor will submit to the Registrar or Program Director a Grade Change report with the received grade. If the course work is not completed, the Incomplete will be converted to the grade that you have earned.

REPEATING A COURSE

MA130 College Mathematics with Nursing Applications may be repeated once. A second failure to achieve the minimum grade in the class will result in dismissal from the BHSON program.
All remaining general education classes may be attempted three times. A failure to achieve the minimum grade in the class after three attempts will result in dismissal from the BHSON program.

GRADE REVIEW

A student may request a review of their final grade if they believe there is **an error in the mechanical calculation of the grade or the grade was not compliant with the stated policy on the course syllabus. The evaluation of student work is the responsibility of the instructor and is not subject to review.** The process for review is as follows:

1. The student must contact the faculty member within 15 days of the receipt of the grade and request a full review of their grade based on stated criteria in the syllabus.
2. If this does not resolve the issue, the student will send a written appeal for a grade review to the Vice President of Academic Affairs* within 30 days of receipt of the grade. The written appeal must include:
    a. a copy of the syllabus
    b. the faculty member's response and grade calculation
    c. an explanation of the alleged calculation error
    d. copies or documentation of student grades that do not match the faculty interpretation
3. The Vice President for Academic Affairs* will review the materials and request any additional documentation from the faculty member. After reviewing the information from the student and the faculty member, the Vice President for Academic Affairs* will notify each of the review decision. This decision will be final.

*Or designee (Program Director at the Fisher College BHSON site.

CREDIT BY EXAMINATION

Any student accepted by Fisher College may be awarded credits toward his or her degree by demonstrating his or her knowledge and competency through the nationally recognized College Level Examination Program (CLEP) or Advanced Placement (AP) examinations. Credit will not be awarded if equivalent coursework has been completed either prior to, or later than the examination. Credit by examination will be awarded based on the recommendations from the American Council on Education (ACE). Please note that credits awarded through examination are categorized as "transfer" and are, therefore, subject to transfer credit policies outlined in the Fisher College catalog and the BHSON Student Handbook. The College also recognizes that there are many different credit-by-examination programs available throughout the country. Credit may be awarded for other programs if the exam is recognized by the American Council on Education, and the Council has published recommendations for the awarding of credit. The College Registrar and Program Director maintain a list of available examinations and their Fisher College equivalencies.

AUDITING COURSES

Auditing is allowed on a space-available basis and only with the permission of the BHSON Registrar, the Fisher College Program Director, and the instructor. Students who audit a course register in the usual manner for the course, pay the specified charges. Students are expected to fulfill all course requirements with the exception of exams. Students will not receive credit. No change from audit to credit, or credit to audit, is allowed after the Drop/Add Period.

ALCOHOL and DRUG POLICY

Attending class under the influence of alcohol/drugs is forbidden. Massachusetts state law prohibits the possession and consumption of alcoholic beverages by anyone under 21 years of age. At Fisher College, no student, regardless of age may possess, consume, or transport alcohol onto a Fisher College site. Students, as adults, are expected to obey the law and take personal responsibility for their conduct. Any student who uses alcohol will be held accountable for his or her behavior, including such acts as disorderly conduct, public disturbance, exposure of himself or herself or others to personal injury, and damage to property. Under Massachusetts and federal laws, possession of dangerous drugs and narcotics is regarded as a misdemeanor or felony. If a student has a problem with alcohol or drugs, the College will try to help, but will not interfere with the legal prosecution of any member of the community who is apprehended for possessing or using drugs. Each student must be aware of his/her responsibility for upholding these laws. Infractions should be reported to the College administration. The College takes drug/alcohol abuse very seriously; therefore, any infraction makes a student liable to immediate dismissal from Fisher College. The College reserves the right to examine any student's belongings if it has a reasonable belief that illegal or illicit activity is taking place. The College also reserves the right to dismiss immediately a student from the College if there is any infraction of the Alcohol and Drug Policy.

All students enrolled in Fisher College courses are held to Fisher College policies outlined in the College catalog *(www.fisher.edu). In addition, the catalog is posted on each Canvas course site and on the Canvas Student Info/Student Success site (available to all BHSON students).* ***It is the student's responsibility to ensure that th****ey are aware of all policies and procedures within the Fisher College catalog.*

The Academic Experience and Services to Students

Overview

SH/BHSON has a commitment to the success of its students. Faculty and staff strive to help each student achieve their potential. SH/BHSON's long tradition of academic excellence is built upon a foundation of integrated studies, a stimulating atmosphere and a spirit of community and partnership**.** The nursing program aims to develop independent and critical learners who will be prepared for the world they will encounter and the demands and expectations they will confront. SH/BHSON envisions that such a program will both enrich students and benefit society.

Laptop Requirements

Students will need to use their own laptops provided that they meet these minimum requirements:

- 8 GB of memory, minimum
- 256 GB Solid State Drive (hard Drive) or larger
- Built in camera and microphone
- Administrator-level account permissions
-

Please note that Chromebooks do not meet the minimum requirements.

Windows

- CPU- Intel or Arm based processor
- Operating System: Windows 11 64 Bit
- MS Surface Tablet

macOS

- CPU - Intel, A18, or M series processor
- Operating System: Sonoma, Sequoia, Tahoe

iPad OS

- Hardware: iPad 5+, iPad Air 3+, iPad mini 5+, iPad Pro
- Operating System: iPad OS 18 and iPad OS 26

The following options are personal choice:

- Screen size
- Warranty
- Microsoft Office

https://examsoft.com/resources/examplify-minimum-system-requirements/
(Please refer to above system requirements for more info)

Buying Books

All textbooks can be purchased through http://bookstore.mbsdirect.net/fisher.htm.

Health Insurance

Proof of current student enrollment in a health insurance plan is due annually by August 1st. At the start of each academic year, students will be charged on their tuition statement the current fee for the Fisher College Health Insurance Plan. Students may waive enrollment in the Fisher College Health Insurance Plan by completing a Fisher College/SH/BHSON health insurance waiver form. Once processed by SH/BHSON, the cost of the health insurance will be removed from their tuition statement.

Student Related Injuries/Medical Clearance

If a student is injured on the SH/BHSON campus or on a clinical site rotation, they will be directed by the faculty to seek immediate attention. Please note that the student's medical insurance will be applied to the bill and the student is responsible for any co-payments. A student may see their licensed health care provider if

they choose to do so.

- **Medical Clearance:** Following an injury, surgery, three consecutively missed clinical days, or any health or safety issues, medical clearance is required for return. The student must submit the completed Medical Clearance Request form, found in the General Information section of this Student Handbook. Page 3 of this form must be completed by a licensed health care provider. The completed from must be returned to Chelsea Derochea, Coordinator of Counseling and Student Services one week prior to the student's anticipated return. Approval of all returns regarding medical clearance are at the discretion of the Administration and therefore submission of a letter of medical clearance does not guarantee a return.

Latex Allergy Policy

Latex products are common in the medical environment. Allergic responses to latex can range from irritation and allergic contact dermatitis to the possibility of life threatening anaphylactic shock.

SH/BHSON cannot guarantee clinical or academic settings are 100 percent latex free. Therefore, an individual with a latex allergy/sensitivity wearing alternative vinyl or nitrile gloves may still be exposed to latex residue of others working in the area or to latex present in the equipment, models and manikins. Although latex gloves are the most prominent source of latex allergen, many other products contain latex including, but not limited to:

- Blood pressure cuffs, medication vials, syringe connectors and wound drains
- Stethoscopes, catheters, respirators, and goggles
- Oral and nasal airways, surgical masks, and electrode pads
- Endotracheal tubes, syringes, IV tubing, and tourniquets

Any student who has or develops symptoms consistent with latex allergy/sensitivity is advised to consult a qualified allergist for evaluation. Evaluations are at the student's expense. If it is determined that a student suffers from a latex sensitivity/allergy and the student desires an academic adjustment, including reasonable accommodation due to this condition, the student must contact the Coordinator of Counseling and Student Services.

It is the responsibility of the student with a latex sensitivity to understand and acknowledge the risks associated with continued exposure to latex during a clinical education, fieldwork, and healthcare career, even when reasonable accommodations are made and to regularly consult with their health care provider. As with all matters related to one's health, the utmost precautions should be taken by the student to reduce the risk of exposure and allergic reactions. Students should consult with their health care provider about precautions they should take.

Students must self-identify with their clinical instructor, lab instructor, simulation instructor and with the Coordinator of Counseling and Student Services if they have a latex allergy.

Identification Badges

SH/BHSON requires all students to wear a SH/BHSON identification badge above waist line at all times at the Hospital, at the School, and at clinical affiliations. Identification badges are issued by SH/BHSON. Students must report lost or stolen identification badges to the Front Desk Receptionist. A fee is charged for replacement. Students will be dismissed from school and/or clinical sites if they are not wearing the SH/BHSON identification badge. Time missed will be considered absent time.

Food Services

A variety of food service areas are located throughout SH/BHSON and at the Hospital for the convenience of students. Food may be purchased by cash or debit/credit card by students, staff and guests in the self-serve kitchen and vending machines at the school and in the Hospital cafeteria during normal operating hours. For information on the hours of operation, please consult the cafeteria bulletin board.

Communication

Email and Mail Service: Students are required to have a professional e-mail address (for example: JDoe123@...) and must submit their e-mail address to the Registrar's office. All official SH/BHSON notifications will be sent via email to students. Some emails are supplemented by text messages for students who opt in to this option.

Telephone Service: SH/BHSON's main phone number is 508-941-7040. The telephone system is intended for business use only and is not available for personal calls.

All Administration, Staff and Faculty have voicemail and email access.

Transportation and Parking

Students must provide their own transportation to and from all learning experiences at SH/BHSON and cooperating agencies. All students must park their automobiles in the Adams Street SH/BHSON Student parking lot (Lot G). If the lot is full, you may drive to the Quincy Street lot (Lot O off Quincy Street behind the hospital) and take the shuttle back to the parking lot near the School of Nursing. This includes students coming to evening classes/clinicals. Any student working at the hospital must park in the SH/BHSON Student Parking lot during working hours. During the orientation program, students receive a parking sticker, at no charge, which should be affixed on the passenger side front window of the automobile (for MA residents this is right above the inspection sticker). Student cars are subject to towing if not parked legally in a student designated area.

Security Services

The Department of Security Services at Signature Healthcare/Brockton Hospital administers a highly professional system for the enforcement of rules and regulations designed to promote the general safety and security of persons and properties on its campus. Security services are available in the evening at student request for escort to the parking lot.

Tobacco Policy

Signature Healthcare Brockton Hospital and SH/BHSON do not allow tobacco use of any kind inside the buildings, in the parking lots (including inside a car) or anywhere on the grounds of any of the facilities, whether leased or owned. This policy is an effort to create a healthier community and address a serious public health issue.

Voter Registration

All SH/BHSON students who are eligible to vote will have the opportunity to learn about Voter Registration on the school website. Students may request registration forms over the Internet at the following web site: www.state.ma.us/sec/ele/elestu/studix.htm. Registration forms are also available through the Student Services section of the SH/BHSON website.

Office of the Registrar

Academic Records: The permanent academic records (transcripts) of students enrolled at SH/BHSON are maintained in a secured file room located outside of the staff offices. Clinical evaluation tools for each course are filed while students are enrolled. Following graduation, clinical evaluation tools are kept for 3 years. Recent alumni and withdrawn student records are located in the secured file room located outside of the staff offices prior to being scanned. Files are uploaded to Docuware for permanent storage. Once scanned, the paper files are shredded. Questions concerning graduate records should be directed to the Registrar.

- Academic Reports: Grades are not considered official until published by the Registrar. Grades are published to SonisWeb at the end of each semester and students are notified via email when grades are available for viewing.
- Student Records: It is important for students to keep contact information current and accurate. Any changes in name, address, phone number, or email must be update on SonisWeb by student. The student must also notify Carol Wilcox, Fisher College Director. Students will be held responsible for communication from SH/BHSON sent to the last permanent street or email address given and may

not claim indulgence on the plea of having moved or changed their email address and, therefore, of not having received the communication.

- Transcripts: It is the student's responsibility to make certain that their official academic record is a true reflection of the courses taken and grades received.

Transcript Requests

Student transcripts may be obtained from the Registrar's Office upon completion of a Transcript Request form. A transcript fee of $5.00 must be paid in advance for each official or unofficial transcript (no cash will be accepted). High school records are not included and only transfer credits accepted by SH/BHSON appear on the transcript. Two weeks are required for processing transcript requests.
Unofficial transcripts are available on SonisWeb. SH/BHSON accepts no responsibility for accuracy of unofficial transcripts once they have been issued. Official Transcripts will be furnished upon request in a sealed Registration Stamped envelope, which is stamped indicating that an Official Transcript is enclosed and is void if open. Transcript Request Forms are available in the Admission Section of our website at http://www.bhson.org.

Fisher College Transcript Requests

Students may download and print the transcript request form (pdf) from the Fisher College website http://www.fisher.edu and mail it to Registrar, Fisher College, 118 Beacon Street, Boston, MA 02116 or fax the request to (617) 236-8869. A $10 fee for normal processing procedures (subject to change), which take 3-5 business days. For same day service, the fee is $15. Please be sure to include the fee with your transcript request form; checks should be made payable to Fisher College.

Individuals faxing a transcript request form must be prepared to pay using a credit card. In order to do so, the Registrar's Office needs the credit card name, number and expiration date. This information can either be included on the faxed request or the student may call 617-236-8825 and give the information over the phone after the transcript request form has been sent. Unofficial transcripts are available from MyFisher. Students on Hold will not have access to MyFisher.

Counseling

Guidance and counseling services support SH/BHSON's goals and help students to achieve academic and personal growth while making progress toward their career goals. Nursing preparation years are times of rapidly expanding self-awareness, and students may experience difficulties coping with emotional, intellectual and interpersonal issues. Counseling may be academic or personal in nature and may be initiated by a faculty member or student. Questions and concerns are explored with students by sensitive and dedicated professionals involved in areas of student development. Students are encouraged to seek out their faculty mentors for academic problems. Personal problems should be discussed with the Coordinator of Counseling and Student Services. The type of guidance will be determined by the situation involved, the nature of the problem and the student's needs. Certain problems may require an ongoing relationship between the Coordinator of Counseling and Student Services and students which will be conducted as to encourage self-evaluation, self-responsibility, and personal and professional growth.

Referrals to other agencies may be made when appropriate. All contacts with referral agencies are held in strictest confidence. No information concerning a student, including the fact of their participation in counseling, will be revealed to any person without permission of that student.

Tutoring Resources

SH/BHSON and Fisher College provide a valuable tutoring service to students. Our tutors work collaboratively with individuals, small groups, and online to support our students' academic success in both nursing and non-nursing courses. In addition, the tutors facilitate study skills and test taking development and refer students to faculty tutors and/or support services. Tutors present workshops on transitioning to nursing school and other topics as needed thorough the school year.

Learning Resources

Health Sciences Library

The mission of the Health Sciences Library is to be the center of distinction at Signature Healthcare and Signature Healthcare Brockton Hospital School of Nursing for managing the knowledge resources essential to the organization's continuing excellence in patient care, teaching, research, and education. Patrons may connect with the library's digital resources virtually through the hospital Intranet or by visiting the library in person. The Health Sciences Library is a non-circulating reference room. The library does occasionally lend certain print materials with the permission of the librarian.

The Health Sciences Library has over 25,000 items in its collection, the vast majority of which are digital.

Materials available for student research and additional learning include:

- Books
- Medical and nursing journals
- Reserve material and textbooks
- Databases
- Diagnostic tools
- Drug monographs and calculators
- Patient education materials
- Newspapers
- Point of Care resources, includes information on disease/conditions, nursing diagnoses, procedures, and drugs as well as calculators, checklists and patient education handouts (online).

The librarian is available to assist students, faculty, and staff with scholarly research, search strategy, article and inter-library loan (ILL) requests, and other questions. You may schedule a research consultation or contact the librarian with another request by calling, emailing, stopping by the library, or submitting a form request through the digital Health Sciences Library page on the Intranet portal SigNet.

Location: 2nd floor of the Brockton Hospital School of Nursing, next to the Student Success Center.

Form request: Go to Intranet portal SigNet. Scroll over to the "Education" link in red across the top, then choose "Health Sciences Library" in the drop-down menu. A collection of forms are available on the bottom right under "Submit a Request."

Accessing the Health Sciences Library remotely: All students, faculty, and staff access hospital sites through Citrix when studying or working off-campus. There is a dedicated link to the Health Sciences Library on the landing page once logged in through Citrix.

Library Hours: The digital Health Sciences Library is available 24 hours per day via Citrix.

The physical Health Sciences Library is badge-accessible to all students, faculty, and staff whenever the building is open. The librarian is available Monday-Friday. Phone: 508-941-7208. Email: library@signature-healthcare.org

Interlibrary Cooperation: Library services are supplemented by the Hospital's participation in several consortia of health sciences libraries and colleges.

Copy Policy: Students are expected to print school materials at home. When necessary, please bring your own paper for printing at school. Printer availability is limited to the Student Success Center.

(Rev 7-25)

Fisher College Library Services

SH/BHSON students have access to the Fisher College library. On the main campus site in Boston, Fisher College has a collection which is available for student use, as well as a service to enable borrowing from area libraries. Several databases including CINAHL (full text) are available electronically and remotely to assist students in their learning.

Adult Learners: Resources for Returning to School

Peralty, M. (Ed.) 2023, Feb 7). *Adults returning to college: The best resources and support in 2023.* Premium Schools.
https://www.premiumschools.org/best-resources-support-adults-college/#5-challenges-adult-learners-face-and-ways-to-overcome-them

The Busy Adult's Guide to Making College Happen!: The Step-by-Step Guide to Finding the Time, Money and Motivation to Complete Your College Degree
Author: Geoffrey Schmidt
Copyright 2016
ISBN: 9780979869907
Winner of the 2009 Axiom Business Book Award, this compelling, yet practical, how-to-book, will provide you with valuable insight and reveal proven strategies on how to balance your work and family life while at the same time, pursue your college education. You will learn how simple it is to:

1) Locate the time to pursue a college degree;
2) Find the money to pay for college - even if you have very little of your own;
3) Unleash your untapped energy and motivation;
4) Free yourself from your own self-limiting beliefs that prevent you from achieving academic success;
5) Dramatically increase your earning power; and
6) Discover several strategies that will help you land your dream job.

The Adult Student's Guide to Survival & Success, 7th edition Author: Al Seibert, PhD; Mary Karr, MS
Copyright: 2016
ISBN: 0944227747
Whether enrolling in college for the first time or returning after an extended absence, this motivational guide provides adult students with a wealth of practical guidance. This thorough handbook explores not only how to succeed academically while balancing family, work, and other important responsibilities, but also addresses how students can learn to confront their fears, increase their self-confidence and resiliency, and create support groups. Containing essential information on financing education through loans, grants, and scholarships as well as practical tips for managing time, preparing for tests, taking effective notes, and using internet resources, this one-stop reference also includes action review checklists.

Academic Advising/Faculty Mentors

Mission Statement

Academic Advising in the School of Nursing is an on-going, intentional educational partnership dedicated to the academic success of all students. The goal is to help students define and develop their own academic and career goals, understand the demands and expectations of the School of Nursing and make increasingly independent decisions toward their goals and toward graduation.

Academic Advising at BHSON is offered by Faculty Mentors. Faculty Mentors believe that all students:

- Can be successful.
- Can be responsible for their own behavior.
- Have a desire to learn and want a meaningful and relevant education.
- Bring their own experiences, values, beliefs and opinions to the school and they are to be respected.
- Deserve dependable, accurate, respectful, honest, confidential and welcoming advising.
- Can become engaged, self-directed, life-long learners and competent decision makers.

Academic Advising in the School of Nursing is committed to:

- Guiding students to discover and pursue life goals.
- Supporting diverse and equitable educational, cultural and social experiences.
- Advancing students' individual development.

In order to assist students in realizing their full potential at Signature Healthcare Brockton Hospital School of Nursing, Faculty Mentors embrace the following concepts about academic advising:

- Students are often unaware of the demands and expectations of the School of Nursing and therefore need to learn the culture of higher education. Academic advising plays a key role in their understanding of the collegiate environment.
- Academic advising is not an isolated event but an ongoing communication between the student and advisor in which mutual trust and respect must be established.
- Faculty Mentors recognize and accept that all students are unique and enter the learning process at varying points, learning at different rates and through a variety of methods.
- At the heart of all academic advising is the development of an educational plan that will enhance each student's intellectual and personal growth. While mentors help students define their educational goals, the primary responsibility for decision-making rests with the student.

Primary Goals and Objectives of Academic Advising

A primary goal of academic advising is to help students define and develop educational and career goals that are consistent with their personal values, interests and talents. During this process, it is desirable that students will develop a rapport with their mentors that will enhance their academic performance.

It is expected that students will become familiar with and utilize school resources that support their educational development and that they will develop an understanding of school policies, procedures and requirements.

The desired outcome of academic advising is that students learn to make informed and increasingly independent decisions about their educational plans and other academic issues. Accordingly, as students become more knowledgeable about curriculum, policies and procedures, the content of advising may change but the frequency of meeting will remain at least once per semester.

