AMG School of Nursing

"Empowering Students for Excellence"

Student Handbook

Reviewed 12/25

110 BRIDGE STREET

BROOKLYN, NEW YORK 11201

AMG

STUDENT HANDBOOK

Welcome to AMG School of Nursing Program. The purpose of the Student Handbook is to provide information to our students of the institution including the courses offered, policies and procedures of the institution, and graduation requirements. It is the belief of AMG School of Nursing Program President, Program Director, and Faculty that the academic and professional goals of our students can be best achieved by knowledge of the philosophy, objectives, and goals, policies, and procedures of the program.

NONDISCRIMINATION

It is the policy of AMG School of Nursing Program to comply with all federal and state laws that prohibit discrimination. Educational opportunities are offered to individuals based on merit without regard to race, color, sex, religion, national origin, age, or disability.

MISSION STATEMENTS

AMG School of Nursing Mission Statement

The mission of the school states that we enrich lives through learning regardless of race, gender, religion, color, ethnicity, age, disability, and national origin with an outstanding educational opportunity and skills needed to obtain gainful employment, and to maintain personal independence and dignity**.**

AMG School of Nursing Vision

The school vision is learner-centered and responsive to the diverse needs of student goals, including service to the community. The school is committed to serving the community by educating students to succeed in a highly competitive economy, focusing on quality, technology, self-initiative, and problem solving. The core values of the school are students, teaching and learning, community, and employees.

Purpose:

The purpose of AMG School of Nursing is to prepare students for employment as safe, effective registered nurses.

Mission Statement ADN Nursing Program

We, the faculty of the School of Nursing at AMG School of Nursing believe that our mission is to prepare students for employment as safe, caring, beginning nurse generalists who will assist in meeting the health care needs and improving the overall quality of life within the region, and meeting the needs of diverse populations.

The School of Nursing Mission consists of **four core commitments which are in line conjunction with the AMG School of Nursing Mission.**

1. In fulfilling the first core commitment, The School of Nursing employs full time faculty with a minimum master's Degree preparation. Many of the nursing faculties maintain additional certifications in a variety of specialty areas. These faculty members are dedicated to ensuring student success through team teaching efforts, and a technologically enhanced learning environment using human patient simulators and the use of clinical facilities with electronic medical record systems.

2. The second core commitment is fulfilled through providing students with exceptional learning opportunities in a wide variety of health care related areas that serve diverse patient populations. Supporting, encouraging, and recognizing the abilities, values, cultural, and gender diversity of the student population are priorities in promoting the success of our graduates.

3. In fulfilling the third core commitment, a commitment to public service is demonstrated by collaborative efforts with other AMG faculty and staff, local hospitals, agencies, and schools. Faculty, staff, and students frequently volunteer their knowledge and skills at local events or activities that seek to address health promotion, higher education, or support the mission of AMG School of Nursing.

4. Every faculty and staff member of The School of Nursing continually strives to ensure fulfillment of the fourth and final core commitment. To meet the needs of our graduates and their employers as well as to ensure instruction is current and relevant to health care, data are collected from a variety of areas and evaluated to continually improve the quality of education and instruction. Each member of the nursing faculty serves various school-wide committees involved with planning and assessing the purpose and mission of the school.

In fulfilling the mission of the school and the school, we seek to inspire our students to be active members within the nursing profession. As we look to the future and our place in a competitive, global society, we seek to become more student-oriented and community-centered. Successful completion of

the new graduate outcomes enable graduates to realize their career goals and function safely and effectively as beginning nurse generalists.

Mission Statement of the LPN Program

AMG School ofl Nursing Program Mission is to provide people regardless of race, gender, religion, color, ethnicity, age, disability, and national origin with an outstanding educational opportunity and skills needed as beginning nurse under the direct supervision of the registered nurse to obtain gainful employment, and to maintain personal independence and dignity.

GOALS OF THE NURSING PROGRAM

The overall goals of AMG School of Nursing are in congruent with the Philosophy of the Nursing Program, in the continuing development and preparation for graduation of individuals who will provide basic nursing care through clinical practices.

To realize these goals, it is imperative that administration attempt:

1. To select and develop a distinguished faculty who can achieve the objectives of the school through the recruitment of qualified faculty with clinical expertise and maintain current knowledge in the nursing profession by showing proof of annual CE credit hours.
2. To assure that all nursing faculty maintain current New York Registered Nurse Licensure.
3. To maintain admission standards that permit the entry of students with a variety of ability, interest, and aspirations.
4. To provide student advisement services so that students may progress toward their educational goals.
5. To demonstrate excellence in teaching strategies, and practices through exemplary role modeling to students, and provide a core of content upon which undergraduate programs in nursing can be built.
6. To utilize different facilities and resources is essential to the achievement of the objectives of the institution.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (PUBLIC LAW 93-380)

In accordance with Public Law 93-380, Family Educational Rights and Privacy Act (FERPA), strict confidentiality will be observed regarding student information, even though the nature of an educational institution requires that records must be kept.