Students' Responsibilities in the Advising Process

- Give careful thought to your academic and career goals and openly share this information with your mentor.
- Take responsibility for your learning by reviewing the student handbook, the schedule of classes, your course requirements and becoming fully aware of the School of Nursing policies, procedures and requirements.

- To ensure quality time, make an official advising appointment according to your mentor's scheduled office hours each semester. If you are unable to keep a scheduled advising appointment, remember to notify your mentor in advance.
- Prepare a list of questions before meeting with your mentor.
- Ask questions! If you are unclear about a policy or procedure, get clarification from your mentor.
- Know the academic calendar and be aware of important deadlines. Contact your mentor at times other than scheduled semester appointments, if needed. It is important to inform your mentor about any academic or personal changes and/or challenges as soon as they arise because your mentor can refer you to any needed school resources.
- Make an advising file and retain in it copies of all your school documents so if questions arise you have appropriate documentation.
- Accept responsibility for your education by making your own decisions. Mentors will provide you with guidance and options, but you must choose. Your goal is to assume primary responsibility for educational planning, course scheduling and the successful completion of all graduation requirements.

Faculty Mentors' Responsibilities in the Advising Process

- Be accessible and responsive to students' needs.
- Meet with mentees at least once per semester or more frequently as needed.
- Document each student contact including attempted contact and file documentation in the student's file in faculty's office.
- Demonstrate a genuine interest in students' success by helping them develop realistic educational goals.
- Assist students in academic planning by explaining information about course requirements.
- Review each student's academic record prior to or during the advising appointment and identify high risk students.
- Learn about school resources/support services available to students and refer appropriately when needed.
- Provide contact information including email address, office hours and office telephone number.
- Be knowledgeable about school policies/procedures, and all general graduation requirements for each advisee.
- Know the academic calendar and be fully aware of important deadlines.
- As the mentoring relationship develops, assist students in developing decision-making skills and encourage them to take responsibility for their decisions.
- Encourage student participation in student organizations.

Learning Disability/Accommodations Policy

Statement on Non-Discrimination

SH/BHSON is in compliance with the Americans with Disabilities Act of 1990, as amended in 2008. SH/BHSON provides reasonable accommodations to students with documented disabilities, so long as such disabilities do not preclude the student from meeting the essential qualifications for successful completion of educational objectives. In order to determine appropriate and effective accommodations, the Coordinator of Counseling and Student Services reviews accommodation requests on a case-by-case basis, and requires students to provide supporting documentation.

Consistent with its mission and philosophy, SH/Brockton Hospital School of Nursing is committed to providing an inclusive and welcoming environment for its prospective and enrolled students, faculty and staff, and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with this principle and applicable laws, it is therefore the School of Nursing's policy not to discriminate in offering access to its educational programs and activities or with respect to employment terms and conditions on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Process of Registering for Accommodations

Accessing accommodations begins with a student self-disclosing their disability to the Coordinator of Counseling & Student Services. This can be done in person, via email, or using the Self-Disclosure Form. This form can be turned in in-person or via fax or e-mail.

Any student seeking accommodations must submit a completed Disability Verification form along with the appropriate supporting documentation from a qualified evaluator. This documentation needs to be **current, relevant and appropriate** to the student's request and diagnosed disability. Please note: IEPs/504 plans and doctor's notes are not appropriate forms of supporting documentation on their own. These documents can be submitted in-person, via fax or e-mail to the Office of Counseling & Student Services. All required documents related to accommodations can be found on the BHSON website under Student Services > Disability Services.

The Coordinator of Counseling & Student Services will review the Self-Disclosure form, Disability Verification Form and all supporting documentation, and then arrange for a meeting with the student. The purpose of this meeting will be to determine next steps including but not limited to: request for additional documentation, further reviewing documentation submitted by the student, determining reasonable accommodations, or signing an Accommodations Letter. The Coordinator of Counseling & Student Services then provides copies of the signed letter to the appropriate faculty so accommodations can be implemented. The Coordinator of Counseling & Student Services makes determinations regarding appropriateness of accommodation requests on a case by case basis.

Once a student has registered for accommodations with the Office of Counseling & Student Services they must review and sign an Accommodations Letter each semester ensuring communication about any changes or concerns relevant to disability and/or accommodations.

Please note, the Office requires a **minimum of two weeks** in advance of exams to complete this process. All accommodations are reviewed on a case-by-case basis.

Please note that the Massachusetts Board of Nursing may not accept the documentation stated above and therefore may not honor accommodations that the student received at SH/BHSON for the NCLEX. It is the student's responsibility to review the guidelines prior to taking the NCLEX if they would like to have their accommodations for the NCLEX exam.

For questions, contact:

Chelsea Derochea
Coordinator of Counseling & Student Services
(508) 941-7729 or CDerochea@Signature-Healthcare.org

Student Grievance Procedure and Related Policies

Student Grievance Procedure

Definitions:

A "grievance" shall mean a complaint which has been filed by a grievant alleging a violation of student rights or responsibilities as outlined in the Student Handbook. The alleged violation may have taken place at Signature Healthcare Brockton Hospital School of Nursing ("SH/BHSON"), its clinical affiliations, Signature Healthcare Brockton Hospital or its immediate grounds, or at an SH/BHSON sponsored event. A "grievant" shall mean a student or groups of students filing the grievance.
A "sanction" shall mean decisions made by SH/BHSON agents and applied to a student or a group of students alleged to have violated stated policies of SH/BHSON. A SH/BHSON agent is a member of the faculty, administration or staff of SH/BHSON who is charged with the responsibility of supervising and enforcing particular SH/BHSON policies. Sanctions that may be applied for violations of student responsibilities or SH/BHSON policies are listed below.

- *Disciplinary Probation:* A period of time during which a student's actions are subject to close examination. Offenses committed during this time period will be considered in making future decisions.
- *Academic Probation*: A period of time during which the student's academic progress is subject to close examination. Terms of academic probation will be determined by the appropriate faculty member and Administration.
- *Alcohol/Drug Suspension Policy:* Students who violate the drug policy are subject to disciplinary action up to dismissal from SH/BHSON.
- *Disciplinary Suspension*: Dismissal from SH/BHSON for a stated period of time after which readmission may be sought.
- *Expulsion*: Permanent removal from SH/BHSON. Readmission may not be sought.

Purpose:

Whenever there is an allegation that a student of Signature Healthcare Brockton Hospital School of Nursing violated a SH/BHSON policy, every reasonable effort will be made to ensure fairness, objectivity, and appropriate due process. This policy addresses all actions taken by students against the school and all actions taken by the school against students. Filing a grievance using the procedure set forth below shall not affect the student's right to file complaints with appropriate state and federal agencies or courts.

Students at SH/BHSON have certain responsibilities which include:

- The responsibility to refrain from actions which deny other students of SH/BHSON their rights as re-numerated.
- The responsibility to fully read and comprehend the Student Handbook.
- The responsibility to adhere to established academic and all other SH/BHSON-related policies, rules, and regulations found in the Student Handbook.
- The responsibility to refrain from use of force against a person or group, the forcible interference with another person's freedom of movement, or verbal abuse of another person.
- The responsibility to preserve the right of privacy of other individuals and groups, and to respect the right of property of individuals, groups and SH/BHSON itself.
- The responsibility to refrain from sexual assault and harassment of another individual.
- The responsibility to refrain from racial or ethnic harassment or harassment based on gender identity, sexual orientation, socioeconomic status, age, disabilities, cultural experiences, nationality, learning styles, religious beliefs, or political ideologies.
- The responsibility to abide by HIPAA regulations.
- The responsibility to maintain professional conduct in academic and clinical areas and to accept responsibility for own actions.

- The responsibility to maintain academic standards and course student learning outcomes of SH/BHSON.
- The responsibility to arrange and attend mid-term and end-of-term conferences with instructors and other conferences as deemed necessary by either party.
- The responsibility to maintain a patient's right to confidentiality.
- The responsibility to refrain from stealing, damaging, defacing or deliberate destruction of SH/BHSON property or of any student's property.
- The responsibility to refrain from disorderly conduct or lewd, indecent, or obscene conduct while on SH/BHSON property or at SH/BHSON supervised activities.
- The responsibility to refrain from smoking on SH/BHSON property.
- The responsibility to refrain from the unauthorized entry into or use of SH/BHSON facilities.
- The responsibility to refrain from consumption of alcoholic beverages and drugs in buildings on SH/BHSON grounds or sale or dispensing of alcoholic beverages or drugs at functions sponsored under the name of SH/BHSON.
- The responsibility to refrain from use, production, possession, distribution, or being under the influence of narcotics or dangerous drugs, except as permitted by law.
- The responsibility to refrain from the crime of hazing.

Students at SH/BHSON have certain rights which include the following:

- The right to organize one's personal life and behavior and to pursue normal activities except when these interfere with the rights of others.
- The right of privacy of personal information. Students' beliefs and views shared with faculty and staff shall be kept confidential.
- The right to carry on individual or organized activity that expresses concerns or changes desired at SH/BHSON. Students and student organizations have the right to examine and discuss all questions of interest to them.
- The right to due process. No student shall be subjected to disciplinary procedures or found guilty of charges made under this statement without due process. Due process includes the right of the accused to know the charge made against them and to state their own version of events in respect to the charge made, the right to confront witnesses and the right to know the content of any other factual basis for the charge, and the right to have the matter settled by an impartial person or body.
- The right to institute the grievance procedure when students believe that their rights and responsibilities derived from this statement have been violated.
- The right to have the following information at the beginning of each course: course, theoretical and clinical unit objectives; course grading system; class and clinical assignments.
- The right to be represented on Faculty Organization, Grievance Review Committee and Curriculum Committee as needed.
- The right to be protected from unauthorized search or seizure.
- The right to make constructive feedback concerning course content.
- The right to academic advising.

Composition of the Grievance Review Board:

Upon receipt of a grievance, a Grievance Review Board will be convened.

1. The Grievance Review Board will be made up of two (2) faculty members and one (1) student.

2. The Business Operations Administrator will choose the two (2) faculty members on the Grievance Review Board.

3. The Business Operations Administrator will choose one (1) of the faculty members to be the Chair of the Grievance Review Board.

4. The Business Operations Administrator will choose the one (1) student on the Grievance Review Board.

5. All members of the Grievance Review Board will serve for one (1) school-year term.

Grievance Procedures:

1. If a conflict cannot be resolved informally between parties, a grievance must be submitted in writing to the Business Operations Administrator within ten (10) business days of the incident.

2. Grievances must be in writing and should include relevant details, evidence, and the requested resolution.

3. The Business Operations Administrator will conduct an Initial Review.
   a. The Business Operations Administrator will review the grievance and determine appropriate next steps within five (5) business days.
   b. The Business Operations Administrator may dismiss grievances lacking merit or refer them for hearing.
   c. The Business Operations Administrator will provide a written response to the student within five (5) business days indicating whether the grievance is dismissed or whether a formal hearing will be conducted.

Investigation and Hearing Procedures:

1. Formal hearings will be conducted by the Grievance Review Board. The Grievance Review Board will hear testimony of relevant parties and consider evidence.

No audio or video recording devices will be permitted in the informal or formal proceedings.

2. Students have the right to attend a pre-hearing conference with the Grievance Review Board chairperson and the Business Operations Administrator for the purpose of reviewing Grievance Review Board hearing procedures and related aspects of the review system.

3. Students have the right to waive their right to a hearing and accept the dismissal of the grievance. If the student waives their right to a hearing, the grievance is considered resolved and the matter closed.

4. The Grievance Review Board chairperson shall set a reasonable meeting time. The student shall receive in hand, by return receipt email or by return receipt requested, addressee only certified mail, the following information from the Grievance Review Board chairperson: the specific rule, regulation, or policy allegedly violated; the staff, faculty or administrator involved, the time and place of the alleged violation and such information needed to prepare a proper defense; the name(s) of the person(s) reporting the alleged violation; explanation of the right of appeal and the time and place of the scheduled meeting with the Grievance Review Board.

5. The Business Operations Administrator will supply the chairperson of the Grievance Review Board with a copy of the grievance. The chairperson of the Grievance Review Board will assemble any pertinent rules, regulations, policies, or other resources needed for consideration and distribute these along with a copy of the grievance to the members of the Grievance Review Board.

6. *Hearing and Evidence*: At the time of the Grievance Review Board meeting, all evidence and argument pertaining to pertinent data such as procedure, interpretation of rules and regulations and any other questions will be presented by the student.

7. *Witness and Evidence*: Each student involved in the hearing will be given the opportunity to testify and present evidence and witnesses. In no cases shall the Grievance Review Board consider statements against a student unless the student has been given the opportunity to rebut unfavorable inferences which might be drawn from them. The burden of proof will rest upon the student.

8. *Deliberation and Decisions*: Immediately following the meeting, the Grievance Review Board shall meet in executive session. The majority of members need to agree on a resolution. The chairperson will forward the recommendation, in writing, within twenty-four (24) hours of the Grievance Review Board meeting to the Business Operations Administrator. The Business Operations Administrator can accept or modify the recommendation and subsequently will notify the student of the decision in writing within five (5) business days of the Grievance Review Board meeting.

9. *Records and Correspondence*: The Grievance Review Board chairperson shall keep records and all correspondence. All records of Grievance Review Board hearings and of the final determination in each case shall be confidentially maintained by the chairperson for eight (8) years in a private, locked, secure file or electronically. All paper and electronic copies will be deleted after the subsequent ACEN visit.

Appeal Procedures:

1. If the student is not satisfied with the written decision, the student must file a written appeal with the Dean within five (5) business days following notification of the Grievance Review Board's decision.

2. Appeal letters must include a rationale of at least one (1) or two (2) paragraphs in length, outlining the reasons for the appeal.

3. The Dean may schedule a meeting with the student and any faculty, staff or administrator involved to resolve the grievance, but no meeting is required.

4. A written decision is required within thirty (30) business days to respond to any appeal presented to the Dean.

5. When the Dean rules on the appeal the Dean's decision is final, and the matter will be considered closed.

SH/BHSON takes very seriously students' complaints and concerns. Complaints should be resolved at the campus level. However, after completing the SH/BHSON Grievance process, if a student feels that their complaints have not been resolved, per federal Student Regulations CFR 34, Section 600.9 (a)(1) and 668.43 (b), the student may file a complaint with:

BORN: https://www.mass.gov/how-to/file-a-complaint-against-a-nursing-program
ACEN: https://www.acenursing.org/students-public/complaints

(Revised 7-21-2026)

Disability Discrimination Grievance Policy & Procedure

***Purpose*:** The following is the official mechanism by which disabled persons may file a grievance with SH/BHSON (the "School").

***Non-Associates (other than applicants for employment)*:** Any student who believes that they have a legitimate complaint concerning accessibility or services, architectural barriers or other situations covered by Section 504 of the Rehabilitation Act of 1973 or the American With Disabilities Act is urged to bring it to SH/BHSON's attention via this grievance procedure. Any such grievance should be initiated within 15 days of the incident giving rise to it. Depending upon the nature of the complaint, the grievant should follow Step I as follows:

Step I - Contact the Dean who shall attempt to resolve the grievance in a fair and timely manner.

Should the attempt to resolve the issue at Step I fail, the grievance may be advanced to Step II, within five days of the Step I response. The designated representative shall assist the grievant in pursuing the matter further by assisting the grievant in submitting his or her written complaint and notifying SH/BHSON's compliance officer that a Section 504 grievance has been received.

Step II - The compliance officer shall forward the grievance and their findings, together with any additional information provided by the grievant, in writing, to Dean. Normally within seven days, the Dean shall make a final decision, based on all available information, and will forward his or her final written decision to the grievant, normally within 45 days of the original written grievance.

***Appointment of Compliance Officer*:** The Coordinator of Counseling and Student Services is appointed the SH/BHSON's compliance officer.

***Rehabilitation Act of 1973*:** A grievant may also have rights under Section 504 of the Rehabilitation Act of 1973, 39 U.S.C. 794, which is administered by the Office for Civil Rights of the Department of Health and Human Services. Regulations have been promulgated by the Department, 45 C.F.R. Part 84, and further information may be obtained from the Department.

A grievant may also have right under the Americans with Disabilities Act, 42 U.S.C. §12101-12212, which is administered by the Equal Employment Opportunity Commission (EEOC) and the Department of Justice. Regulations have been promulgated by the EEOC, 29 CFR 1630 and the Department of Justice, 28 CFR §36, which address specific subject areas. Utilization of this grievance procedure shall not preclude any grievant who has a right to do so from filing a complaint under Section 504 with the Department or under the American with Disabilities Act with the EEOC or courts.

SH/BHSON takes very seriously students' complaints and concerns. Complaints should be resolved at the campus level. However, after completing the SH/BHSON Grievance process, if a student feels that their complaints have not been resolved, per federal Student Regulations CFR 34, Section 600.9 (a)(1) and 668.43 (b), the student may file a complaint with:

BORN: https://www.mass.gov/how-to/file-a-complaint-against-a-nursing-program
ACEN: https://www.acenursing.org/students-public/complaints

Weapons Policy

Possessing firearms, using firearms, attempting to use or threatening to use firearms whether loaded or unloaded, explosives, incendiary devices, chemical agents, or other weapons, even if legally possessed, is prohibited on SH/BHSON campus or school-related location (i.e.; clinical sites, volunteering locations, etc.). Weapons include but are not limited to such items as switchblades, knives with locking blades, stilettos, nun-chucks, daggers, brass knuckles, bows and arrows, slingshots, BB guns, air guns, pellet guns, air rifles (regardless of projectile velocity), taser guns, paintball guns, fireworks, pepper spray or other intended irritants, and ammunition (whether metal, plastic, or other materials). Any item that may be used as a weapon, and any other object that could be used to intimidate or threaten is prohibited. Improper use of laser beam instruments is also prohibited. Weapons of any kind may not be stored in any building or on the grounds of SH/BHSON, including personal vehicles. Any violation of this policy will result in disciplinary action, including possible dismissal from the School**.**

Alcohol and Drug Free SH/BHSON Policy

It is the policy of SH/BH and SH/BHSON to prohibit in the workplace and educational setting (SH/BHSON, Hospital, affiliations, and sites for program activities) the unlawful possession, use, dispensation, distribution, sale, or manufacture of controlled substances and to prohibit the use and/or abuse of alcohol. Violation of this policy shall result in disciplinary action up to, and including expulsion from SH/BHSON. Depending upon the circumstances, other actions, including notification of appropriate law enforcement agencies may be taken

against any violator of this policy. In accordance with the Drug Free Workplace Act of 1998, as a condition of enrollment at SH/BHSON, students must comply with this policy and notify SH/BHSON administration within five (5) days of a conviction for any criminal drug violation occurring in the work place and educational setting. Any student violating this policy shall be immediately suspended from SH/BHSON and could face expulsion pending the outcome of any legal investigation and/or conviction.

Drug Abuse Education Program

The Higher Education Amendments of 1986 require schools that receive Title IV funding to provide alcohol and drug abuse prevention programs. SH/BHSON makes the following available to any student, administrator and staff at SH/BHSON:

- Professional counselors available to all students and associates seeking assistance with alcohol or drug related problems. Contact the Coordinator of Counseling and Student Services for access to confidential counseling and referral services.
- Literature on substance abuse, its prevention and effects is available at SH/BHSON
- Notices of programs on substance abuse and its prevention are posted as received on faculty and student bulletin boards.
- Substance abuse and its prevention, including the effects of drugs and alcohol on the physical, psychological and social functioning of the individual is taught and integrated into the nursing curriculum. Nursing courses include guidelines related to assessment and management of substance abusers. Addiction, dependency, physical and emotional consequences, stress and death are topics highlighted.
- Audiovisual materials on substance abuse are available to students, administrators and staff at SH/BHSON.
- Alcoholics Anonymous (AA) and Narcotics Anonymous (NA) meet on a regular basis in accessible locations to SH/BHSON. Locations and times of meetings are available from the Coordinator of Counseling and Student Services.

Cause for Corrective Action:

The following list describes the types of infractions that will result in corrective action. This list is not meant to be all-inclusive but serves to describe the types of infractions that are unacceptable at SH/BH and SH/BHSON.

- Drinking alcoholic beverages at any SH/BHSON-related activity.
- Unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on Hospital and/or affiliating agency property.
- Reporting to SH/BHSON and affiliating agencies under the influence of drugs or alcohol.

Students are expected to arrive on clinical areas alcohol and drug free and to maintain that status during the clinical day. If a student arrives on a clinical area demonstrating behavior suggestive of chemical impairment or becomes chemically impaired while there, they shall immediately be removed from the clinical area. If the student is in possession of alcohol or removes any drugs from the clinical area or obtains illegally any legal or illicit drugs, they shall immediately be removed from the clinical area. Actions taken by the faculty in response to any of the above instances shall focus on education and rehabilitation of the student. The faculty member shall conduct a confidential conference with the student and focus on previous instances of chemical impairment by the student, the type of chemical involved, acknowledgment of error and explanation by student, and harm done to patient/clinical area staff/peers/self.