The act provides that the school may retain the right to release directory information that is defined as the name, current mailing address, major field of study, participation in officially recognized activities, dates of attendance, and degrees and awards received. In the absence of written notice by a student to withhold any or all information included in the definition of “directory information,” the school reserves the right to release any of this information it may consider desirable. Details of this act can be found in the Student Records section of this Handbook.

AMG School of Nursing retains participant records in compliance with state and federal regulations, including FERPA and applicable state education laws. Academic records, such as transcripts and grade records, are retained permanently. Financial aid records are maintained for a minimum of five years postgraduation, while other administrative records, like enrollment agreements, are kept for at least seven years. This policy follows sound business practices to support audits, regulatory reviews, and future record requests.

AMG School of Nursing

Nursing Student Handbook

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AMG School of Nursing

Receipt of Student Handbook

Special Notice

AMG School of Nursing student handbook contains important information and guidelines with which all students must become familiar. Students are responsible for reading, understanding, and following all policies and procedures printed in the student handbook. Application of these policies and procedures will not be waived because of negligence or other contradictory information received from other sources.

By signing below students confirm that they have received and reviewed a copy of AMG School of Nursing Student Handbook and that they are aware of their responsibilities. They are therefore accountable for its content.

I fully accept the following:

1. I agree to follow and abide by all the regulations, policies and procedures contained in the Student Handbook.
2. I am bound by the content of the Student Handbook plus any amendments and or additions published and circulated on notice bonds by the President and The Program Director or duly authorized school official.
3. The President and The Dean/Program Director in consultation with the faculty reserves the right to change any of the policies contained in the Student Handbook with or without prior notice to the students. Such changes will take effect immediately once the student is notified or become effective at a later date is so specified. The student agrees to follow the new directive even though it may override an earlier directive.

Nothing in this handbook shall be interpreted to limit AMG's rights and duties under the laws of the State of New York

I_____SS#_____,

Student Name

_____ Date:_____

Student Signature

_____ Date:_____

Signature of individual conducting Orientation

Administration

President

Mabel Burdier-Guzman, MD

Vice President of Finance

Jerineldo Guzman, BA

Dean

Melencio Friginal, RN, MS

Senior Academic Officer

Richard Nuñez Lawrence, Ed.D, MA, Liberal Arts and Science

Nursing Academic Advisor

Dr. Alissa Hidalgo

Program Director

Lukmon Kalejaiye, RN, MSN

Assistant Program Director

Asha Andrews, MSN, BSN

Faculty

Akadri Muibi BSN, MSN
Allita Paul Aguilar, BSN, MSN
Anant Sookdeo BSN, MS
Casandra Modeste, MS, BSN, DNP
Darius Opada, BSN, MSN
Dhanya Varghese BSN, MSN
Drayton Ryan, RN, MSN
Ebonette Smith, MSN
Federica Pierre, BSN, MSN
Francisca Tejada, MSN, BSN
Gemma Moore, MS, BSN
Jacqueline Andall, BSN, MSN
Janice Quinlan, BSN, MSN
Jenna Callahan BSN
Jessie Duncan, BSN, MSN, DNP
Jesus Aldwin Driss, BSN, MSN
Jesus Serrano, BSN, MSN
Jose Mapalad Planillo BSN, MSN, MBA
Kaveen Hyll-Henry, MS, BSN
Kean Braveboy, RN, MSN
Leonida Lacdoo, RN, MSN
Marichu DeJesus BSN, MS
Marie Marcellus, BSN, MSN, PHD
Marivic Tabasan, BSN, MSN, DED
Myrlande Gideon BSN, MSN
Patricia Bownauth BSN
Randall Joseph BSN, MSN
Ria Mallari, BSN
Russel Ventura BSN, MSN
Samuel Fakanle BSN
Shirley Bristol, RN, MSN
Shirley Zacharia MS, BSN
Stefi Louissaint, BSN, MSN

Sudre Barnabas BSN, MSN
Svetlana Koroleva, BSN, MSN
Tamara Brown BSN, MSN, DNP

Liberal Arts and Science

Annapurna Karindalam, MD
Banful Humphey, MD
Eric Mejia, MD
Estela Hilario, MS
Gabriela Ycaza, MD
Javier Leon, MS
Minty Judith, BS