Following the confidential conference, guided by on the seriousness of the situation, one or more of the following steps may be taken:

- Report of incident to Dean
- Report of incident placed in student's folder in the office of the Registrar
- Referral to Coordinator of Counseling and Student Services
- Referral to outside agency or therapist
- Recommended leave of absence
- Dismissal from SH/BHSON/semester/year

- If a student is referred to a treatment center, they must provide confirmation of attendance at the treatment program and be drug and alcohol free for a period of six months before being considered for continuation or re-admission to SH/BHSON.

Incivility/Anti-Bullying Policy

As a professional nursing program, SH/BHSON works to promote civility (an authentic respect for others), tolerance and understanding among the staff, faculty and student body. The opposite of this is incivility or bullying, which is defined as the aggressive and hostile acts of an individual or group of individuals who are intended to humiliate, mentally or physically injure or intimidate, and/or control another individual or group of individuals.

1. **Physical Bullying** includes pushing, shoving, kicking, poking, and/or tripping another; assaulting or threatening a physical assault; damaging a person's work area or personal property; and/or damaging or destroying a person's work product.
2. **Verbal/Written Bullying** includes ridiculing, insulting or maligning a person, either verbally or in writing; addressing abusive, threatening, derogatory or offensive remarks to a person; and/or attempting to exploit an individual's known intellectual or physical vulnerabilities.
3. **Nonverbal Bullying** includes directing threatening gestures toward a person or invading personal space after being asked to move or step away.
4. **Cyber bullying** is defined as bullying and individual using electronic form, including, but not limited to, the Internet, interactive and digital technologies, or mobile phones.

SH/BHSON has **zero tolerance** for bullying actions or behaviors. If you are the victim of bullying **DO NOT RETALIATE** as you may look like the perpetrator and will most certainly cause confusion for those responsible for evaluating and responding to the situation. If you feel you are a victim keep a written journal of events regarding the bullying incident including dates, times, what happened and if there were any witnesses. If you are receiving written notes, emails or photos as they pertain to the bullying keep copies of those as well. Incidents of bullying should be reported to the clinical instructor, and/ or Administration or Coordinator of Counseling and Student Services. Disciplinary actions against the perpetrator, following a thorough investigation by the Administration will result in expulsion from the SH/BHSON program.

Hazing

In accordance with M.G.L. c.269 §17, 18, 19 and the hazing reporting regulation 610 C.M.R.: 5.00, SH/BHSON is required to file an annual compliance report with the Board of Higher Education. Chapter 269, Sections 17 through 19 are printed below:

Massachusetts General Laws, Chapter 269, Sections 17-19: Hazing

269.17 Hazing organizing or participating: hazing defined.

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Failure to report hazing.
Section 18. Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.
269.18 Copy of secs. 17-19; issuance to students and student groups, teams and organizations; report.
Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections 17 and 18; provided however; that an institution's compliance with this section's requirements that an institution issue copies of this section and sections 17 and 18 to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections 17 and 18 to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections 17 and 18, that each of its members, plebes, pledges, or applicants has received a copy of sections 17 and 18, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections 17 and 18.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections 17 and 18.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections 17 and 18 and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The Board of Higher Education and, in the case of secondary institutions, the Board of Education shall promulgate regulations governing the content and frequency of such reports, and all forthwith report to the

attorney general any such institution which fails to make such report. Violation of this policy will lead to student conduct sanctions and criminal proceedings.

Signature Healthcare/Brockton Hospital Sexual Harassment Policy

Students must abide by the Hospital Sexual Harassment Policy. It is the policy of the Hospital to provide an environment free from sexual harassment. Sexual harassment is not only against Hospital policy, but is also illegal. Any retaliation against an individual who has complained about sexual harassment or who is cooperating with an investigation of a sexual harassment complaint is similarly illegal and will not be tolerated.

The Hospital prohibits sexual harassment by any of its associates, students, officers or agents. There is a procedure by which allegations may be filed, investigated and resolved. If it is determined that inappropriate conduct has occurred, the Hospital will act promptly to eliminate the conduct and impose such action as necessary including disciplinary action where appropriate, up to and including dismissal. While it is not possible to list all circumstances, the following are some examples of conduct which, if unwelcome and/or interfere with an individual's work performance, may constitute sexual harassment:

- Unwelcome sexual advances, whether they involve touching or not
- Requests for sexual favors
- Sexual jokes, written or verbal references to sexual conduct, comment on an individual's body, comment or inquiry about an individual's sexual activity, deficiencies or prowess
- Displaying sexually aggressive objects, pictures or cartoons
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments.
- Please contact the Coordinator of Counseling and Student Services for further information.

Confidentiality of Student Records – FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 applies to "Education Records" defined as "records, files, documents and other materials which "contained information directly related to a student" and "are maintained by an educational institution or agency." The term "education record" does not include the personal files of faculty and administrative personnel, law enforcement records, and medical, psychiatric or psychological records created and used only for the treatment of a student and available only to those providing the treatment.

Public Information: SH/BHSON does make public the following information about a student unless the student specifically requests in writing that the information is not to be released. "Directory Information" includes a student's name, address, telephone listing, electronic mail address, date and place of birth, school or college, major field of study, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Requests made by students not to release such information for public distribution are to be made in writing to the Registrar and filed prior to the drop/add period in any given semester.

Access Rights of Students: Parents' financial records and related parental financial information shall not be released to students.

Access Rights of Persons or Agencies Other Than Students:

Except for those stated below, no one will have access to educational records without the written consent of the student concerned. (Disclosure Forms available in Registrar's Office and Fisher College Office)

- Faculty and staff members determined by the Dean to have legitimate educational interests in seeing the record in question.
- Authorized federal officials auditing federally-supported educational programs
- Persons processing a student's financial aid application
- Recognized accrediting organizations carrying out accrediting functions
- Parent(s) of a student who is listed, pursuant to I.R.C. Section 152, as a dependent on Federal Income Tax return of said parent(s)for the calendar year immediately prior to the year in question

***Procedure to Follow to Access a Record*:** A request by a student or agency to inspect a record shall be made in writing to the Registrar. The Registrar will inform the student or agency when the requested record will be made available. The Registrar maintains a record of the persons or agencies who have had access to the record. Students must properly identify themselves (student ID) before being shown their records, must not interfere with the operations of the Registrar and must examine the record during reasonable hours in the office of the Registrar. The examination of the record shall be supervised. Copies of records shall be given to the student upon written request. (Disclosure Forms available in Registrar's Office and Fisher College Office)

***Reviewing and Expunging Records*:** The academic record (transcript) of a student is officially designated as a permanent record and is maintained in perpetuity by SH/BHSON, as well as all application material received. No other records are officially designated as permanent records. All non-permanent records will be destroyed three years following graduation.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures of SH/BHSON 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, S.W. Washington, DC, 20202-4605
Phone: 202-260-3887
Website: www.ed.gov/office/om/fpco

For more information about FERPA, including information specifically for students, please visit the U.S. Department of Education FERPA

Identity Theft Prevention

SH/BHSON implemented these policies, effective August 2009. These policies have been designed to detect, prevent and mitigate identity theft at SH/BHSON. The policies include procedures to:

1. Identify relevant red flags for student accounts.
2. Respond appropriately to any red flags that are detected to prevent and mitigate identity theft.
3. Ensure that the policies and procedures are reviewed annually.

Examples of Red Flags:

1. A warning of suspicious activity from law enforcement personnel or a consumer reporting agency.
2. Suspicious documents provided by the student for identification purposes.
3. Application for enrollment or service that appears to have been altered or forged.
4. Identification document or card on which the student's photograph is not consistent with the appearance of the person presenting the documentation.
5. Discrepancies in identity information reported to different SH/BHSON offices.

The three areas in the School that have the greatest risk for identity theft are the application for enrollment, the application for financial aid and the disbursement of credit balances from the Bursar's Office.

Application for Student Enrollment

To mitigate and identify any relevant red flags during the application for enrollment, the following is required for the School's official application:

a. common application with personally identifying information
b. high school transcript or GED
c. official SAT scores, where required
d. academic and employment histories
e. if applicable, official college transcripts,

Upon acceptance to the School, the following is required:

a. CORI/SORI background check (Social Security Card, Driver's License, etc.)
b. entrance medical records

The School's policy for acceptance and enrollment of new students allows the Registrar's Office the opportunity to review and if necessary verify all student documentation. If a suspicious document is found, this red flag will be brought to the immediate attention of the School's Administrative Team for review of possible identity theft. The Administrative Team will review the suspicious activity and have one or more of the appropriate responses:

1. Deny the student access to their School account until other information is available to eliminate the red flag.
2. Contact the student to discuss the possibility of discrepancy of personally identifying information.
3. Notify law enforcement.
4. Determine no response is warranted under the particular circumstances.

All of this will be documented in the student's official file located in the Registrar's Office.

Financial Aid Application

During the application for financial aid, the students are required to fill out online a Free Application for Federal Student Aid (FAFSA) as well as in-house financial aid documentation. Our financial aid officers are in a unique position to spot any discrepancies since they receive student information from various sources, for example, the Department of Education's Central Processing System for financial aid application and the National Student Loan Data System as well as our own Registrar's Office. Since each student's application for financial aid is reviewed manually, any such red flags, such as different personally identifying information that has been reported to our Registrar's Office and listed under the student's SonisWeb file, will be isolated and attempted to be resolved in a satisfactory manner by the Financial Aid Officer and the Registrar. If no such resolution is achieved, this red flag will be brought to the immediate attention of the School's Administrative Team for review.

Two very common examples of personally identifying information that does not match between the Registrar's Office and the Financial Aid Office are married vs. maiden name and changes in home address.

To resolve the last name discrepancy, any name changes made must originate with the Registrar's Office and supporting documentation will be required. The only such acceptable documentation is a new Social Security Card documenting the student's name change.

To resolve the address discrepancy, any address changes made must originate in the Registrar's Office. The address change will be made in SonisWeb by the student, and if for any reason the address change is suspected to be fraudulent, supporting documentation may be required. These supporting documents can be, but are not limited to, a new driver's license or official Massachusetts ID listing the new address, utility bills listing the student's name and new address or if a student moves into a home where they are not required to be listed on a utility bill, a letter from their new landlord/roommate. These supporting documents will be reviewed and if necessary verified.

Disbursement of Student Credit Balances

Student credit balances are disbursed via paper check and are mailed to the student's official SH/BHSON home address listed on file. For credit balances that are disbursed and generated by a Parent Plus Loan, the checks are made out to the parent not the student unless the parent makes the request in writing authorizing the school to make the check out to the student.

If a student refund is returned as undeliverable to the address on file in the Registrar's office, the Bursar will contact the student via email or phone to inform the student that a refund check is available and to update their address with the Registrar. The student then may pick up the refund check, upon presenting their student identification.

If a refund generated from a Parent Plus Loan is returned undeliverable, the parent will be contacted to verify the correct address.

Tuition Payment Plan

Please note that according to the Red Flag Rules, a deferred tuition payment plan is considered a covered account and as such is covered by these new federal guidelines. However since Payment Plan requests are initiated by the student and each request is reviewed manually by the Bursar there is no likelihood of any red flag discrepancies. The student must contact the Bursar's Office to start enrollment in a payment plan. Upon contact the Bursar verifies the student's personally identifying information. Once that has been done a Budget Payment Plan form is filled out and signed by the student. Their payment plan has now commenced. Funds are not disbursed from the Payment Plan unless a student withdraws from the School and if such a case occurs the rules for disbursing credit balances will apply.

Protection of Student Identifying Information

In order to further prevent the likelihood of Identity Theft, SH/BHSON will take the following steps with respect to its internal operating procedures to protect student identifying information:

1. Shred all documents containing student account information when a decision has been made to no longer maintain such information.
2. Ensure that office computers with access to student's account information are password protected.
3. Avoid use of full social security numbers as identifying information (use of partial social security number is acceptable)
4. Ensure computer virus protection is up to date.
5. Require and keep only pertinent student information that is necessary for enrollment and financial aid purposes.
6. Ensure complete and secure destruction of paper documents and computer files

Red Flag Policies Administration

Responsibility for developing, implementing and updating these policies lie with the Bursar. The Bursar will review annually any pertinent changes to the Red Flag Rules and adjust our School's policies accordingly. Our policies will then be brought to our School's Administrative Team for review and approval. The Bursar will ensure that all School personnel are trained in accordance with our policies and that an annual review will be required.

Finances

Tuition Payment

Tuition and fees are payable by mail, in person, over the phone or via PayPal in SonisWeb. Payments made by check/money order must be payable to Brockton Hospital School of Nursing (SH/BHSON). All checks/money orders and payments made over the phone must be received by 3:00 p.m. in order to be posted the same day. All charges are subject to change. **CASH IS NOT ACCEPTED.** A $35.00 fee will be charged for any check returned or refused by the bank. Tuition balances must be paid in FULL by the due date listed on the SH/BHSON tuition statement. If the tuition balance has not been paid in full or an official payment plan has not been completed with the Bursar by the due date, a $50.00 late fee will be assessed. **Any student who fails to meet their financial obligations with SH/BHSON will not be allowed** to continue enrollment at SH/BHSON and may be withdrawn from the school. Please contact the Bursar's Office with any questions.

Students who have been unenrolled from upcoming semester classes due to non-payment of tuition or failure to provide required documentation but subsequently pays tuition owed or submits required documentation will be subject to a $100 re-admission fee.

Plan for students with overdue balance:

- Beginning of semester – no payment or missed payment # 1 of budget plan – **grade hold & restricted from attending clinical**
- Mid-semester – missed payment # 2 of budget plan – **grade hold & restricted from attending clinical**
- Late semester – missed payment # 3 – **grade hold & restricted from attending clinical**
- End of semester – missed payment # 4 – **grade hold, restricted from attending clinical, unenrollment from upcoming semester courses** (email with come from Registrar and Financial Aid Officer advising of the impact on financial aid)
- Completion of semester
    - Students on grade hold – grades will be released within two weeks of last day of semester.
    - Students with a balance of $500.00 or less will be allowed to enroll in the upcoming semester
    - Students with a balance of $500.00 or more will NOT be allowed to enroll in the upcoming semester
    - Students who complete NU250 and have a balance due – **certificate of graduation will be released when balance is resolved.**
- Completion of academic year **–** student must reduce balance owed to a maximum of $200.00 to begin the next academic year, **students with a balance of more than $200.00 on August 1st will be unenrolled from the semester until the entire previous balance is resolve.**

Students who have not attended to their financial obligations will receive written notification that they have been placed on HOLD and withdrawn from SH/BHSON. Students who have been withdrawn due to a balance owed and have paid in full their financial obligations <u>within one year</u> of the previously completed semester's end date will not be required to re-apply. Such students would be allowed to petition the Admission Committee in writing to reinstate their enrollment status at SH/BHSON.

The Registrar's Office conducts registration and provides registration information to all students prior to each semester. Students registering for classes must be in good financial standing. Any prior balance must be paid in full before a student will be allowed to register. Release of grades, academic transcript and diploma will be denied if all financial obligations are not met.

Students are required to pay their bills in full in order to continue at SH/BHSON. Students awarded financial aid after the statement due date will be reimbursed for tuition they have already paid. Any changes in course enrollments or credit status may affect financial aid eligibility and loan repayment schedules. Financial aid recipients should inform the Financial Aid Officer and the Registrar of any course changes. If a balance is due as a result of such an adjustment, the student is responsible for this amount and will be given a deadline by which full payment must be made.

Program Interruption Fee

Students who in any way interrupt normal program enrollment due to, but not limited to: course failure, leave of absence or non-enrollment, will be required to pay a non-refundable Program Interruption Fee of $350.00 toward tuition and fees six (6) weeks prior to their planned return semester start date.

Tuition Credit Balances

Refunds from financial aid will not be generated until after the financial aid has been received by SH/BHSON, processed and the official add/drop period has ended. Refund checks will automatically be mailed to the student's home address on file once the checks are available. Typically fall semester refunds are available for disbursement late October and Spring semester refunds are available mid-April. Students may receive more than one refund per semester based upon the timing of when financial aid is received and processed by the school.

Institutional Withdrawal Policy

If a student withdraws from SH/BHSON and has received an institutional/donor scholarship, the scholarship will be reduced to cover the tuition and fees only; a credit balance will not be generated.

Tuition Adjustment Policy

The SH/BHSON Withdrawal Policy applies to all enrolled in classes at SH/BHSON. This policy applies to **tuition charges only**. There will be no refunds after the 4th week of classes in the Fall and Spring semesters. There will be no refunds after the **1st** week of classes in the summer semester. Tuition reversal will be calculated based on the official date of last attendance. All withdrawals from SH/BHSON must be communicated by the student in writing via email to the Registrar's Office.

Week	**% of Charges to be reversed upon Student withdrawal from SH/BHSON**	
	Fall & Spring	**Summer**
1	100%	100%
2	100%	0
3	50%	0
4	25%	0
5-16	0	0

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Class Drop Policy

The Class Drop Policy applies to all students enrolled in classes at SH/BHSON. This policy applies to **tuition charges only**. Prior to the first day of school, a student receives a refund of 100%. There will be no refunds for classes dropped after the second week. *The date and time that the drop notice is received will be the official date and time of the drop.*

All intents to drop a class at SH/BHSON must be communicated by the student in writing to the Registrar.

Note: The Withdrawal Policy refers to a student who has ceased taking <u>all</u> classes at SH/BHSON. The Class Drop Policy refers to a student who has stopped taking one class but is still enrolled in one or more classes.

Fall and Spring Semesters	Classes Begin	Drop Deadline
2 weeks	August 18th	August 30th
2 weeks	January 12th	January 24th

Summer Term	Classes Begin	Drop Deadline
1 week	May 11th	May 16th

Veteran's Affairs Eligibility

SH/BHSON has been approved by the Massachusetts Department of Higher Education to provide training for eligible persons under the Montgomery GI Bill® Program for Chapter 30, Charter 35, Chapter 1606 and Chapter 1607 Post 09/11 Chapter 33 GI Bill®. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at www.benefits.va.gov/gibill. SH/BHSON does not participate in the Yellow Ribbon Program.

- Point of Contact for academic advising is Marlene Bohn, Registrar and VA Certifying Official at 508-941-7042, mbohn@signature-healthcare.org
- Point of Contact for financial advising is Jeannie Gonzales, Financial Aid Officer at 508-941-7052, jgonzales@signature-healthcare.org
- Point of Contact for disability counseling is Chelsea Derochea, Coordinator of Counseling and Student Services at 508-941-7729, CDerochea@Signature-Healthcare.org

SH/BHSON Requirements for Students receiving Veteran's Benefits

SH/BHSON requires applicants who anticipate receiving Veteran's Benefits to self-identify during the application process. This will ensure that individual will receive the mandated Individualized Educational Plan and the Personalized Shopping Sheet per the *Johnny Isakson and David P. Roe M.D. Veterans Health Care and Benefits Improvement Act of 2020.*

Section 702 of the Veterans Access, Choice and Accountability Act of 2014 ("Choice Act"), requires VA to disapprove programs of education for payment of benefits under the Post-9/11 GI Bill® and Montgomery GI Bill® -Active Duty at public institutions of higher learning if the schools charge qualifying Veterans and dependents tuition and fees in excess of the rate for resident students for terms beginning after July 1, 2015 (and July 1, 2017 for the new updates). SH/BHSON does not differentiate between in-state or out-of-state students for tuition purposes.

Colmery Act Section 103, PL115-407

Any student using Chapter 31 or Chapter 33 benefits is covered under the Colmery Act.
Protection commences when the student provides the school with a Certificate of Eligibility (COE) or statement of benefits. The Act prevents a school from penalizing a student while waiting for tuition and fees payment from the VA:

- Schools can't deny a student access to institutional facilities
- Schools can't force a student to borrow money to pay for tuition and fees while waiting for payment from the VA
- Schools can't charge a student who is waiting for tuition and fees payment from the VA a late/penalty fee

Schools can require:

- Students to submit a COE or statement of benefits no later than the first day of the program
- Students to submit a written request to use VA benefits
- Students to provide additional information to ensure proper enrollment certification by the school

Schools may require additional payment or a fee for the difference between the amount of the student's financial obligation to the school and the amount of the VA benefits disbursed.

SH/BHSON has always and will continue to adhere to the above regulations.

Financial Aid for Students Receiving Veteran's Benefits

The Financial Aid Officer will inform students receiving Veteran's Benefits of the availability and eligibility for all financial aid resources prior to awarding student loans or alternative financing. The financial aid resources may include but are not limited to grants, outside and institutional scholarships.

Delayed VA Payments
Under S2248 PL 115-407 Section 103, Signature Healthcare Brockton Hospital School of Nursing will not impose a late fee, denial of access to facilities, or other penalty against a veteran or eligible dependent due to a late payment of tuition and/or fees from the VA up to the certified benefits amount. Any portion of the student bill not covered by VA benefits is still expected to be settled by the due date.

Prior Credit
SH/BHSON maintains records of previous education of the veteran or eligible person and indicates appropriate credit has been given for previous education. Transfer courses must be from a college which is accredited by a Department of Education recognized accrediting agency.

Break in Enrollment due to Service Member Requirements
If a Service member or reservist is temporarily unable to attend due to service requirements, SH/BHSON will readmit the student without reapplication required. The Service member or reservist must notify the Registrar of the anticipated timeframe for the absence in writing, email is sufficient. Upon return, the Service member or reservist will return to their last incomplete semester. If the Service member or reservist does not return within one year, they may be required to audit or enroll in a prior class taken at no cost.

Individualized Education Plan
Per the Johnny Isakson and David P. Roe M.D. Veterans Health Care and Benefits Improvement Act of 2020, SH/BHSON will provide each student receiving Veteran's Benefits an Individualized Educational Plan for the program. Students receiving Veteran's Benefits will be required to sign and return a copy prior to the start of freshman year, thus approving the course(s). Prior to the state of each semester the student will receive a list of projected courses for their approval. This form must be signed and returned to the Registrar's Office for enrollment to continue.

This Individualized Plan will include the following:

- Accepted Transfer Courses
- Course Requirements
- Class Start and End dates
- Timeline to Graduate
- Graduation Requirements

Personalized Shopping Sheet
Students receiving Veteran's Benefits will receive a Personalized Shopping Sheet. This will detail the available options for financial aid, grants, loans and payment plans. Also included will be the following estimated costs:

- Tuition and Fees
- Books and supplies
- Uniform
- Health Insurance
- LPN Advanced Placement Exam Fee
- Current cost of NCLEX-RN Exam

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Military Tuition Assistance Refund Policy

Military Tuition Assistance (TA) is a benefit paid to SH/BHSON for eligible military student recipients who are active members of the Army, Navy, Marines, Air Force, and Coast Guard. The student is awarded the TA benefit with the understanding that the student will attend the entire term. SH/BHSON is required to calculate Military Tuition Assistance (TA) earned when a military student using TA withdraws.

As participants in the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU), students who officially or unofficially withdraw from a course before completing 61

percent of the term have not earned 100% of the amount of their voucher for the withdrawn course. SH/BHSON is required to return the unearned portion of the TA funds to the military service that provided the TA funding. Unearned TA funds that are returned will become a debt to the student.

The unearned Tuition Assistance funds will be calculated using the official last date of attendance, as determined by the institution's attendance records. The last date of attendance is used to determine the number of days completed.

To remain in compliance with the Department of Defense's policy, SH/BHSON will return any unearned TA funds through at least 60% of the term on a prorated basis. The amount of unearned TA that is returned is based on the date of withdrawal from the course.

After 60% of the term has passed, TA will not be evaluated for a return to the DoD.
SH/BHSON will not bill the DoD until after 60% of the term has passed to reduce the amount of incorrect TA funds being disbursed by the DoD. SH/BHSON will only bill the DOD for the amount the student earned given their enrollment.

Schedule for returning unearned Tuition Assistance:

For 15 Week Fall and Spring Semesters:	
Before or during weeks 1 - 2	100% return
During weeks 3 - 6	75% return
During weeks 7 - 10	40% return (60% of course is completed)
During weeks 11-15	0% return

For 4 Week Summer Semester:	
Before or during weeks 1	100% return
During week 2	75% return
During week 3	40% return (60% of course is completed)
During week 4	0% return

Unearned TA funds will be returned on a prorated basis, depending on the length of the course. To determine the amount of TA funds that need to be returned, SH/BHSON will determine the date the withdrawal and then divide that by the number of days in the term to determine the percentage of TA funds that was earned by the student.

The Campus

Campus Overview

SH/BHSON is a 2 story facility built in 2019 on the 14.7 acre campus of Signature Healthcare/Brockton Hospital complex. The 22,000 square foot structure houses the education and simulation areas of SH/BHSON as well as the Health Sciences Library. The building is maintained by the facilities department of SH/BH. There is ample parking with lights and walkways for the students and staff. The building is monitored by the hospital security via cameras and a security guard. The facility is a locked facility and can only be accessed by badge or buzzed in by the receptionist. SH/BHSON has classrooms, laboratories, conference rooms, faculty and student lounges, copiers, student bathrooms and offices for the administrators, faculty and operations staff. There are open areas for the students on each level as well as the library on the second level.

The first floor has the reception area, sitting area, 3 classrooms, science lab, science storage room, adjunct faculty area, faculty work area, 3 conference rooms, bathrooms and copy/mailroom. The second floor has open seating for studying or eating, vending machine/sinks /microwaves room, student study room, Health Sciences Library, single simulation room with video capabilities, large simulation room, simulation storage room, large classroom, bathroom, accommodation room, large accommodation room, conference room, and Offices of the Dean, Business Operations Administrator, Fisher College Program Director, Coordinator of Counseling and Student Services, Registrar, Financial Aid Officer, Bursar, Admissions Representative and Simulation/IT Specialist. There is an intercom system for school wide notification of emergencies. There is a hospital wide email system for messages and a school wide email to notify the student body.

Getting Involved

Whatever a student's interest may be, there are probably other students or a community group that share that interest. At SH/BHSON, a diversity of ideas and concerns are represented and extracurricular opportunities are many. Students are urged to develop outside interests and take advantage of social and cultural opportunities available in the community. A variety of activities are sponsored by SH/BHSON, Fisher College and NSNA. These groups meet different needs and interests of students. Participation in volunteer activities helps students develop understanding and skills which enrich and extend classroom learning.

Alumni Association

From its beginnings in 1911, the Alumni Association of SH/BHSON has grown with each successive class. SH/BHSON alumni have a long history of support and loyalty to SH/BHSON. Their personal and professional achievements have given SH/BHSON its outstanding reputation. Their gifts of time, money and their personal involvement in SH/BHSON activities over the years have helped to make SH/BHSON the respected institution it is today. Membership is open to all graduates. The alumni association promotes alliances between SH/BHSON and alumni, supports professional endeavors and sponsors scholarships to graduating seniors. The Alumni Association maintains address files of graduates to facilitate networking, meetings and special reunions. Starting with graduates of 2015 Alumni have access to the alumni portal of SonisWeb.

National Student Nurses' Association (NSNA)

Founded in 1952, the National Student Nurses' Association (NSNA) is a nonprofit organization for students enrolled in associate, baccalaureate, diploma, and generic graduate nursing programs. The association mentors the professional development of future registered nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance. Each nursing school has their own NSNA organization. Here at SH/BHSON every student is a member of the local and national chapter of NSNA. There is a president, vice president, and secretary for the local organization who interface with the state and national organization.

Fire Emergency Procedures – Code Red

At SH/BHSON, safety is of prime importance. Students are expected to be well oriented to locations and use of firefighting equipment and rules and regulations regarding fire prevention and accidents. Tampering with fire alarms or turning in false alarms or tampering with firefighting equipment will result in disciplinary

action. Fire drills are held periodically and unannounced, under the direction of the Dean. *A steady alarm ring signifies fire in the building.*

In case of fire:

- Sound the nearest alarm, dial x12233 or 2233 and state "Code Red," give exact location of fire, and notify the Front Desk staff. Do not use the word "fire."
- Close all windows and doors.
- There are fire extinguishers located throughout the building. If you believe that the fire is extinguishable and you have been trained in the operation of fire extinguishers, use the nearest extinguisher. If the fire does not appear to be readily extinguishable, evacuate the building immediately.
- Leave the building and report to student parking lot.
- Remain outside the building until given permission to enter by the appropriate official.

Weapons Related Threat Plan- Code Silver

Code Silver is the phrase used to describe a weapons related threat; armed or believed to be armed person who has or intends to use deadly force or inflict serious injury to victims. Signature Healthcare Brockton Hospital, and affiliated facilities, is committed to providing a safe environment for patients, visitors, and employees. The Code Silver Weapons Related Threat Response Plan applies to all properties and facilities owned, occupied, or managed by Signature Healthcare, including clinical, and administrative areas at the Brockton Hospital and at off-site locations. For this purpose, a weapon is defined as a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury; or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury. Possession of a weapon without threat does not qualify as Code Silver.

Code Silver Response Plan:

1. **RUN:** GET OUT, Escape if there is an accessible escape path. Help patients, visitors and others escape if safe to do so. Be sure to:
    - Have an escape route, more than one if possible, and plan in mind
    - Evacuate regardless of whether others agree to follow
    - Leave your belongings behind
    - Help others escape, if possible
    - Prevent individuals from entering an area where the perpetrator may be
    - Keep your hands visible when police arrive
    - Follow the instructions of any police officers
    - Do not attempt to move wounded people
2. **HIDE:** If evacuation is not possible, find a place to hide. Lock or block unit doors with heavy furniture where the perpetrator is less likely to find you.
   Once hidden- do not open door until you hear a "Code Silver all clear" overhead announcement (could be direct from police, overhead, department leader, or ALERTUS).
   When hiding:
    - Be out of the perpetrator's view
    - Provide protection if shots are fired in your direction (office with closed locked door)
    - Attempt to not trap or restrict your options for movement if possible
    - Lock/block the door
    - Shut off lights
    - Silence your cell phone/pager
    - Turn off any source of noise
    - Hide behind large items
    - Remain quiet
3. **FIGHT:** Fight, as a last resort, and only when your life is in imminent danger and you cannot evacuate, attempt to disrupt and/or incapacitate the perpetrator by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons (such as fire extinguisher)
- Yelling
- Committing to your actions

Don't forget to CALL OUT: When safe to do so,

- Dial 911
- Include pertinent details

Information to Provide to Emergency Line and 911

- Location of the perpetrator.
- Number and type of weapons.
- Number of perpetrators.
- Number of potential victims.
- Physical description of perpetrator/s.
- What the perpetrator is wearing.

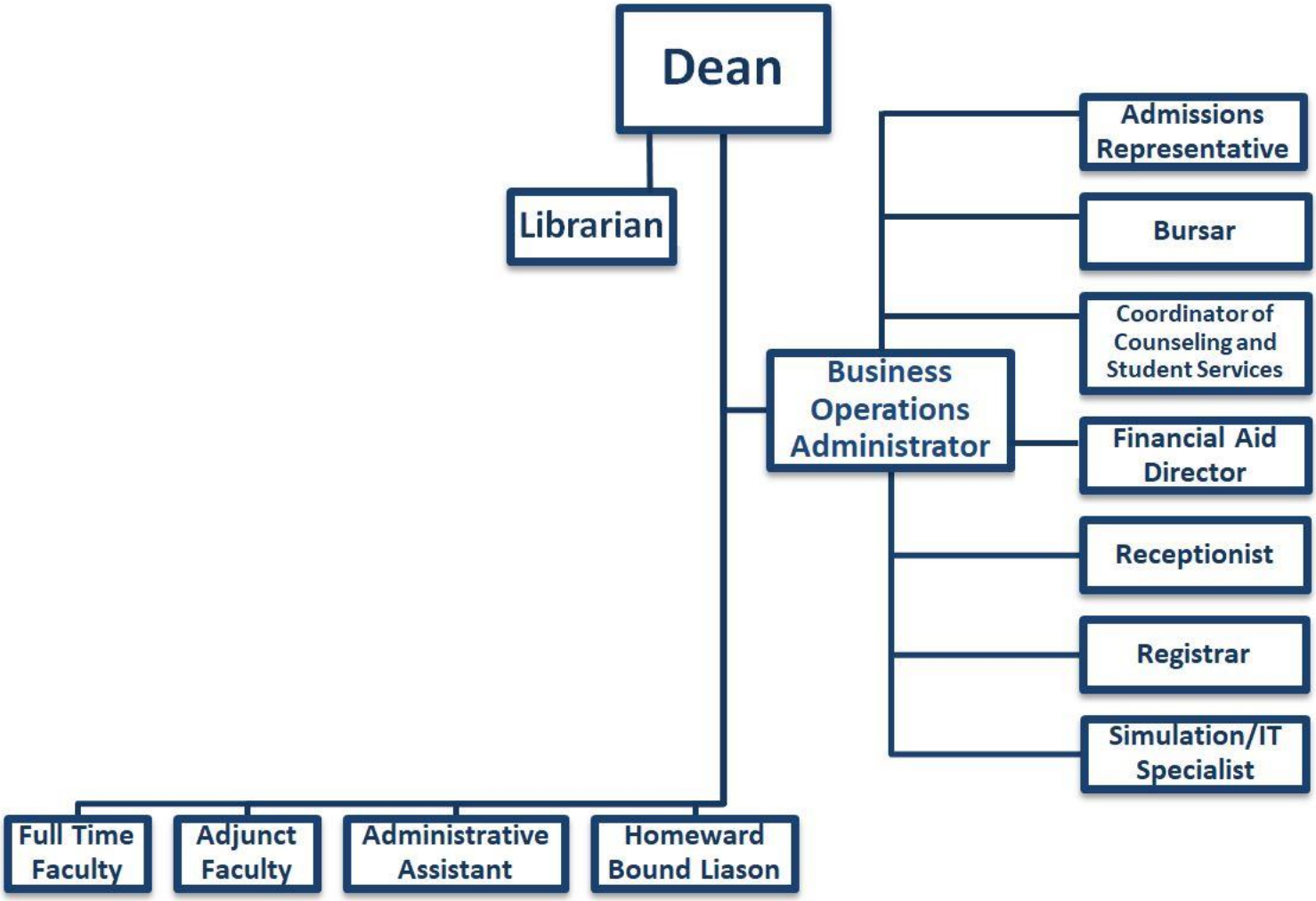
How to act when Law Enforcement arrives

- Put down any items in your hands (i.e., bags, jackets) Page 5 of 6 SIGNATURE HEALTHCARE ADMINISTRATIVE POLICY MANUAL Subject: #500.400 Code Silver Plan (Weapons Related Threat)
- Immediately raise hands and spread fingers
- Remain calm, and follow officers' instructions
- Keep hands visible at all times
- Avoid pointing, screaming and/or yelling

Reminder:

- Do not approach officers as they arrive
- Do not attempt to hold onto them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction as they are entering the premises

Signature Healthcare Brockton Hospital
School of Nursing
2026 Organizational Chart



Signature Healthcare
Brockton Hospital School of Nursing
Nursing Faculty
2026-2027

Faculty Name	Areas of Specialty	Courses
Carol Berube, MSN, RN, CNE	Family Health, Adult Health	NU210, NU120, NU250
Dr. Geraldine Capachione, DNP, RN	Family Health, Adult Health	NU116, NU117, NU120, NU210, NU250
Mary Ellen Croft LaFrance, MSN, RN	Adult Health	NU210, NU118, NU220, NU250
Dr. Pearl Cunningham, DNP, MBA, RN, NEA-BC	Simulation Lab, Fundamentals, Family Health	NU110, NU116, NU117, NU120, NU250
Paulina Furtado, MSN, RN	Fundamentals, Adult Health	NU110, NU220, NU250
Nicole Morin, MSN, RN	Family Health, Fundamentals	NU110, NU120, NU250
Deanna Reutzel, MSN, RN	Simulation Lab, Adult Health	NU210, NU220, NU250
Karen Shaw, MSN, RN, CPNP	Fundamentals, Psych/Mental Health	NU110, NU118, NU220, NU250
Deborah St. Pierre, MSN, RN	Fundamentals, Psych/Mental Health	NU110, NU115, NU118, NU220, NU250
Victor Tsveybel, MSN, RN	Adult Health	NU210, NU220, NU250
Scott R. Waite, MSN, RN, CCRN-K	Adult Health	NU210, NU220, NU250
Dr. Lisa Whiffen, DNP, MSN, RN, CCM	Fundamentals, Family Health, Simulation Lab	NU110, NU115, NU120, NU250

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Signature Healthcare
Brockton Hospital School of Nursing
Administration and Support Staff
2026-2027

Administration	Professional and Support Staff
Dr. Jean Marie Gouveia, PhD, RN, CNE, Dean BSN, Fitchburg State University MSN, University of Massachusetts, Boston PhD, University of Massachusetts, Dartmouth	Marlene Bohn, Registrar Diploma, Kinyon Campbell
Dennis Renaud—Business Operations Administrator MBA, Salve Regina University, Newport, Rhode Island BS, Finance, University of Massachusetts at Dartmouth	Chelsea Derochea, Coordinator of Counseling and Student Services MS, Social Work, Bridgewater State University BS, Psychology, Bridgewater State University
Carol Wilcox, Fisher College Program Director General Studies BA, Emmanuel College Post-Baccalaureate Work, Biology, Bridgewater State University, Fitchburg State University	Marisa White, Administrative Assistant
	Jeannie Gonzales, Financial Aid Officer AS, Newbury College
	Debra List, Bursar
	Denise Sang-Roberts, Admission Representative
	Steven Telford, Simulation/IT Specialist
	Shanae Barrett, Clerk/Receptionist
	Carissa Burkhart, Librarian MLIS, Drexel University, BA, Emerson College

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Signature Healthcare
Brockton Hospital School of Nursing
Fisher College Faculty at SH/BHSON
2026-2027

Faculty Name	Areas of Specialty	Courses
Dr. Reza Hassanzadeh, MD	Forensic Medicine	HE101 Human Anatomy & Physiology I HE102 Human Anatomy and Physiology II
Stephanie O'Neil, EdS, MAT, Med	Mathematics	MA130 College Mathematics with Nursing Applications
Dr. Kristine Artello, JD, PhD, MSW	Psychology, Sociology, Family Law	PS105 Human Development SO101 Sociology
Patricia Timmins, BS, MEd	Moderate Learning Disabilities	Academic Student Success Tutor
Dr. Que Chi Truong-Bolduc, PhD	Microbiology, Infectious Disease	HE213 Microbiology
Dr. Alexander Chetsas, MA, M.Div, Dmin.	Ethics	PH103 Ethics
Dr. Thomas Smith, EdD, MA, TESOL	English	EN101 English I, EN102 English II
TBA		CM103 Public Speaking

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Signature Healthcare
Brockton Hospital School of Nursing
Program and Course Offerings

Admissions

SH/BHSON seeks to admit qualified students of all ages and backgrounds who are interested in a nursing career. The following admission criteria are required for an application to be completed and reviewed for admission:

- Official High School Transcripts: applicants must graduate from a high school accredited by one of the agencies recognized and approved by the U.S. Federal Department of Education. Proof of a High School Equivalency certificate (GED or HiSET) will be accepted in lieu of a high school transcript. An official copy of the equivalency certificate with scores is required.
- Official College Transcript(s), required from all other institutions attended, if applicable
- Applicants must have legal residency in the United States. Non-Citizens must submit documentation showing their residency status. Permanent Resident must submit a copy of a Resident Alien Registration Card. Employment Authorization status is not sufficient.
- A Social Security Number is required to apply for Registered Nursing licensure in Massachusetts. In the absence of a SSN, applications will not be processed.
- Required of LPN applicants: submit current LPN license number. LPN applicants must hold an unencumbered license in Massachusetts and/or the state in which they hold their license.
- Official results of ATI TEAs Exam provided directly to the school. Exam results older than 2 years will not be accepted. Please see the tab labeled Pre-Acceptance Exam for further information on the TEAs Exam.

Signature Healthcare Brockton Hospital School of Nursing utilizes the following rubric to select qualified applicants for admittance: Admission Rubric

Applicants who have attended high school/college/university outside of the United States are required to have their official foreign transcripts translated and evaluated by a Department of Education recognized **professional translating and evaluating service**. All official translations and evaluations must be sent to our school by the translating/evaluating services. The translation must be original. No photocopies will be accepted.

Transfer Credits

To be eligible for transfer credit from a prior course(s), a course must have been taken at a college accredited by one of the nationally recognized accrediting agencies approved by the U.S. Federal Department of Education. Students may transfer any number of courses. However, to be eligible for the Fisher College Associate in Science, General Studies Degree, the student is required to complete a minimum of 15 credits through Fisher College (see Fisher Degree Eligibility). Students may be required to submit a catalog and/or course syllabus from each college attended. **Please note: Students must submit official transcripts to the Admissions Office to be reviewed for transfer courses no later than July 15th of the calendar year the student is entering SH/BHSON. Any official transcripts submitted after that date will not be considered for transfer classes.**

Signature Healthcare Brockton Hospital School of Nursing maintains written records of previous education and training of the veteran and/or eligible person and indicates appropriate credit has been given for previous training and education.

College-level courses with a C+ grade or higher, an equitable course credit, and the academic equivalents of the following Fisher College Courses will be considered for transfer:

- Human Anatomy and Physiology I* – 4 credits
- Human Anatomy and Physiology II* – 4 credits
- English I – 3 credits
- English II – 3 credits
- Microbiology* – 4 credits
- Sociology – 3 credits
- Human Development – 3 credits
- Public Speaking – 3 credits
- Ethics – 3 credits
- College Mathematics for Nursing Applications** – 3 credit

*To be eligible for transfer, the above science courses must have been completed no more than 5 years prior to enrollment at Brockton Hospital School of Nursing.

** College Mathematics for Nursing Application – to be eligible for transfer, the student must complete the following requirements:

- Achieve an 85% or higher on the math portion of the TEAs Pre-Acceptance Exam
- Have completed an equitable college algebraic math course with a final grade of C+ or higher

Course Exemption Policy

College Level Examination Program (CLEP) or Advanced Placement (AP) examinations, typically taken at the end of a high school AP class, may be transferred into Signature Healthcare Brockton Hospital School of Nursing with a grade of C+ or higher. Official results of CLEP Exams and AP Exams must be submitted for transfer evaluation by July 15th of the calendar year the student is entering Signature Healthcare Brockton Hospital School of Nursing.