Clinical Coordinator

Deishelle Budier
Jade Santiago

Lab Coordinator

Shirley Zacharia MS, BSN

Lab Assistant

Maria Camacho

Student Services

Martina Prikrylova, MS

Accountant

Irina Lebedeva

Financial Aid Director

Solanlly Bautista

Financial Aid Officers

Daryll Menor
Nicole Lester
Beatris Cordero
Toni Ann Baboolal

Registrar Director

Ursula Santino

Registrar

Ricardo Meynard

Bursar Director

Dwayne Brooks

Bursar Assistant

Claudine Johnson
Kemesha Green

Internal Auditor and Accounting Manager

Maira Mayorga

Admission Director

Keith Brotherson

Admission Représentative

Diana Camacho
Alides Lora
Alexander Brooks Garcia
Ronald Williams

Librarian

Robert Wagner

HR Associate

Jennifer Altreche

Administrative Services

Adriana Sánchez
Janine Clayton
Kaitlyn Ramos

Holidays Observances Calendar

The school will observe the following holiday, and classes will not be held. Holidays are not counted as part of the contracted time schedule.

Holidays

New Year's Day

Martin Luther King Day

President's Day

Good Friday

Memorial Day

Juneteenth

Summer Break

Independence Day

Labor Day

Thanksgiving

Christmas Break December 24 to New Year's Day

Academic Calendar

2025-2027

Fall 2025

August 29	Matriculation Day
September 8	First Day of Classes - Fall 2025
September 12	Last Day to Add a Course at 100% Refund- Fall 2025
September 16	Withdraw Period Begins from a Course - Fall 2025
October 6	Last day to Withdraw from a Course at 0% Refund
November 3	Last day to Withdraw with a (W)
November 11–December 20	Registration Begins for Spring 2026
November 27–28	Thanksgiving Break - NO CLASSES
December 15	Finals Begin
December 19	Finals End
December 19	Last Day of Fall 2025 Term
December 26	Grade Submission Deadline

Spring 2026

January 2	Matriculation Day
January 5	First Day of Class -Spring 2026
January 9	Last Day to Drop a Course at 100% Refund
January 16	Withdraw Period Begin from Course -Spring 2026
January 19	Dr. Martin Luther King Jr. Day- SCHOOL CLOSED
February 5	Last Day to Withdraw from a Course with 0 % refund.
February 16	President's Day- SCHOOL CLOSED - NO CLASSES
February 24	Registration Begins for the Summer-2026
March 2	Last day to Withdraw with a (W)
April 3	Good Friday -SCHOOL CLOSED-NO CLASSES
April 27	Finals Begin
May 1	Finals End
May 1	Last Day of the Spring 2026
May 8	Grade Submission Deadline

Summer 2026

May 11	**First Day of Class - Summer 2026**
May 15	**Last Day to Drop a Course at 100% Refund**
May 18	**Withdraw Period Begin from Course -Summer 2026**
May 25	**Memorial Day -SCHOOL CLOSED-NO CLASSES**
June 19	**Juneteenth -SCHOOL CLOSED-NO CLASSES**
June 26	**Last Day to Withdraw from a Course with W**
June 29 – July 3	**Summer Break - SCHOOL CLOSED - NO CLASSES**
July 3	**Independence Day -SCHOOL CLOSED-NO CLASSES**
July 13	**Online Registration period starts**
August 24	**Final begins and End**
August 28	**Last Day of the Summer 2026**
September 1	**Grade Submission Deadline**

Fall 2026

September 9	**First Day of Classes - Fall 2026**
September 15	**Last Day to Add a Course at 100% Refund- Fall 2026**
September 16	**Withdraw Period Begins from a Course - Fall 2026**
October 12	**Columbus Day -SCHOOL CLOSED-NO CLASSES**
October 23	**Last day to Withdraw with a (W)**
November 26-27	**Thanksgiving -SCHOOL CLOSED-NO CLASSES**
December 14	**Finals Begin**
December 18	**Finals End**
December 23	**Last Day of Fall 2026 Term**
December 24	**Christmas to New Year's Eve Break Starts**
December 30	**Grade Submission Deadline**

Spring 2027

January 6	**First Day of Class - Spring 2026**
January 12	**Last Day to Drop a Course at 100% Refund**
January 13	**Withdraw Period Begin from Course -Spring 2027**
January 18	**Dr. Martin Luther King Jr. Day- SCHOOL CLOSED**
February 1	**Registration Begins for the Summer-2027**
February 15	**President's Day- SCHOOL CLOSED - NO CLASSES**
February 17	**Last Day to Withdraw from a Course with W**
March 22	**Online Registration period starts**
March 26	**Good Friday -SCHOOL CLOSED-NO CLASSES**

April 19	**Finals Begin**
April 23	**Finals End**
April 23	**Last Day of the Spring 2027**
April 27	**Grade Submission Deadline**