Each student transcript of prior courses will be reviewed. Transfer students are required to fulfill the same diploma requirements as any other student.

International courses are not transferable.

Definition: Clock / Credit hours: Clock hours represent a 50 minute hour and credit hours are driven by a pre-determined ratio of theory hours to clinical / laboratory hours.

- *Nursing courses may or may not serve as direct credit transfer at other colleges and universities.*

Rev 9/2025

General Education Courses: Fisher College

HE 101 Human Anatomy and Physiology I

The focus of this course is to provide a strong foundation for students preparing for a career in nursing. It is an intensive course designed to stress correlations between the structures and functions of the various body systems. Each system discussed is treated from microscopic to macroscopic levels of organization. Topics include: organic molecules, the cell, cellular metabolism, tissues, skin, bones, muscles, the nervous system, special senses, and the endocrine system. Homeostatic imbalances that result in disease will be discussed. Laboratory work includes the microscopic examination of tissues, dissections of preserved organ specimens and the cat, and the investigation of various human physiological processes.

- 3 hours lecture / 2 hours lab weekly.
- Co-requisite: NU 110
- Minimum passing grade is a C+ (77)
- Students who do not achieve the minimum grade will not be allowed to advance to: HE 102, NU 120

HE 102 Human Anatomy and Physiology II

The study of the human organism relating to structure and function is intensified in this course. Topics include: blood, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, water and electrolyte balance, and reproductive system. Since this course is designed for nursing students, common health problems will be introduced to explore the underlying concepts of normal function as they apply to the basic processes of pathogenesis. Specimen dissection continues to be an integral part of the course.

- 3 hours lecture / 2 hours lab weekly.
- Prerequisite: HE 101
- Minimum passing grade is a C+ (77)
- Students who do not achieve the minimum grade will not be allowed to advance to HE 221, HE 213, NU 210

HE 213 Microbiology

This course is designed for nursing students and emphasis is placed on the role of the healthcare professional in the prevention of infectious disease. Class lectures correlate the structure, function, growth, and development of microorganisms to the modes of action of various antimicrobials and physical and chemical methods of microbial control. The student will survey causative agents, methods of transmission, mechanisms of pathogenicity, signs and symptoms, diagnoses, and treatments for common and emerging infectious diseases. The innate and adaptive defense mechanisms of the host will be explored. Laboratory deals with the use of the microscope, aseptic techniques, antibiotic resistance, antibiotic susceptibility, and the physiological, nutritional, and environmental needs of microbes. In addition, peer-reviewed journals will be used to prepare presentations on current topics in microbiology. Minimum passing grade is a C+ (77).

- 3 hours lecture / 2 hours lab weekly
- Prerequisite: HE 102, Co-requisite: NU 210, Minimum passing grade is a C+ (77)
- Students who do not achieve the minimum grade will not be allowed to advance to: NU 220

MA 130 College Mathematics with Nursing Applications

This course provides a review and understanding of basic college level mathematics concepts for nurses and other health science careers who do not intend to progress to college algebra or other conceptual courses in mathematics. The emphasis in the course is on developing practical skills using basic mathematics to solve practical problems in the context of health sciences.

- 3 hours class weekly
- Co-requisite: NU 110
- Minimum passing grade is C+ (77)
- Students who do not achieve the minimum passing grade will not be allowed to advance to NU 120
- College Mathematics for Nursing Applications may be repeated one (1) time only. A second failure will result in dismissal from the SH/BHSON program

PS 105 Human Development
This course will introduce the student to the life-cycle study of human development from conception to death. It will include physical, emotional and cognitive development at each significant developmental stage. This life-cycle approach will emphasize the works of Elkind, Erikson, Piaget and Levinson.

- 3 hours class weekly
- Minimum passing grade is C+ (77)

EN 101 English I
This course is a skills-based introduction to critical reading, writing, and critical thinking. Through interdisciplinary reading assignments, in-class work, and a series of papers, students will develop an approach to analyzing and responding to ideas presented in class in writing and orally. In addition, students will develop their research techniques and their ability to understand the mechanics of writing, including punctuation, grammar, and spelling.

- 3 hours class weekly
- Minimum passing grade is C+ (77)

EN 102 English II
In this course, students apply critical reading, writing, and critical thinking skills to analyze and develop ideas in written and oral forms. Through interdisciplinary reading assignments, a series of papers, a research paper, and an oral presentation, students will evaluate and formulate their own arguments in response to ideas presented in class. In addition, students will continue to develop their research techniques and their abilities to understand the mechanics of good writing.

- 3 hours class weekly
- Pre-requisite: EN 101
- Minimum passing grade is C+ (77)

PH 103 Ethics
This course examines major theorists and theories regarding ethical decisions. Students will explore how these theories apply to contemporary moral issues, both societal and individual, such as gene altering, abortion, capital punishment, euthanasia, sexual relations, cheating and business conduct. A library component will be included.

- 3 hours class weekly
- Minimum passing grade is C+ (77)
- Pre-requisite NU120

CM 105 Public Speaking
An introductory course in communication and oral presentation skills. Students will explore the theory and process of human communication. Emphasis is placed on oral and written communication, organization of thinking and material, and techniques of public presentation. A library component will be included.

- 3 hours class weekly
- Minimum passing grade is C+ (77)

SO101 Introduction to Sociology
Explores the basic concepts, research methods and theories concerning the relationship between individuals and society. This course will emphasize the influences of culture, social structure, and institutions in explaining human activity. The topics of deviance, collective behavior and social change will also be examined and discussed.

- 3 hours class weekly
- Minimum passing grade C+ (77)

SH/BHSON Nursing Courses
Curriculum Plan

Please note: This curriculum plan replaced the prior one commencing Fall 2018. All course descriptions include semester hours for lecture, clinical/laboratory and NCLEX sessions. Curriculum plans follow and include semester hours of instruction for class, laboratory, clinical and NCLEX sessions. Students must follow the published curriculum plans.

Each nursing course, except Student Success Seminar and Pharmacology I-III, has two components, class and clinical, each of which must be successfully completed to pass the course. All course objectives must be met in order to pass a course. Clinical components of nursing courses are evaluated on a pass/fail basis. **A passing grade for nursing courses and exams is 77% or C+.**

Definition: Clock / Credit hours: Clock hours represent a 50 minute hour and credit hours are driven by a pre-determined ratio of theory hours to clinical / laboratory hours.

Nursing courses may or may not serve as direct credit transfer at other colleges and universities.

Curriculum

Fall Semester First Year
NU110 Foundational Concepts of Nursing Practice
NU115 Student Success Seminar
*HE101 Human Anatomy & Physiology I
*MA130 College Mathematics with Nursing Applications
*PS105 Human Development

Spring Semester First Year
NU120 Care of the Family
NU116 Pharmacology for Nursing 1
*HE102 Human Anatomy & Physiology II
*EN101 English I

Fall Semester Senior Year
NU210 Adult Health I
NU117 Pharmacology for Nursing II
*HE213 Microbiology
*EN102 English II

Spring Semester Senior Year
NU220 Adult Health II
NU118 Pharmacology for Nursing III
*CM105 Public Speaking
*PH103 Ethics
*SO101 Sociology

Summer Semester Senior Year
NU250 Transition to Contemporary Nursing Practice

Fisher College Course

SH/BHSON Nursing Courses

Each nursing course, except Student Success Seminar and Pharmacology I-III, has two components, class and clinical, each of which must be successfully completed to pass the course. All course objectives must be met in order to pass a course. Clinical components of nursing courses are evaluated on a pass/fail basis. **A passing grade for nursing courses and exams is 77% or C+.**

Day Division

NU110 Foundational Concepts of Nursing Practice

Nursing 110 introduces contemporary nursing and nurses' roles in health care delivery systems. Concepts of human beings and health include the relatedness of physical, intellectual, emotional, sociocultural and spiritual aspects that compose the whole person. Nursing interventions assist students to promote, maintain and restore maximum strengths of patients and families. The nursing process is taught as a systematic, problem-solving method that assists students to help patients adapt to both internal and external environmental demands. This course incorporates the concept of aging as a complex and natural process. Concepts of aging, health promotion, risk reduction, health restoration and maintenance of functional ability in the older adult will be examined. Students develop nursing skills in the simulation lab. At community affiliations, students care for patients with basic, well defined health care needs. Day, evening and weekend hours may be used for clinical/classroom teaching.

- Semester Hours: 72 lecture, 240 clinical/simulation laboratory/ATI
- Co- requisite: HE 101 Human Anatomy & Physiology I , MA 130 Math for Nursing Applications, NU 115 Student Success Seminar

NU120 Care of the Family

Nursing 120 focuses on the concept that the family in the basic unit in society and that children grow both individually and as part of a family. Concepts include developmental tasks of families during the parenting process and families experiencing common medical and surgical disorders. Nursing interventions assist students to promote, maintain and restore family health to ensure cycles of optimal childbearing and childrearing and overall health. At Signature Healthcare Brockton Hospital and community affiliations, students care for health families during child bearing years, as well as children and families experiencing acute and chronic illnesses. Seven hours of review has been added to assist in student success. Day, evening, and weekend hours may be used for clinical/classroom teaching.

- Semesters Hours: 67 lecture, 240 clinical/Simulation laboratory
- Pre-requisite: NU110 Foundational Concepts of Nursing Practice, MA130 College Mathematics with Nursing Applications, HE101 Human Anatomy and Physiology I, PS105 Human Development, NU115 Student Success Seminar

NU115 Student Success Seminar

Nursing 115 is designed to assist the student in developing, adopting and strengthening learning strategies and attitudes necessary to attain academic success. Concepts that encourage self-directed learning are explored to assist the student in assuming responsibility for learning professional nursing practice. Weekly seminars empower the student to examine and adopt best practice techniques for studying and test taking. Content areas include goal setting, problem solving, study skills, test taking strategies, test anxiety, stress reduction, collaboration and critical thinking.

- Semester Hours: 15 lecture
- Minimum passing grade C+ (77)

NU116 Pharmacology for Nursing I

Nursing 116 introduces the student to the pharmacological principles that will assist the student to promote, maintain and restore optimal level of wellness. Pharmacological concepts such as pharmacokinetics, pharmacodynamic and pharmacotherapeutics will be explored with an emphasis on the nursing process and safe administration of medications. The course will cover diverse patient populations across the lifespan. Specific areas of study will include family health and elder health.

- Semester Hours: 15
- Pre-requisite: NU110 Foundational Concepts for Nursing Practice, HE101 Human Anatomy & Physiology I

NU117 Pharmacology for Nursing II
Nursing 117 will expand the student's understanding of various pharmacological agents used in adult health to assist in the promotion, maintenance and restoration of optimal level of wellness. Utilizing the nursing process, the student will focus on various disorders and diseases requiring pharmacological intervention. Specific areas of study will include Adult Health I.

- Semester Hours: 15
- Pre-requisite: NU120 Care of the Family, NU116 Pharmacology for Nursing I, HE102 Human Anatomy & Physiology II

NU118 Pharmacology for Nursing III
Nursing 118 will expand the student's understanding of various pharmacological agents used in adult health to assist in the promotion, maintenance and restoration of optimal level of wellness. Utilizing the nursing process, the student will focus on various disorders and diseases requiring pharmacological intervention. Specific areas of study will include Adult Health II and mental health.

- Semester Hours: 15
- Pre-requisite: NU210 Adult Health I, NU117 Pharmacology for Nursing II

NU 210 Adult Health I
Nursing 210 promotes the thought that the mind and body are inseparable and include physical, intellectual, emotional, sociocultural, and environmental parts. Concepts of human caring and human relationships are related and contain clinical empathy. Students apply the best current evidence to choose nursing interventions which assist patients in promoting, maintaining, and restoring optimal levels of wellness. Students apply the nursing process to provide safe basic nursing care with minimal risk of harm to self and others. At Signature Healthcare/Brockton Hospital and local community affiliations, students care for patients and families dealing with frequently occurring illnesses. Day, evening, and weekend hours may be used for clinical/classroom teaching.

- Semester hours: 60 lecture, 240 clinical / Simulation laboratory, self-directed computerized NCLEX practice sessions with remediation.
- Prerequisite: NU120 Care of the Family, NU116 Pharmacology for Nursing I; Co-requisite: HE 213 Microbiology.

NU 220 Adult Health II
Nursing 220 continues to promote the thought that the mind and body are inseparable and include physical, intellectual, emotional, sociocultural, and environmental parts. Nursing 220 integrates ideas of holistic nursing and challenges of caring for those patients who have complex emotional and physical needs. Students synthesize nursing interventions to promote, maintain, and restore the optimal level of wellness of their patients in acute care, psychiatric, and community settings. Classroom and clinical experiences guide students to integrate the best current evidence and enhance clinical expertise. At Signature Healthcare/Brockton Hospital and local community affiliations, students are offered the opportunity to provide high quality, safe nursing care with minimal risk of harm to self and others. Day, evening, and weekend hours may be used for clinical/classroom teaching.

- Semester hours: 60 lecture, 240 clinical/Simulation laboratory, self-directed computerized NCLEX practice sessions with remediation.
- Prerequisite: NU 210 Adult Health I, NU117 Pharmacology for Nursing II, HE 213 Microbiology.

NU250 Transition to Contemporary Nursing Practice
Nursing 250, the final course in the RN Diploma program, assists the student to transition into the role of the professional nurse. Students work to synthesize prior learning and gain new knowledge through precepted experiences, simulation, NCLEX-RN preparation and study of topics related to current nursing practice in

seminar format. Internships with an RN in a healthcare setting enhance the student's role transition and ability to achieve the SLOs. As students begin the transition to the RN role, concepts related to leadership, decision making, and prioritization in contemporary nursing practice are integrated. Virtual ATI NCLEX-RN review program is utilized to promote NCLEX-RN preparation and success. Independent work and preparation are integral components of this course.

- 48 hours evenly distributed over 4 weeks to include 32 hours internship, 3 hours simulation laboratory, 8 hours NCLEX-RN preparation, and 5 hours seminar.
- Grades for this course are determined by a combination of seminar participation, NCLEX preparation, and satisfactory internship and simulation laboratory performance. A grade of C+ is required to pass this course.
- Pre-requisite: NU 220 Adult Health II, PH 103 Ethics, CM105 Public Speaking, NU118 Pharmacology for Nursing III, SO101 Sociology

Signature Healthcare/Brockton Hospital
School of Nursing
Clinical Placement Sites

In addition to SH/BHSON's Program Technical Standards, CORI, CPR, and Medical Clearance policies, clinical agencies may have additional requirements students must abide by in order to attend clinical hours. The most common additional requirements are flu and/or COVID vaccination, repeated and/or advanced background checks, finger printing, and drug testing. SH/BHSON works collaboratively with many clinical agencies including but not limited to:

Facilities	Address
Alliance Health at Braintree	175 Grove Street Braintree, MA 02184
BAMSI	10 Christy Drive Brockton, MA 02301
BAYADA Home Health Care, Inc.	2 Hampshire St, Ste 108 Foxboro, MA 02035
Beth Israel Deaconess Plymouth	275 Sandwich Street Plymouth, MA 02360
Boston Medical Center Corporation	1 Boston Medical Center Place Boston, MA 02118
Bridgewater State Hospital	20 Admin Rd Bridgewater, MA 02324
Brockton Multi Services Center	165 Quincy Street, Brockton, MA 02302
Brockton Public Schools	43 Crescent Street Brockton, MA 02302
Brockton Visiting Nurse Assoc.	500 Belmont St., Suite 200 Brockton, MA 02301
Cardinal Spellman High School	738 Court St Brockton, MA 02302
Community Nurse Home Care	62 Center Street Fairhaven, MA 02719
Copley at Stoughton	380 Sumner Street Stoughton, MA 02072
Crystal Springs School	38 Narrows Road Assonet, Massachusetts 02702
East Bridgewater Public Schools	143 Plymouth Street E. Bridgewater, MA 02333
Freetown-Lakeville Regional School	98 Howland Road Lakeville, MA 02347
Good Samaritan Medical Center	235 North Pearl St. Brockton, MA 02301
Hanna B. Shaw Home, Inc.	299 Wareham Street Middleboro, MA 02346
High Point Treatment Center	1233 State Road Plymouth, MA 02360 and 20 Meadowbrook Road Brockton, MA 02301
Holbrook Public Schools	245 South Franklin St. Holbrook, MA 02343

Life Care of Raynham	546 South Street E. Bridgewater, MA 02767
Life Care of West Bridgewater	765 W. Center St. W. Bridgewater, MA 02379
Mansfield Public Schools	255 East Street Mansfield, MA 02048
Middleborough Public Schools	40 Forest Street Middleborough, MA 02346
Morton Hospital	88 Washington St Taunton, MA 02780
New Heights Charter School	1690 Main Street Brockton, MA, 02301
Norton Public Schools	64 W. Main Street Norton, MA 02766
Old Colony Hospice	Manley Street West Bridgewater, MA
Plymouth Public Schools	11 Lincoln Street Plymouth, MA 02360
Pocasset Mental Health Center	830 County Road, Pocasset, MA 02559
Queen Anne Nursing Center	50 Recreation Park Drive Hingham, MA 02043
Rockland Public Schools	34 MacKinlay Way Rockland, MA 02370
Self Help Inc. Head Start Program	370 Howard Street Brockton, MA 02302
Signature Healthcare Brockton Hospital	680 Centre St Brockton, MA 02302
South Shore Hospital	55 Fogg Rd South Weymouth, MA 02190
Southcoast Behavioral Health	581 Faunce Corner Road Dartmouth, MA 02747
Southcoast Health	Varied Campuses
St. Joseph's Manor Nursing Home	215 Thatcher Street Brockton, MA 02302
St. Mary's Catholic School	330 Pratt Street Mansfield, MA 02048
Stoughton Public Schools	31 Pierce Street Stoughton, MA 02072
Sturdy Health	211 Park Street Attleboro, MA
Taunton Public Schools	215 Harris Street Taunton, MA 02780
Taunton State Hospital	60 Hodges Ave. Ext, Taunton, MA 02780
Trinity Catholic Academy, Inc.	37 Erie Avenue Brockton MA 02302

Rev 7/2026

General Information

SH/BHSON Recruitment Program

Consistent with SH/BHSON mission and goals, the objectives of the recruitment program are as follows:

- Provide ways of making and maintaining contact with high school counselors and other professionals who assist students in making career decisions
- Interest non-traditional students and members of minority groups in nursing
- Publicize SH/BHSON as widely as possible in the geographical areas of our student population
- Attract the greatest number of applicants as possible to SH/BHSON
- Recruit LPN's actively in accordance with LPN advanced placement criteria
- Hold multiple Informational Sessions for potential applicants, list dates on school website
- Attend senior high school career and college days/nights
- Design and evaluate recruitment materials
- Develop and implement an advertising strategy
- Distribute public relations materials to school counselors and others who assist persons with career decisions
- Arrange mini-lectures on health-related topics for area high school classes, as requested
- Hold periodic meetings throughout the school year to re-evaluate recruitment priorities
- Maintain contact with area directors of adult education programs
- Develop contact with administrators of area nursing homes and hospitals to publicize our program
- Remain active in nursing education and health related organizations
- Avoid participation in fraudulent or aggressive recruiting techniques
- Avoid, during a one month period, make three or more unsolicited contacts to applicants who self-identify as a student receiving Veteran’s Benefits, via phone, email and/or in person
- Avoid engaging in same day recruitment and registration
- Avoid commissions, bonuses or other incentive payments on success in securing enrollments or financial aid to recruiters or financial aid officers

Rev 7/2025

SIGNATURE HEALTHCARE
BROCKTON HOSPITAL SCHOOL OF NURSING

SH/BHSON Parking Form

The parking area located on Adams Street has been specifically designated for the use of Signature Healthcare Brockton Hospital School of Nursing students and employees. In order to use this parking area you must display a school issued identification sticker on your vehicle. Please complete this form and return it to the front desk of the School of Nursing. Upon return of the completed form, you will be issued a BHSON identification sticker. **Place the sticker in the lower right front windshield above your inspection sticker to ensure it is visible to hospital security.**

PLEASE PRINT

Student/Employee Name:
_____

Department: __School of Nursing_____ Phone #/Extension: ___508-941-7040_____

Sticker # Issued (office use only):_____

Vehicle License Plate State & Number:_____

Year: _____ Make: _____ Model: _____ Color: _____

Sticker # Issued (office use only):_____

Vehicle License Plate State & Number:_____

Year: _____ Make: _____ Model: _____ Color: _____

Sticker # Issued (office use only):_____

Vehicle License Plate State & Number:_____

Year: _____ Make: _____ Model: _____ Color: _____

*Each ADDITIONAL parking sticker is $5/sticker.
Please let BHSON know if you have multiple vehicles that will require stickers.
If you have any questions, please call 508-941-7040.
Updated August 2025

Credit Card Authorization Form

Name as it appears on the Card: _____

Type of Card: Visa ☐ MC ☐ AmEx ☐ Discover ☐

Other ☐ _____

Card Number _____

Expiration Date _____

Security Code _____

Billing Address _____

City, State, Zip _____

Phone Number _____

Relationship to Student _____

Student ID # _____

Student Name _____

Dates of Charges _____

_____

_____

Authorized Amount _____

By signing this form, I authorize Brockton Hospital School of Nursing **to charge my card for the amount listed above. I certify that all information above is complete and accurate. I certify that I am the authorized holder and signer of the credit card referenced above. I hereby authorize collection of payment for all charges as indicated above. Charges may not exceed the amount listed above in the "Authorized Amount" field. I understand that this is only for up to this amount during the time period of "Dates of Charges" referenced above. If additional charges are going to be authorized, a new form will have to be completed.**

Signed: _____ Date: _____

SIGNATURE HEALTHCARE
Brockton Hospital School of Nursing
Calendar 2026-2027

FALL SEMESTER

August	
4 (Tuesday)	Freshmen Orientation
17 (Monday)	All Classes Begin
29 (Saturday)	Last day for Add/Drop of Classes
September	
7 (Monday)	Labor Day-No Classes
October	
12 (Monday)	Columbus Day Observed - No Classes
November	
11 (Wednesday)	Veterans' Day - No Classes
23 (Monday)	Thanksgiving Recess
30 (Monday)	Classes Resume
December	
5 (Saturday)	First Semester Classes End
7 through 12	Final Exams, Clinical Makeup and Evaluations

SPRING SEMESTER

January	
11 (Monday)	All Classes Begin
18 (Monday)	MLK Day – No Classes
23 (Saturday)	Last Day for Add/Drop of Classes
February	
15 (Monday)	Presidents' Day – No Classes
April	
19 (Monday)	Patriots' Day-No Classes
24 (Saturday)	Second Semester Classes End
27 through May 1	Final Exams, Clinical Makeup and Evaluations

SUMMER SESSION

May	
10 (Monday)	NU250 Begins
15 (Saturday)	Last Day for Add/Drop for Classes
31 (Monday)	Memorial Day Observed–No Classes
June	
5 (Saturday)	NU250 Ends
6 through 12	NU250 Clinical Make-up and Evaluations
Date to be announced	Graduation
7 through 19	Annual Program Evaluations & Curriculum Meetings for Faculty and Staff

NOTE: ACADEMIC YEAR 2026-2027 FALL SEMESTER*

July/August	
TBA	Freshmen Orientation
8/16 (Monday)	All Classes Begin

**Subject to change*
03/12/26

Signature Healthcare Brockton Hospital School of Nursing

Day Division

Tuition and Fees

Actual First Year 2026 – 2027

YEAR ONE			
Fall semester	**Cost**	**Spring semester**	**Cost**
A & P I	$1,315	A & P II	$1,315
Hum Growth	$985	English I	$985
Math	$985	NU 116 Pharm I	$385
NU 110	$9,875	NU 120	$9,600
NU 115	$450		
Fees		**Fees**	
Background check	$60	Science lab	$180
Orientation	$100	Student activity	$25
Science lab	$180	Technology	$500
Student activity	$25		
Student ID	$5		
Technology	$500		
Total	**$14,480**	**Total**	**$12,990**
YEAR TWO			
Fall semester	**Cost**	**Spring semester**	**Cost**
English II	$985	Ethics	$985
Microbiology	$1,315	NU 118 Pharm III	$385
NU 117 Pharm II	$385	NU 220	$9,185
NU 210	$9,185	Public Speaking	$985
		Sociology	$985
Fees		**Fees**	
Background check	$60	Student activity	$25
Science lab	$180	Technology	$500
Student activity	$25		
Technology	$500		
Total	**$12,635**	**Total**	**$13,050**
Summer semester	**Cost**		
NU 250	$1,445		
Fees			
Background check	$35		
NCLEX prep	$350		
Senior	$400		
Student activity	$150		
Technology	$100		
Total	**$2,480**		
ADDITIONAL FEES			
Budget plan	$25	Program interruption	$350
Health insurance	$2,980	Re-admission	$100
Late	$50	Returned check	$35
LPN challenge	$300	Transcript	$5

*Tuition and fees are subject to change

SIGNATURE HEALTHCARE
BROCKTON HOSPITAL SCHOOL OF NURSING

Medical Clearance Request
Page 1/3

Student to Complete: *Note: All 3 pages of this clearance form are required in order for your request to return to be considered complete.

Student Name: _____

I consent to release of information provided on this form by my licensed healthcare provider to the Signature Healthcare Brockton Hospital School of Nursing for health and safety purposes.

With respect for the uniqueness of each situation, all requests granted will be of a provisional nature, subject to revision at any time based on changes in physical/mental capacity, staffing and/or administrative needs.

Signature Healthcare Brockton Hospital School of Nursing (SH/BHSON) retains the right to request medical updates at its discretion.

Student Signature: _____ Date: _____

Licensed Health Care Provider to Review

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Please review the following technical standards for participation in all classroom and clinical components at Signature Healthcare Brockton Hospital School of Nursing program. Reasonable accommodations, as determined by SH/BHSON, are acceptable.

Physical capabilities

1. Communicate in English orally and in writing to instructors, clinical staff, patients, families, and all members of the health care team.
2. Hear a patient talk in a normal tone from a distance of 20 feet.
3. Hear all alarms on technical and supportive equipment set at a normal tone at a distance of 20 feet.
4. Listen and respond to distress sounds from patients.
5. Hear oral directions/requests from health care workers, patients, voice pages and telephone messages.
6. Accurately monitor blood pressure readings with a stethoscope.
7. Accurately distinguish breath, heart, and bowel sounds.

Visual Acuity

1. Clearly visualize all written medical information pertaining to the patient.
2. Clearly visualize all readings and functions of technical equipment pertaining to patient care for the purpose of assessment.
3. Clearly visualize all calibrated containers for the accurate measurement of body fluids, specimens, medication administration devices (syringes, pumps, etc.).

Physical strength, gross motor control

1. Maintain sufficient strength to lift 50 pounds safely, protecting yourself and the patient, as well as those surrounding you.
2. Bend or stoop to assist patient with activities of daily living.
3. Crouch to plug in or manipulate electrical equipment.
4. Lift to safely transfer or position all patients in various situations.
5. Move, push or pull equipment, beds, stretchers, wheelchairs, etc.
6. Reach 6 feet above the floor to relocate or attach equipment (oxygen, suction, IV's, etc.)
7. Kneel and stand independently.
8. Walk/stand for extended periods and distances over an 8-hour period.

Manual Dexterity (Fine Motor Movement)

1. Accurately manipulate dials, gauges, buttons and switches to set, monitor and care for all patient related equipment.
2. Accurately administer sterile solutions without contaminating syringes, needles, solutions, etc.
3. Accurately administer all types of medications.
4. Safely and effectively perform complex dressing procedures without contamination to supplies, patient, and surroundings.
5. Successfully put on and remove protective apparel to maintain various isolation guidelines.

Behavioral/Mental

1. Function safely, effectively and calmly under stressful situations.
2. Prioritize and manage tasks simultaneously.
3. Exhibit social skills necessary to interact therapeutically with patients, families, all healthcare personnel, and faculty.
4. Maintain personal hygiene consistent with dress code guidelines.
5. Display ethical attitudes and actions consistent with professional behavior in the healthcare and classroom settings.
6. Display the necessary social skills to behave with courtesy, tact and sensitivity toward others in all settings.
7. Exhibit social skills necessary to respect cultural and ethnic differences of patients, co-workers, and all individuals in clinical and classroom settings.
8. Remain free from chemical impairment in classroom and clinical settings at all times.

SIGNATURE HEALTHCARE
BROCKTON HOSPITAL SCHOOL OF NURSING

Licensed Health Care Provider to Complete
Page 3/3

Students who require medical attention due to changes in their physical and/or mental capacity must be medically cleared without restriction, or with reasonable accommodations as determined by SH/BHSON, by the treating licensed health care provider prior to returning to school.

Student Name: _____ DOB: _____

Please choose from options listed below:

_____ Student may perform essential functions of position per the attached program technical standards without jeopardizing the health or safety of self or others. No restrictions necessary.

_____ Student may perform essential functions of position per the attached program technical standards without jeopardizing the health or safety of self or others. The following accommodations are required:

□ Temporary □ Permanent

Please describe accommodations:

_____

_____ Student may **not** return to attend class/clinical due to restrictions

Next appointment for medical evaluation: _____

Plan/Notes (Please list restrictions/limitations here, as well as plan for follow up):

_____

_____

Date _____
Licensed Health Care Provider Name (Print) _____
Licensed Health Care Provider Signature _____
Licensed Health Care Provider Credentials _____
Licensed Health Care Provider Address _____
_____
Physician Phone number/email address _____

Please return to:

Signature Healthcare Brockton Hospital School of Nursing
53 Adams St, Brockton, MA 02302
Attn: Chelsea Derochea, Coordinator of Counseling and Student Services
Phone: 508-941-7729
Fax: 508-941-6448

Appendices

Appendix A

Recording of Lectures

Many students wish to record a lecture for a variety of reasons such as needing to miss the class or a complicated subject matter. You may be an auditory learner and repeating the content helps you retain the material. Most faculty are willing to have you tape their lectures, however there are some stipulations to these recordings.

Faculty may wish to have you turn off your recordings when reviewing a patient's situation, even if the patient's identity is not revealed. These stories and case studies can retain personal information and should not be shared with family and friends. You may also be asked to silence your recordings during break time. Please be aware that while others are recording the lecture, you should keep your background chatter and personal conversations to a minimum.

These recordings are for your personal study use only and should be destroyed after the course is completed. Please refer to your social media policy in the student handbook about the use of these recordings in any other fashion than to study.

Academic Honesty

Academic honesty is expected of all students; plagiarism and cheating are not condoned and are subject to academic penalty which may result in failure for the course or a part thereof, in which the violation took place. A record of the violation is kept, and an offense may result in suspension or dismissal from SH/BHSON.

SH/BHSN defines academic dishonesty as follows:

Plagiarism: The presentation of another's words, ideas, data, film or artwork, computer programs or laboratory results as if they were one's own, failing to acknowledge the real source.

Cheating: The act of giving or receiving (or attempt to give or receive) unauthorized assistance or information in an examination, term paper, homework assignment or laboratory reports.

All exam questions are the property of Signature Healthcare Brockton Hospital School of Nursing. Removing or attempting to remove exam questions or information about exam questions is strictly prohibited. It is forbidden to copy, take a photo, reproduce, record, distribute or disclose any exam question by means, in whole or part. This includes discussing these questions before, during or after an exam. A violation of this type will result in sanctions as described in this academic honesty policy.

Thank you!

By signing this document you agree not to share any information that was contained in the lecture or any situation discussed whether fictional or nonfiction recorded or non-recorded.

Printed name, Signature and Date

_____
_____
_____
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Appendix B

TITLE IX SEXUAL HARASSMENT POLICY

PURPOSE:

It is the policy of Signature Healthcare Corp., Brockton Hospital, Inc. d/b/a Signature Healthcare Brockton Hospital, and Brockton Hospital, Inc. d/b/a Signature Healthcare Brockton Hospital School of Nursing to comply fully with all rules, regulations, and laws pertaining to Title IX of the Education Amendments Act of 1972 and its implementing regulations ("Title IX"), and other civil rights laws as well as in furtherance of its own values, SHC does not unlawfully discriminate on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities.

SCOPE:

This policy applies to Brockton Hospital, Inc. d/b/a Signature Healthcare Brockton Hospital, and Brockton Hospital, Inc. d/b/a Signature Healthcare Brockton Hospital School of Nursing.

POLICY:

As referenced throughout this policy, SHBH shall include Brockton Hospital, Inc. d/b/a Signature Healthcare Brockton Hospital and the Signature Healthcare Brockton Hospital School of Nursing.

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I. INTRODUCTION AND NOTICE OF NON-DISCRIMINATION

Signature Healthcare Brockton Hospital ("SHBH") is committed to creating and fostering a caring community based on the values of fairness, dignity, and respect. In compliance with and as required by Title IX of the Education Amendments Act of 1972 and its implementing regulations ("Title IX"), and other civil rights laws, as well as in furtherance of its own values, SHBH does not unlawfully discriminate on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities.

Discrimination and harassment are antithetical to the values and standards of the SHBH community; are incompatible with the safe, healthy environment that the SHBH community expects and deserves and will not be tolerated. SHBH is committed to providing programs, activities, and an education and work environment free from discrimination and harassment. SHBH is also committed to fostering a community that promotes prompt reporting and fair and timely resolution of those behaviors.
While SHBH prohibits discrimination and harassment based on any legally protected characteristic, this Policy specifically addresses SHBH's prohibition on Title IX Sexual Harassment and Retaliation, as defined by the Title IX regulations.

Inquiries and/or concerns regarding this Policy may be referred to SHBH's Title IX Coordinator(s):

For complaints by students:

Chelsea Derochea
Coordinator of Counseling and Student Services
Signature Healthcare Brockton Hospital School of Nursing
53 Adams Street
Brockton, MA 02302
508-941-7729
CDerochea@Signature-Healthcare.org

For complaints by employees and other persons (non-students):

Scott Paveletz
Director, Human Resources Operations
Signature Healthcare
680 Centre Street
Brockton, MA 02302
508-941-7237
Spaveletz@signature-healthcare.org

Inquiries and/or concerns regarding other forms of discrimination, harassment, and/or retaliation not prohibited by this Policy may be referred to:

Scott Paveletz
Director, Human Resources Operations
Signature Healthcare
680 Centre Street
Brockton, MA 02302
508-941-7237
Spaveletz@signature-healthcare.org

Individuals may also make inquiries regarding discrimination or harassment to the U.S. Department of Education:

U.S. Department of Education, Office of Civil Rights
District of Columbia Office
400 Maryland Avenue, S.W.
Washington, DC 20202-1475
Phone Number: (800) 421-3481
Fax Number: (202) 453-6021 Email Address: OCR.DC@ed.gov

II. TITLE IX SEXUAL HARASSMENT AND SCOPE OF THIS POLICY

I. PROHIBITED CONDUCT

As noted above, This Policy specifically prohibits Title IX Sexual Harassment, as defined by the Title IX regulations and set forth below. Title IX Sexual Harassment includes Sexual Assault, Dating Violence, Domestic Violence, and Stalking if that conduct occurs in the United States and within the SHBH's Education Program or Activity, as defined below. These forms of conduct, collectively referred to in this Policy as Title IX Sexual Harassment, are defined below.

This Policy also specifically prohibits Retaliation, as defined by the Title IX regulations and set forth below. Retaliation, whether SHBH or any other person, is strictly prohibited. Violations of this prohibition will be addressed through this Policy and/or other SHBH disciplinary procedures, as deemed appropriate in the SHBH discretion. Any person who feels that they have been subject to Retaliation should promptly report their concerns to the Title IX Coordinator.

II. APPLICABILITY OF POLICY

This Policy applies broadly to the entire SHBH community, including students, employees, faculty, staff, volunteers, visitors, vendors, contractors, and other persons doing business with or performing services for SHBH, or any other third-party within SHBH's control.

The Title IX regulations apply to specific forms of sexual harassment that occur in SHBH's Education Program or Activity in the United States. Where conduct occurs outside of the Education Program or Activity, outside of the United States, or would not meet the definition of Title IX Sexual Harassment, SHBH is required to dismiss any allegations in a Formal Complaint under Title IX. However, even if the alleged conduct would not fall within the jurisdiction of Title IX, SHBH may still take action to address the alleged conduct under any other applicable SHBH policy.

Reports of Title IX Sexual Harassment may sometimes implicate conduct prohibited by another SHBH policy. Where conduct involves the potential violation of both this Policy and another SHBH policy arising from the same or similar set of facts and circumstances, SHBH has the discretion to investigate and resolve the conduct under the resolution processes set forth in this Policy, provided that doing so does not unduly delay a prompt and equitable resolution of the report and that the parties are provided timely notice of this decision and an opportunity to respond. Where the definitions conflict, the definitions in this Policy will control.

III. DEFINITIONS

A. Complainant. A Complainant is an individual who is reported to be the subject of conduct that could constitute Title IX Sexual Harassment regardless of whether such person makes a report or files a complaint.

B. Consent. Consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is positive cooperation in act and attitude made with knowledge and agreement to the nature of the act. Consent cannot be obtained through physical force, threats, or coercion, or by taking advantage of another person's incapacitation. Coercion is conduct, including intimidation or express/implied threats of immediate or future physical, emotional, financial, or reputational harm to the Complainant or another, which would place a reasonable person in fear they will be injured or harmed if they do not submit. It is the responsibility of each individual involved to ensure they have the Consent of the other(s) to engage in each act of sexual activity.

Consent can be given by clear words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Consent cannot be inferred from silence, passivity, or lack of verbal or physical resistance. Relying on nonverbal communication alone may result in a violation of this Policy.

Consent cannot be inferred from an existing or previous dating relationship. The existence of a prior or current relationship does not, in itself, constitute consent; even in the context of a relationship, there must be real-time and mutual consent to sexual activity. There must be mutual consent to engage in the sexual activity each time it occurs.

Consent must be ongoing throughout the sexual activity and can be revoked at any time. Sexual contact must cease immediately once consent is withdrawn and clearly communicated. Consent to engage in sexual activity at one time is not consent to engage in the same or different sexual activity at a different time. Consent to one form of sexual activity does not imply or constitute consent to another form of sexual activity.

Consent may never be obtained:

- from an individual who is incapacitated (see definition of Incapacitation);
- through the use of coercion or force; or
- from a person who is under the legal age to give consent (16 years of age in Massachusetts).

C. Confidential Employee. The following employees serve as confidential resources for students, employees, faculty, and staff and do not have mandatory reporting obligations: the Chaplain and the Chaplain Coordinator.

D. Education Program or Activity. A SHBH's education program or activity includes all locations, events, or circumstances over which SHBH exercised substantial control over both the Respondent and the context in which the alleged Title IX Sexual Harassment occurred, and includes any building owned or controlled by a student organization that is officially recognized by SHBH.

E. Formal Complaint. A Formal Complaint is a document signed by the Complainant or Title IX Coordinator alleging Title IX Sexual Harassment against a Respondent and requesting that SHBH investigate the allegation(s) of Title IX Sexual Harassment. A Formal Complaint may be filed in person, by mail, or by email, and must include a physical or digital signature. A Formal Complaint cannot be filed by telephone. Filing a Formal Complaint initiates the grievance process set forth below.

F. Incapacitation. Incapacitation is the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless, either voluntarily or involuntarily, or the individual is unconscious, asleep, or otherwise unaware that the sexual activity is occurring. An individual who is incapacitated is not capable of giving valid, affirmative consent.

Incapacitation means an individual cannot understand the fact, nature, or extent of the sexual activity. An incapacitated individual lacks the physical and mental capacity to make informed, reasonable judgments about whether or not to engage in sexual activity. An individual who is incapacitated may not be able to understand where they are, whom they are with, how they got there, or what is happening.

Further, an individual may be incapacitated as a result of consumption of alcohol, medication, or drugs. When alcohol, medication, or other drugs are involved, incapacitation is a state of intoxication or impairment that is so severe that it interferes with an individual's capacity to make informed and knowing decisions. Impairment must be significant enough to render an individual unable to understand the fact, nature, or extent of the sexual activity.

In evaluating Consent in cases involving Incapacitation, SHBH considers the totality of available information in determining two issues:

- Did the Respondent know the Complainant was incapacitated?; or, if not,
- Would a sober, reasonable individual in a similar set of circumstances as the Respondent have known that the Complainant was incapacitated?

If either question is answered positively, Affirmative Consent was absent, and the conduct is likely a violation of this Policy.

A Respondent's use of drugs or alcohol will not excuse the Respondent from the obligation to obtain Consent as defined in this Policy and is not a defense to any violation of this Policy.

G. Respondent. A Respondent is any individual who has been reported to be the perpetrator of conduct that could constitute Title IX Sexual Harassment.

H. Responsible Employee. All employees at SHBH who are not Confidential Employees (as defined above) are considered Responsible Employees and are required to immediately report potential, suspected, or known allegations or violations of this Policy to SHBH's Title IX Coordinator.

I. Retaliation. Retaliation means any adverse action, intimidation, threat, coercion, or discrimination against an individual taken for the purpose of interfering with any right or privilege secured by this Policy or federal, state, or local laws or ordinances, and their implementing regulations (e.g., protesting, making a report), or because the individual has made a report or filed a Formal Complaint, testified, assisted, or participated or refused to participate in any manner in any investigation, proceeding or hearing under this Policy.

J. Sex. For purposes of this Policy, Sex includes sex, gender, sexual orientation, gender identity, and/or gender expression.

K. Supportive Measures. Supportive Measures are non-disciplinary, non-punitive, individualized services offered that as appropriate, as reasonably available, and without fee or charge to Complainants before or after filing of a Formal Complaint or where no Formal Complaint has been filed and to Respondents after a Formal Complaint has been filed. Supportive Measures are designed to restore or preserve equal access to SHBH's education program or activity without unreasonably burdening the other party.

L. Title IX Sexual Harassment. Title IX Sexual Harassment is conduct on the basis of Sex that satisfies one or more of the following:

1. An SHBH employee conditioning the provision of an aid, benefit, or service of SHBH on an individual's participation in unwelcome sexual conduct (also called *quid pro quo* harassment);

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to SHBH's Education Program or Activity; or

3. Any of the following:
   a. Sexual Assault;
   b. Dating Violence;
   c. Domestic Violence; or
   d. Stalking.

Sexual Assault means any sexual act directed against another person, without that person's consent (including instances where the victim is incapable of giving consent), and includes each of the following:

1. *Forcible Rape* – (i) sexual intercourse, or (ii) oral or anal sexual intercourse, or (iii)

use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, either (A) forcibly and/or against that person's will, or (B) against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity/

2. *Fondling* – touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or not against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

3. *Incest* – nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

4. *Statutory Rape* – nonforcible sexual intercourse with a person who is under the statutory age of consent.

Dating Violence means violence committed by a person:

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and

- where the existence of such a relationship shall be determined based on a consideration of the following factors (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

Domestic Violence means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Massachusetts, or by any other person against an adult or youth victim who is protected from that person's acts under such laws.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for their safety or the safety of others; or (2) suffer substantial emotional distress.

IV. REPORTING

SHBH strongly encourages any individual who believes that a violation of this Policy has occurred to report it immediately to SHBH using the following reporting options:

A. STUDENT REPORTS

SHBH students should report any potential violation of this Policy to:

Chelsea Derochea
Coordinator of Counseling and Student Services
Signature Healthcare Brockton Hospital School of Nursing
53 Adams Street
Brockton, MA 02302
508-941-7729
CDerochea@Signature-Healthcare.org

B. EMPLOYEE REPORTS

SHBH employees should report any potential violation of this Policy to:

Scott Paveletz
Director, Human Resources Operations
Signature Healthcare
680 Centre Street
Brockton, MA 02302
508-941-7237
Spaveletz@signature-healthcare.org

C. REPORTING BY OTHERS

Individuals who are not SHBH students or employees should report any potential violation of this Policy to:

Scott Paveletz
Director, Human Resources Operations
Signature Healthcare
680 Centre Street
Brockton, MA 02302
508-941-7237
Spaveletz@signature-healthcare.org

D. MANDATORY REPORTING BY RESPONSIBLE EMPLOYEES

Any Responsible Employee who has notice of potential, suspected, or known allegations or violations of this Policy that information immediately to the Title IX Coordinator.

Any doubt about whether particular conduct is in violation, or potentially in violation, of this Policy must be resolved in favor of reporting the conduct immediately to the Title IX Coordinator.

The mandatory reporting required by this section is in addition to applicable state laws regarding child abuse and other crimes against children.

E. TIMEFRAME FOR REPORTING

Complainants and witnesses are encouraged to report Title IX Sexual Harassment as soon as possible in order to maximize SHBH's ability to respond promptly and effectively. Although SHBH does not limit the timeframe for reporting, the passage of time may impact or limit SHBH's jurisdiction and/or ability to gather relevant evidence that may be lost due to the passage of time.

Depending on the relationship of the Respondent to SHBH, SHBH also may not have the authority to impose disciplinary action; this may occur when a student Respondent has graduated or an employee Respondent is no longer employed by SHBH. If the Respondent is no longer affiliated with SHBH, SHBH will still provide reasonably available supportive measures to the Complainant, assist the Complainant in identifying external reporting options, and may take other appropriate action to address the reported conduct.

F. COORDINATION WITH LAW ENFORCEMENT

A Complainant has the right to report, or decline to report, potential criminal conduct to law enforcement. Upon request, SHBH will assist a Complainant in contacting law enforcement at any time. Under limited circumstances where there is a threat to the health or safety of any SHBH community member, SHBH may independently notify law enforcement. An individual may make a report to SHBH, to law enforcement, to neither, or to both. SHBH's resolution process and law enforcement investigations may be pursued simultaneously but will operate independently of one another. SHBH will, when appropriate, coordinate information with law enforcement if law enforcement is notified. SHBH, upon request, may also temporarily pause its investigation to allow preliminary fact gathering by law enforcement.

G. CONFIDENTIALITY AND PRIVACY

SHBH is committed to providing assistance to Complainants to make informed choices about their options under this Policy and applicable law. With respect to any report under this Policy, SHBH will make reasonable efforts to protect the privacy of participants while balancing the need to gather information to assess the report and effectively and appropriately respond to the misconduct.

Confidentiality and Privacy have distinct meanings under this Policy.

1. Confidentiality

Confidentiality exists in the context of laws that protect certain relationships, including with medical and clinical care providers (and those who provide administrative services related to the provision of medical and clinical care), mental health providers, counselors, advocates and ordained clergy, all of whom may engage in confidential communications under Massachusetts law. Information shared with a Confidential Employee will not be revealed to any other person without expressed permission of the individual, or as otherwise permitted or required by law.

SHBH will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

2. Privacy

Privacy means that information related to a report under the Policy will be shared with a limited circle of SHBH employees who "need to know" in order to assist in the assessment, investigation and resolution of the report and to comply with legal obligations.

SHBH will maintain the privacy of the identity of an individual who has made a report of conduct allegedly in violation of the Policy, a Complainant, a Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act ("FERPA") or FERPA regulations, as required by law, or in order to effectuate the provisions of this Policy, including the conduct of any investigation, hearing, or proceeding arising hereunder, or other legal obligation. SHBH will limit the disclosure as much as practicable, even in SHBH determines that a request for confidentiality cannot be honored.

V. GRIEVANCE PROCESS FOR TITLE IX SEXUAL HARASSMENT

A. FILING OF A FORMAL COMPLAINT

The grievance process under this Policy is initiated by the filing of a Formal Complaint. As defined above, Formal Complaint is a document signed by the Complainant or Title IX Coordinator alleging Title IX Sexual Harassment against a Respondent and requesting that SHBH investigate the allegation(s) of Title IX Sexual Harassment. A Formal Complaint may be submitted to the Title IX Coordinator in person, by mail, or by email. A Formal Complaint cannot be filed by telephone. The Formal Complaint must include a physical or digital signature. The contact information for the Title IX Coordinators are as follows:

For students:

Chelsea Derochea
Coordinator of Counseling and Student Services
Signature Healthcare Brockton Hospital School of Nursing

53 Adams Street
Brockton, MA 02302
508-941-7729
CDerochea@Signature-Healthcare.org

For employees and other persons (non-students):

Scott Paveletz
Director, Human Resources Operations
Signature Healthcare
680 Centre Street
Brockton, MA 02302
508-941-7237
Spaveletz@signature-healthcare.org

At the time of filing the Formal Complaint, the Complainant must be participating in or attempting to participate in SHBH's Education Program or Activities.

In addition, the Title IX Coordinator retains the discretion to file a Formal Complaint on behalf of any individual. If the Title IX Coordinator signs the Formal Complaint, they are not considered a Complainant or party to the investigation. Rather, as defined above, the subject of the alleged conduct is considered to be the Complainant.

Filing a Formal Complaint initiates the grievance process set forth below. Where a Complainant files a Formal Complaint and requests an investigation and the reported conduct falls within the scope and jurisdiction of the Policy, SHBH must pursue formal resolution under this Policy unless the parties elect to participate Alternative Resolution.

B. RESPONSE BY TITLE IX COORDINATOR

Upon receipt of a Formal Complaint alleging Title IX Sexual Harassment, the Title IX Coordinator will promptly contact the Complainant to discuss the availability of Supportive Measures, explain that supportive measures are available with our without the filing of a Formal Complaint, consider the Complainant's wishes with respect to Supportive Measures, and coordinate the effective implementation of any Supportive Measures. The Title IX Coordinator will also explain the process for filing a Formal Complaint.

Complainants have the right to receive resources, support, and appropriate Supportive Measures even if the Complainant does not wish to pursue a Formal Complaint under this Policy.

C. DISMISSAL OF A FORMAL COMPLAINT

The Title IX Coordinator will determine whether the conducted alleged in the Formal Complaint falls within the scope of this Policy and the Title IX definition of Sexual Harassment.

1. Mandatory Dismissal

Under the Title IX regulations, SHBH must dismiss some or all of the allegations in the Formal Complaint if it is determined at any stage in the grievance process that:

- the conduct alleged, even if substantiated, would not constitute Title IX Sexual Harassment, as defined in the Title IX regulations and this Policy; and/or
- the alleged conduct did not occur within SHBH's Education Program or Activity; and/or
- the alleged conduct did not occur against an individual in the United States.

Any mandatory dismissal of a Formal Complaint will not preclude SHBH from taking action to address the alleged conduct under any other applicable SHBH policy.

2. Discretionary Dismissal

SHBH may dismiss a Formal Complaint, or any specific allegations included in a Formal Complaint, at any time during the investigation or hearing, if:

- the Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations raised therein;
- the Respondent is no longer enrolled or employed by SHBH; or,
- specific circumstances prevent SHBH from gathering evidence sufficient to reach a determination regarding the Formal Complaint or any allegations raised therein.

3. Notice of Dismissal

Upon reaching a decision that a Formal Complaint will be dismissed, in whole or in part, the Title IX Coordinator will promptly notify the known parties simultaneously in writing. The written Notice of Dismissal will include the reason(s) for dismissal and provide the procedures to appeal the dismissal decision. Each party may appeal this dismissal using the procedure outlined in Section E(12) below.

If a Formal Complaint or any allegation within a Formal Complaint is dismissed for purposes of this Policy, SHBH retains discretion to take action with the respect to the dismissed allegations under other SHBH policies and procedures (for example, if such alleged conduct could constitute discrimination other than Title IX Sexual Harassment or if such conduct could constitute a violation of any SHBH policy or rule.

D. EVALUATION OF SUPPORTIVE MEASURES, EMERGENCY REMOVAL, AND ADMINISTRATIVE LEAVE

1. Supportive Measures

As defined above, Supportive Measures are non-disciplinary, non-punitive, individualized services offered that as appropriate, as reasonably available, and without fee or charge to Complainants before or after filing of a Formal Complaint or where no Formal Complaint has been filed and to Respondents after a Formal Complaint has been filed. Supportive Measures are designed to restore or preserve equal access to SHBH's education program or activity without unreasonably burdening the other party.

Supportive Measures include measures designed to protect the safety of all parties or SHBH's educational environment or deter Title IX Sexual Harassment. Supportive Measures may include access to counseling services, extensions of deadlines or other course-related adjustments, academic support services, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

SHBH will maintain as confidential any Supportive Measures provided to a Complainant or Respondent to the extent that maintaining confidentiality would not impart SHBH's ability to provide the Supportive Measures.

2. Emergency Removal

SHBH may act to remove a student respondent entirely or partially from its education programs or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Title IX Sexual Harassment sexual harassment justifies removal.

In all cases in which an emergency removal is imposed, the student will be given notice of the action and the option to request to meet with the Title IX coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified.

3. Administrative Leave

SHBH may place a non-student employee Respondent on administrative leave, with or without pay, at any time after a Formal Complaint is filed and during the pendency of the resolution of the Formal Complaint.

E. FORMAL RESOLUTION

1. General Provisions

To ensure a prompt, thorough, fair, and impartial grievance process for the resolution of Formal Complaints of Title IX Sexual Harassment, the following general principles will apply to the investigation, adjudication, or appeal of a Formal Complaint of Title IX Sexual Harassment under this Policy:

- SHBH will apply any provisions, rules, or practices under this Policy equally to both parties.

- Unless required by law, SHBH will follow the grievance process set forth in this Policy before imposing disciplinary sanctions or other punitive actions against a Respondent for any alleged Title IX Sexual Harassment, subject to the allowances made in the federal Title IX regulations for implementing supportive measures, implementing an emergency removal, and placing an employee, while a Formal Complaint is pending, on administrative leave.

- SHBH will presume that a Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process set forth in this Policy. The presumption of not responsible may be overcome only where the Decision Maker concludes that there is sufficient evidence, by a preponderance of the evidence, to support a finding that the Respondent violated the Policy.
- SHBH will require, and will take steps to ensure that, any individual serving as a Title IX Coordinator, the Investigator, the Decision Maker, the Appeals Officer, or Alternative Resolution facilitator under this Policy have received the requisite training under Title IX and applicable state law.

- SHBH will require, and will take steps to ensure, that any individual serving as a Title IX Coordinator, the Investigator, the Decision Maker, the Appeals Officer, or Alternative Resolution facilitator under this Policy does not have a conflict of interest or bias for or against Complainants or Respondents generally, or for or against an individual Complainant or Respondent.

- All relevant evidence, including both inculpatory and exculpatory evidence, will be objectively evaluated, and credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.

2. Timing

SHBH will make a good faith effort to conduct a fair, impartial grievance process in a timely manner designed to provide all parties with a prompt and equitable resolution. SHBH will strive to complete its investigation and adjudication of a Formal Complaint (excluding any appeal) within ninety (90) calendar days after receipt of the Formal Complaint. SHBH reserves the right to extend this time frame or any deadline contained in this Policy for good cause with written notice to the parties of the delay and the reason for the delay. Good cause may include, but is not limited to, the absence of the parties or witnesses, limited delays to permit the collection of evidence by law enforcement activity or other concurrent law enforcement activity, the complexity of the matter; school breaks; or the need for language assistance or accommodation of disabilities. The Title IX Coordinator will make reasonable efforts to keep the Complainant and Respondent apprised of progress being made during any period of delay.

3. Advisor of Choice

The Complainant and the Respondent each have the right to be accompanied at any meeting or proceeding under this Policy by an advisor of their choice. An advisor may be any person and may be, but is not required to be, an attorney. A party may only have one advisor present at a meeting or proceeding at any time.

While the advisors may provide support and advice to the parties at any meeting and/or proceeding, they may not speak on behalf of the parties, submit written statements not attributed to the party, or otherwise participate in, or in any manner disrupt, such meetings and/or proceedings, except to conduct cross-examination as described below. SHBH will not unduly delay the scheduling of meetings or proceedings based on the advisor's unavailability.
A party may decline to use an advisor for all stages of the formal or Alternative Resolution process, with the exception of the hearing, where any questioning of the other party must be conducted by the party's advisor for cases involving Title IX Sexual Harassment as required by federal law. If a party does not have an advisor for the hearing, SHBH will provide an advisor, free of charge. This SHBH-appointed advisor may be, but is not required to be, an attorney, and will attend the hearing and conduct questioning on behalf of that party.

4. Investigation

a. *Written Notice of Allegations*

After a Formal Complaint is filed and accepted, the Title IX Coordinator will provide a Written Notice of Allegations to all known parties. The Written Notice of Allegations will include:

- Notice of the allegations potentially constituting Title IX Sexual Harassment and sufficient details including the identities of the parties involved, if known; the conduct allegedly constituting Title IX Sexual Harassment; and the date and location of the alleged incident, if known;
- A copy of this Policy to give notice of SHBH's s grievance process, including the

investigative and adjudication procedures, and any informal resolution process available;

- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
- A statement that before the conclusion of the investigation, the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint;
- A statement informing the parties that SHBH prohibits a person from knowingly making false statements or knowingly submitting false information during the grievance process;
- The name and contact information of the Investigator; and
- Instructions on how to challenge participation of the Investigator on the basis of conflict of interest or bias.

If, during the course of an investigation, the Investigator decides to investigate allegations about the Complainant or Respondent that are not included in the initial Written Notice of Allegations, the Title IX Coordinator will provide an amended Written Notice of Allegations setting forth the additional allegations to all parties whose identities are known.

b. ***Investigator***

The Title IX Coordinator will appoint one or more Investigators from a pool of trained members of the SHBH community or, at the discretion of the Title IX Coordinator, an external, trained professional. The role of the Investigator will be to conduct a prompt, thorough, fair, and impartial investigation into the allegations as set forth in the Written Notice of Allegations.

The Complainant and Respondent will be provided the name of the Investigator(s) and have the opportunity to raise a challenge for bias or conflict of interest to the Title IX Coordinator.

c. ***Evidence Gathering Process***

The assigned Investigator(s) will perform an investigation of the conducted alleged to constitute Title IX Sexual Harassment within a reasonably prompt timeframe after the issuance of the Written Notice of Allegations. During the investigation, the Investigator will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

The Investigator will seek to meet separately with the Complainant, the Respondent, and witnesses. Prior written notice of the date, time, location, participants, and purpose of any investigative interview or other meeting held as part of the investigation will be provided to a party whose participation is invited or expected for any investigative interview or meeting held as part of the investigation, with sufficient time for the party to prepare to participate. The

Complainant and the Respondent may be accompanied to any investigative interview or other meeting held has part of the investigation by one advisor of the party's choice.

Both the Complainant and the Respondent have the option to provide names of potential witnesses to the Investigator. The Investigator may also identify individuals not identified by either party thought to possibly have relevant information.

Both the Complainant and the Respondent are permitted to provide other relevant evidence to the Investigator. Such evidence may include any information presented in support of a party statement and may include text messages, email exchanges, timelines, receipts, photographs, etc. The Investigator will also independently gather other relevant information or evidence, including documents, photographs, communications between the parties, and medical records (subject to the consent of the applicable person), and other electronic records as appropriate.

The Investigator may visit relevant sites or locations and record observations through written, photographic, or other means. In some cases, the Investigator may consult medical, forensic, technological, or other experts when expertise on a topic is needed in order to achieve a fuller understanding of the issues under investigation.

The Investigator may also consider information publicly available from social media or other online sources that comes to the Investigator's attention. SHBH does not, however, actively monitor social media or online sources, and as with all potentially relevant information, the Complainant, the Respondent, or witnesses are encouraged to bring online information to the attention of the Investigator.

d. ***Evidentiary Considerations***

1) ***Medical or Counseling Records or other Legally Privileged Documents***

Legally privileged documents, including medical and counseling records of a Complainant and Respondent, are privileged and confidential records that individuals are not required to disclose. However, these records may contain relevant and material information and a party may voluntarily choose to share such records with the Investigator. In such circumstances, SHBH must obtain voluntary, written consent from the party. Any records provided to the Investigator by a party will be available for review by the other party.

2) ***Prior or Subsequent Sexual History of the Parties***

Evidence of and questions about a party's sexual predisposition or prior sexual behavior are not relevant and will not be permitted, with the following exceptions:

- where the evidence is offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or

- where the evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

3) *Prior or Subsequent Conduct*

In gathering information, the Investigator may also consider other reports of, or findings of responsibility for, the same or substantially similar conduct by the Respondent to the extent such information is relevant and available. Such information may be relevant in determining motive, intent, absence of mistake, pattern, or another material fact. For example, where there is evidence of a pattern of conduct the same or substantially similar in nature by the Respondent, either prior to or subsequent to the conduct in question, regardless of whether there has been a finding of responsibility, this information may be relevant and probative to the determination of responsibility and/or sanctioning, as applicable. Similarly, prior or subsequent conduct of a Complainant, even when it involves conduct that may violate SHBH policy, may be considered when relevant.

4) *Character Evidence*

Character evidence is generally considered not relevant.

5. Evidence Review

At the conclusion of the fact-gathering, the Investigator will make information gathered in the investigation available for review by the parties and any advisors. The parties will have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including the evidence upon which SHBH does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. The Investigator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have ten (10) calendar days to submit a written response, which the Investigator will carefully consider prior to completion of the Investigation Report. The written response may include comments or proposed questions for the Investigator to ask the other party, or identify additional witnesses or sources of evidence, which the Investigator will consider prior to completion of the Investigation Report.

6. Investigation Report

After receiving and giving due consideration to any timely written responses from the parties, the Investigator will prepare a written Investigation Report that fairly summarizes the relevant information gathered during the investigation. The Investigation Report will include, as attachments, all information and evidence provided to or collected by the Investigator during the investigation as well as any additional information or evidence provided to or collected by the Investigator following the Evidence Review.

The Title IX Coordinator will simultaneously provide the Investigation Report and all attached materials that are not privileged to the parties and their advisors in an electronic format or a hard copy at least ten (10) calendar days prior to the hearing. The Complainant and Respondent may submit a written response to the Investigation Report that will be considered by the Decision Maker. The written response must be submitted within ten (10) calendar days of notice of the availability of the Investigation Report.

7. Review for Mandatory Dismissal Following Investigation

The Title Coordinator will review the Investigation Report to evaluate whether the conduct alleged in the Formal Complaint falls within the scope of the Policy and the definition of Title IX Sexual Harassment. If the Title IX Coordinator determines that the conduct alleged in the Formal Complaint does not fall within the scope of the Policy and/or the definition of Title IX Harassment, the Title IX Coordinator will concurrently issue a written Notice of Dismissal to both parties and provide information regarding how to appeal the dismissal.

8. Acceptance of Responsibility

At any point prior to the hearing, the Respondent may elect to accept responsibility for some or all of the Policy violations at issue. Where there is an acceptance of responsibility as to some but not all of the charges, the investigation will continue to conclusion and any acceptance of responsibility will be documented in the Investigation Report and the matter will proceed to the hearing as set forth below. Where there is an acceptance of responsibility as to all of the potential Policy violations, the Investigator will complete an Investigation Report of all information gathered to date and the Title IX Coordinator will refer the matter to the Decision Maker to a conduct a hearing on the issue of sanctions, or, where both parties agree, the matter may also be resolved through the Alternative Resolution process set forth below.

9. Hearing

a. *Notice of Hearing*

The Title IX Coordinator will simultaneously provide the Complainant and Respondent with a written Notice of Hearing. The Notice of Hearing will include the date, time, and location of the hearing; the name of the Decision Maker; and instructions on how to challenge participation of the Decision Maker on the basis of conflict of interest or bias.

b. *Decision Maker*

The Title IX Coordinator will appoint a Decision Maker from a pool of trained members of the SHBH community or, at the discretion of the Title IX Coordinator, an external, trained professional. The role of the Decision Maker is to provide all parties with an equitable opportunity to be heard and to reach a full and fair determination as to responsibility and imposition of any sanction, should there be a finding of responsibility.

The Decision Maker will conduct a fair, impartial, and objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence. The Decision Maker may reach credibility determinations but may not base credibility determinations on an individual's status as a Complainant, Respondent, or witness. The Decision Maker must be free of conflict of interest or bias for or against either party. The Complainant and Respondent will be provided the name of the Decision Maker in advance and have the opportunity to raise a challenge for bias or conflict of interest to the Title IX Coordinator prior to the hearing.

c. *Pre-Hearing Conference*

The Decision Maker may convene a pre-hearing conference to ensure that the parties and their advisors understand the hearing process and allow for significant issues to be addressed in advance of the hearing. The Decision Maker may also discuss questions regarding admissibility of evidence, review hearing logistics, and address other pre-hearing issues as necessary during the pre-hearing conference. The parties will be provided advance written notice of the date, time, and location of any pre-hearing conference.

d. *Location of Hearing*

The hearing will be live and require the participants to simultaneously see and hear each other. A hearing may be conducted with all parties physically present in the same geographic location. Alternatively, at the discretion of the Title IX Coordinator, any or all parties, witnesses, or other participants may appear at the hearing virtually, with technology enabling participants simultaneously to see and hear each other. Either party may request that the parties be located in separate rooms or locations for the hearing, with technology enabling the Decision Maker and parties to simultaneously see and hear the party or witness answering questions. Such a request should be submitted to the Title IX Coordinator at least three (3) calendar days prior to the hearing. Nothing in this section requires the parties to appear in-person before the hearing Officer and the hearing may proceed with all parties participating virtually as appropriate and necessary. The format of the hearing (e.g., in person or virtual) is at the discretion of the Decision Maker and/or Title IX Coordinator.

e. *Participation in Hearing*

Parties. Both the Complainant and the Respondent have a right to be present at the hearing. If, despite being notified of the date, time, and location of the hearing, either party is not in attendance, the hearing may proceed and applicable remedies sanctions may be imposed. Neither party is required to participate in the hearing in order for the hearing to proceed.

Advisors. While the advisor may provide support and advice to a party at the hearing, the advisor may not speak on behalf of the party or otherwise participate in, or in any manner disrupt, the hearing, except to conduct cross-examination on behalf of the party.

Investigator and Witnesses. SHBH will be responsible for scheduling witnesses at the hearing. Prior to the hearing, each party will be asked to identify any witnesses, including the Investigator, whom the party's advisor plans to cross-examine at the hearing. The Decision Maker will also identify any witnesses, including the Investigator, it would like to be present at the hearing for

questioning. If neither a party nor the Decision Maker request the presence of a witness at the hearing, SHBH will not request that witness's attendance at the hearing and any information submitted by that witness during the investigation may be considered by the Decision Maker.

Parties and witnesses are not required to appear at the hearing, and any information submitted to or obtained by the Investigator during the investigation may be considered by the Decision Maker even if a party or witness or party elects not to participate in the hearing. The Decision Maker will not base a finding of responsibility solely on the decision of a party or witness to not participate at the hearing.

f. *Hearing Format*

The hearing will be live and require the participants to simultaneously see and hear each other. A hearing may be conducted with all parties physically present in the same geographic location. Alternatively, at the discretion of the Title IX Coordinator, any or all parties, witnesses, or other participants may appear at the hearing virtually, with technology enabling participants simultaneously to see and hear each other. Either party may request that the parties be located in separate rooms or locations for the hearing, with technology enabling the Decision Maker and parties to simultaneously see and hear the party or witness answering questions. Such a request should be submitted to the Title IX Coordinator at least three (3) calendar days prior to the hearing. Nothing in this section requires the parties to appear in-person before the hearing Officer and the hearing may proceed with all parties participating virtually as appropriate and necessary. The format of the hearing (e.g., in person or virtual) is at the discretion of the Decision Maker and/or Title IX Coordinator.

The hearing is an opportunity for the parties to address the Decision Maker. The parties may address any information in the Investigation Report and supplemental statements submitted in response to the Investigation Report. SHBH will make all evidence directly related to the allegations, as shared in the Evidence Review, available to the parties at the hearing to give each party an equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

The Decision Maker has the discretion to determine the format of the hearing. Typically, the Complainant and Respondent will have an opportunity to provide an opening statement to the Decision Maker. Each party will then have an opportunity to address the Decision Maker and respond to questions by the Decision Maker, or, as described below, the other party's advisor. The Decision Maker may also choose to directly question relevant witnesses, including the Investigator. Each party will have the opportunity to conduct cross-examination of the other party, the witnesses, and the Investigator through their advisor of choice — or hearing advisor provided by SHBH — directly, verbally, and in real-time. If a party does not have an advisor present at the live hearing, SHBH will provide an advisor, free of charge, who may be, but is not required to be, an attorney, for questioning on behalf of that party.

Only relevant questions may be asked of a party or witness. The parties may submit written questions to the Decision Maker in advance but are not required to do so. Before a Complainant, Respondent, or witness responds to a question, the Decision Maker will first determine whether the question is relevant and briefly explain any decision to exclude a question as not relevant. Questions related to the following areas of inquiry are irrelevant: information protected by a legally-recognized privilege, or any party's medical, psychological, and similar records, unless the party has given voluntary, written consent; and information about the Complainant's prior sexual history, except as described above.

If a party or witness does not submit to questioning by the other party's advisors at the hearing, the Decision Maker may exercise judgment in evaluating whether their statements have a sufficient indicia of reliability to be admissible, and if so, in evaluating what weight, if any, to give to the statements of a party or witness not subject to cross-examination.

The Decision Maker may directly ask questions and elicit information from parties, witnesses, and/or the Investigator to aid the Decision Maker's findings of fact, conclusions regarding the application of the Policy to the facts, and the determination of responsibility.

Generally, the parties may not introduce evidence, including witness testimony, at the hearing that the party did not identify during the investigation and that was available at the time of the investigation. However, the Decision Maker has discretion to accept or exclude, for good cause, new evidence offered at the hearing.

After all parties and witnesses have been heard, the parties will have an opportunity to provide a closing statement. The advisor may not provide the opening or closing statement and may not provide answers or responses on behalf of a party. The advisor's role during the hearing is to conduct questioning of the other party and any witnesses. A party may never conduct questioning of the other party themselves.

The hearing will be recorded by SHBH. The parties, participants, and/or observers are not permitted to make any audio or video recordings of the hearing. However, upon request, the hearing transcript will be made available to the parties for review and inspection.

10. Determination by the Decision Maker

After the hearing, the Decision Maker will objectively evaluate all relevant evidence, both inculpatory and exculpatory, and reach a determination regarding whether there is sufficient evidence, by a preponderance of the evidence, to support a finding of responsibility on the part of Respondent for each allegation under investigation. If the Decision Maker finds that there is sufficient evidence to support a finding of responsibility by a preponderance of the evidence, the Decision Maker will then determine the appropriate sanction(s).

a. *Standard of Evidence*

The standard of review that SHBH will use when reviewing a Formal Complaint and making related determinations is preponderance of the evidence. This means that SHBH will decide

whether it is more likely than not, based upon the available information, that the Respondent is responsible for the alleged Policy violation(s).

b. *Sanctions*

Sanctions imposed upon students can include a range of sanctions, including one or more of the following: warning, censure, education, counseling, disciplinary probation, loss of privileges, suspension or expulsion from SHBH housing, suspension or expulsion from SHBH premises, and/or suspension or expulsion from SHBH's academic or extracurricular programs. Any of these sanctions may be supplemented with additional required actions by the Respondent.

Sanctions imposed on employees can include one or more of the following: warning, censure, education, counseling, disciplinary probation, paid or unpaid suspension of employment, demotion, or termination of employment.

c. *Remedies*

The Title IX Coordinator will review the determination of responsibility and sanction, if any, to determine whether additional remedies for the Complainant or the SHBH community are necessary to restore and preserve equal access to SHBH's education program and activity. Examples of such remedies may include the continuation or initiation of supportive measures, including the provision of counseling, academic services, escort services, and/or training for members of the SHBH community, as well as modifications to academic, employment, or housing conditions or assignments.

11. Written Notice of Outcome

The Decision Maker will prepare a written decision, including the finding of responsibility or non-responsibility, and rationale. The Title IX Coordinator will issue the Written Notice of Outcome to the Complainant and Respondent within ten (10) calendar days following the conclusion of the hearing.

The Written Notice of Outcome will include:

- identification of the allegations potentially constituting Title IX Sexual Harassment;
- a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- findings of fact supporting the determination;
- conclusions regarding the application of this Policy to the facts;
- a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and whether remedies designed to restore or preserve equal access to SHBH's education program or activity will be provided to the Complainant; and

- the procedures and permissible bases for the Complainant and Respondent to appeal.

The determination regarding responsibility becomes final either:

- If no appeal is filed, in the date on which an appeal would no longer be considered timely; or
- If an appeal is filed, on the date that the parties are provided with the Appeal Outcome Letter.

12. Appeals

Both a Complainant and Respondent have the right to appeal (i) the dismissal of the Formal Complaint or any allegations included in the Formal Complainant and/or (ii) a determination regarding responsibility. The grounds for appeal are limited to the following:

a. **Procedural Irregularity that Affected the Outcome of the Matter.** Procedural or technical irregularities will not be sufficient to sustain an appeal unless found to have affected the outcome of the Formal Complaint.

b. **New Evidence, Not Reasonably Available at the Time of the Hearing, Regarding Responsibility or Dismissal of the Formal Complaint, that Could Affect the Outcome of the Matter.** An appeal on this basis is limited to new evidence that was not reasonably available at the time the determination regarding responsibility was made and that could affect the outcome of the Formal Complaint. The appeal must specify the new evidence that was not reasonably available at the time of the determination, why the evidence was unknown or unavailable, and how the new evidence could affect the outcome of the Formal Complaint.

c. **The Title IX Coordinator, Investigator(s), or Decision Maker had a Conflict of Interest or Bias for or against Complainants or Respondents Generally, or the Individual Complainant or Respondent, that Affected the Outcome of the Matter.** The appeal must specify the basis on which the party believes there is an actual conflict of interest or bias that affected the outcome of the matter.

A concise written request for appeal must be submitted to the Title IX Coordinator within seven (7) calendar days following delivery of the Written Notice of Outcome or the Notice of Dismissal. The request for appeal submitted by a part must:

1. Clearly identify the specific ground, from those listed above, on which the party is appealing; and

2. With reasonable specificity, state the factual basis for the appeal and the reasoning as to why the decision or dismissal being appealed should be reversed or modified.

If the party files an appeal, the Title IX Coordinator will promptly notify the other party in writing. If the non-appealing party wishes to submit a written response to the appeal, they must do so in writing to the Title IX Coordinator within seven (7) calendar days of the notification the filing of an appeal. Written appeal submissions will be shared with both parties.

The Title IX Coordinator will designate an Appeals Officer. The designated Appeals Officer may be an external professional or a SHBH administrator who is appropriately trained and free from conflict of interest or bias. Either party may challenge the Appeals Officer on the basis of conflict of interest or bias.

The Appeals Officer will review the Formal Complaint, the Investigation Report (including all exhibits and related materials), any audio recording and/or transcript of the hearing, any other evidence considered by the Decision Maker, the Written Notice of Outcome, and the written appeal submissions by the parties. The Appeals Officer may: (a) affirm the findings or determination of responsibility; (2) affirm or modify the sanction(s); or (3) remand the matter for reevaluation or further investigation. In reaching a decision, the Appeals Officer has the discretion to consult with relevant stakeholders.

The Appeals Officer will issue an Appeal Outcome Letter providing written notice of the appeal determination and explaining the result of the appeal and the rationale the decision within (10) calendar days of the Appeals Officer's receipt of the appeal unless the Appeals Officers requests an extension of time from the Title IX Coordinator for good cause. The Appeals Officer will provide the Appeal Outcome Letter to the Title IX Coordinator who will, in turn, provide the Appeal Outcome Letter simultaneously to the parties.

The decision by the Appeals Officer is final.

13. Timeframe for Resolution

SHBH will seek to complete the Formal Resolution process in a prompt and timely manner consistent with the reasonably prompt timeframes for the major stages of the process designated in this Grievance Process. SHBH may extend any timeframe in this Grievance Process for good cause. An extension may be required for good cause to ensure the integrity and thoroughness of the investigation; to comply with a request by law enforcement; in response to the unavailability of the parties (or their advisors) or witnesses; based on the need for language assistance or accommodation of disabilities; or for other legitimate reasons, such as intervening breaks in the academic calendar, finals periods, the complexity of the investigation, the volume of information or length of the written record, and/or the severity and extent of the alleged misconduct. While requests for delays by the parties may be considered, SHBH cannot unduly or unreasonably delay the prompt resolution of a report under this Grievance Process.
Reasonable requests for delays by the parties will serve to extend the anticipated time period for resolution of the report. The Title IX Coordinator, in consultation with the Investigator, has the

authority to determine whether an extension is required or warranted by the circumstances, and will notify the parties in writing of any extension of the timeframes for good cause and the reason for the extension.

SHBH's overarching goal is that all complaints be investigated in a prompt, fair, and impartial manner. Although cooperation with law enforcement may require SHBH to suspend the fact-gathering portion of the investigation temporarily, SHBH will promptly resume its investigation as soon as it is notified by law enforcement that it has completed its initial evidence gathering process. SHBH will not, however, wait for the conclusion of a criminal proceeding to begin its own investigation and, if needed, will take immediate steps to provide appropriate supportive measures for the Complainant and Respondent.

14. Conflict of Interest or Bias

Any party who believes the Title IX Coordinator, Investigator, Decision Maker, or Appeals Officer has a conflict of interest or bias must raise the concern promptly so that SHBH may evaluate the concern and find a substitute, if appropriate. If a party believes that the Investigator, Decision Maker, or Appeals Officer has a conflict of interest or bias, the party should submit a written objection to the Title IX Coordinator within three (3) calendar days of a party's notice of the individual's participation. Such objection must state the specific reasons(s) for the objection. If a party believes the Title IX coordinator has a conflict of interest, the parties should notify the Chief Executive Officer within three (3) calendar days of the date of the Written Notice of Allegations.

F. ALTERNATIVE RESOLUTION

Following the receipt of a Formal Complaint, SHBH may resolve reports through Informal Resolution, as appropriate based on the circumstances. Informal Resolution is available only once a Formal Complaint has been filed, prior to a determination of responsibility, and if the Complainant and Respondent voluntarily consent to the process in writing. Under the Title IX regulations and this Grievance Process, Informal Resolution is not available in cases in which an employee is alleged to have sexually harassed a student. In all cases, the Title IX Coordinator will have discretion to determine whether or not Alternative Resolution, or any particular form of Alternative Resolution, is appropriate to the circumstances.
Alternative Resolution may involve agreement to pursue individual or community remedies, including targeted or broad-based educational programming or training; supported direct conversation or interaction with the Respondent; mediation; indirect action by the Title IX Coordinator or other appropriate SHBH officials; and other forms of resolution that can be tailored to the needs of the parties. With the voluntary consent of the parties, Alternative Resolution may be used to impose agreed-upon disciplinary sanctions. Any Alternative Resolution Facilitator will be trained and free from conflicts of interest or bias for or against Complainants or Respondents generally or against an individual Complainant or Respondent.

If the parties are interested in pursuing Alternative Resolution, the Title IX Coordinator will send written notices to the parties describing the allegations at issue, the requirements of the

Alternative Resolution process, the right to end the Alternative Resolution process at any time prior to resolution and resume the Formal Complaint process, and the consequences resulting from participating in the Alternative Resolution. Any statements that the parties make during the alternative resolution process cannot be introduced in any other investigative or adjudicative proceeding at SHBH, including if the alternative resolution process is terminated and a formal resolution process resumes under this Policy. All parties will be required to return signed copies of the written notices agreeing to the Alternative Resolution process.

With any form of Alternative Resolution, each party has the right to choose and consult with an advisor. The advisor may be any person, including an attorney, who is not otherwise a party or witness to the reported incident(s). The parties may be accompanied by their respective advisors at any meeting or proceeding held as part of Alternative Resolution. While the advisors may provide support and advice to the parties at any meeting and/or proceeding, they may not speak on behalf of the parties or otherwise participate in, or in any manner disrupt, such meetings and/or proceedings.

Any form of Alternative Resolution and any combination of interventions and remedies may be utilized. If an agreement acceptable to SHBH, the Complainant, and the Respondent is reached through Alternative Resolution, the terms of the agreement are implemented and the matter is resolved and closed. The Title IX Coordinator or designee will monitor the implementation of the agreement as appropriate. If an agreement between the parties and subject to the Title Coordinator's approval is not reached or if a Respondent fails to comply with the terms of the Alternative Resolution, the Formal Complaint may be referred for investigation or an investigation may resume under the formal resolution process. Depending on the terms of the Alternative Resolution agreement, the matter may be considered closed, and the parties will be precluded from filing another Formal Complaint arising from the same set of facts or circumstances.

Prior to reaching a resolution, any party can withdraw from the Alternative Resolution process, and SHBH will resume the Formal Complaint process.
SHBH's goal is to complete an Alternative Resolution within thirty (30) calendar days of the parties' written agreement to participate in the process. If SHBH anticipates the process will take longer, written notification will be provided to the parties with an explanation regarding the delay.

VI. OBLIGATION TO PROVIDE TRUTHFUL INFORMATION

All SHBH community members are expected to provide truthful information in any proceeding under this Policy. Submitting or providing deliberately false or misleading information in bad faith or with a view to personal gain or intentional harm to another in connection with an incident of Title IX Sexual Harassment is prohibited and subject to disciplinary sanctions. This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are erroneous or are not later substantiated.

VII. RECORD RETENTION

SHBH will create and maintain the following records for a period of seven (7) years: records of any actions, including any supportive measures, taken in response to a report or Formal Complaint of Title IX Sexual Harassment; records of investigations, including any determination regarding responsibility and any audio or audiovisual recording(s) or transcript(s) created, any

disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant; any appeal and the result of that appeal; and any informal or alternative resolution, and the result of such resolution processes. These records will be maintained in accordance with the privacy protections set forth in Title IX, Title VII, the Clery Act, FERPA, and applicable state law.

Appendix C

Signature Healthcare Brockton Hospital School of Nursing
Readmission Rubric

Criteria for Readmission	Met	✓	Not Met	✓
Timeframe	• Completed application to return within one year of program dismissal		• Application to return more than one year after program dismissal	
	• Received application by April 1st (for fall semester) or October 1st (spring or summer semester)		• Did not received application by April 1st (for fall semester) or October 1st (spring or summer semester)	
Evidence of extenuating circumstances	• Provides supporting documentation including dates of extenuating circumstances, signed, dated		• Does not provide supporting documentation of extenuating circumstances	

*The student must meet all criteria for timeframe and evidence of extenuating circumstances to be considered for readmission. If all three criteria are met, proceed to the Essay Criteria for Readmission. If one or more of the above criteria have not been met, the student will not be readmitted to BHSON.

Essay Criteria for Readmission	Satisfactory	✓	Unsatisfactory	✓
Faculty Review	• Transcripts show improvement upon retake: i.e. repeat of NU120- C to B (Good). Overall past courses (Fisher and NU courses without a clinical component) failed less than two.		• Transcripts show minimal improvement upon retake: i.e. NU120- C to C+ (Not Good). Overall past courses (Fisher and NU courses a without clinical component) failed two or more.	
Self-evaluation	• Clearly explains a specific and detailed self-evaluation		• Does not clearly explain a detailed and specific self-evaluation	
	• Student has taken accountability of their learning (internal locus of control)		• Student has not taken accountability of their learning (external locus of control)	
Extenuating Circumstances	• Provides a detailed explanation of how the extenuating circumstances impacted ability to be successful, and how they will address these in the future		• Does not explain in detail how extenuating circumstances interfered with ability to be successful and/or how they will address these in the future	
Plan & strategies	• Clearly explains a specific and detailed plan for academic readiness		• Does not clearly explain a detailed and specific plan for academic readiness	
	• Academic plan is realistic, achievable, and correlates to areas that need improvement from the self-evaluation		• Academic plan is unrealistic and/or unachievable and/or does not correlate to areas that need improvement from the self-evaluation	
	• Clearly lists 3 or more strategies (not including standard BHSON resources) that the student will utilize upon readmission		• Lists less than 3 strategies (not including standard BHSON resources) that the students will utilize upon readmission	
Remediation	• Clearly explains in detail the remediation that the student has completed during time of absence		• Lacks detail in explanation of remediation that the student has completed during time of absence	

*If the student receives satisfactory on seven or more criteria of the Essay Criteria for Readmission, the student will be considered for readmission to BHSON. However, if the student receives satisfactory on six or less of the criteria, they will not be readmitted to BHSON.