Summer 2027

May 10	**First Day of Class - Summer 2027**
May 14	**Last Day to Drop a Course at 100% Refund**
May 17	**Withdraw Period Begin from Course -Summer 2027**
May 31	**Memorial Day -SCHOOL CLOSED-NO CLASSES**
June 18	**Juneteenth -SCHOOL CLOSED-NO CLASSES**
June 25	**Last Day to Withdraw from a Course with W**
June 28 – July 2	**Summer Break - SCHOOL CLOSED - NO CLASSES**
July 2	**Independence Day -SCHOOL CLOSED-NO CLASSES**
July 19	**Online Registration period starts**
August 23	**Final begins and End**
August 27	**Last Day of the Summer 2027**
September 1	**Grade Submission Deadline**

Fall 2027

September 7	**First Day of Classes - Fall 2027**
September 13	**Last Day to Add a Course at 100% Refund- Fall 2027**
September 14	**Withdraw Period Begins from a Course - Fall 2027**
October 11	**Columbus Day -SCHOOL CLOSED-NO CLASSES**
October 22	**Last day to Withdraw with a (W)**
November 25-26	**Thanksgiving -SCHOOL CLOSED-NO CLASSES**
December 13	**Finals Begin**
December 17	**Finals End**
December 23	**Last Day of Fall 2027 Term**
December 24	**Christmas to New Year's Eve Break Starts**
December 29	**Grade Submission Deadline**

General Education Philosophy

General education refers to a range of exposure introducing students to a variety of subjects covering liberal science. This general education provides the "roots" that ground the AMG School of Nursing experience and are integrated into each student's health science-based curriculum, thereby linking general and professional education.

As part of this general education, every student should expect to exemplify certain core abilities that are

addressed throughout academic experiences. These core abilities transfer across context (from one course to the next, from one program to another, from AMG School of Nursing to a transfer institution, and/or from AMG School of Nursing to the work world) and are infused throughout the scheduled performance competencies in any given program, discipline, or course. These comprehensive abilities are central to both a rich personal life and a successful nursing career for those committed to lifelong learning. Specifically, students should expect to improve their ability to:

- Think critically and solve problems.
- Demonstrate information literacy.
- Model ethical and civic responsibility.
- Communicate effectively.

Student Learning Outcomes in Liberal Science

A. Think Critically and Solve Problems

Definition: The ability to think creatively and reflectively; actively search for answers and meaning; evaluate ideas and information in a purposeful, organized manner; and develop beliefs that lead to action.

Indicators (Outcomes)

The learner will:

- Integrate experience, reason, and information to make meaningful conclusions, judgments, and/or products.
- Integrate mathematics and scientific-based knowledge and understanding into problem-solving activities.

Demonstrate Information Literacy

Definition: The ability to identify, locate, and utilize information to engage in lifelong learning. To develop an aptitude for the use of technology and an understanding of its impact on the evolving healthcare environment.

Indicators (Outcomes)

The learner will:

- Retrieve, evaluate, synthesize, and apply information across a range of contexts, cultures, and areas of knowledge.
- Apply appropriate technology and resources as part of a team approach.

- Question the validity of information and evaluate it using fact-based scientific inquiry.

B. Model Ethical and Civic Responsibility

Definition: The ability to recognize an obligation to self and others for his or her decisions/actions, evaluate potential consequences of decisions/actions, and make both personal and professional choices based on these.

Indicators (Outcomes)

The learner will:

- Accept responsibility for learning now and in the future.
- Exhibit professional, personal, and academic honesty.
- Act cooperatively and work effectively in a diverse environment by respecting the rights, views, and work of others.
- Consider context and implication of ethics in all actions.

C. Communicate Effectively Definition:

Definition: The ability to exchange information by writing, speaking, and listening to precisely convey thoughts, ideas, and opinions in a variety of contexts.

Indicators (Outcomes)

The learner will:

- Communicate effectively, appropriately, and professionally in verbal, nonverbal, and written forms.
- Use appropriate technology that supports or facilitates communication.
- Provide and accept constructive feedback.
- Demonstrate fluency in the scientific-based language of healthcare settings.

AMG School of Nursing ADN Philosophy

The AMG nursing faculty members believe that nursing is an art and science that promotes optimal function of the individual by maintaining, improving, or recovering physical, mental, socio-cultural, and spiritual health across the life span. Changing needs of society require varying patterns of practice and delivery of health services occurring in a variety of settings. The curriculum is supported by other

sciences as well as liberal arts; and includes general and basic related courses that enable the student to analyze, select, and integrate appropriate theory into the practice of nursing. We, the nursing faculty, plan and implement a program of study from the following beliefs about individual, environment, health, nursing, nursing education, teaching /learning, and professionalism.

Health

Health is a dynamic state that is influenced by inherited characteristics, environment, and life experiences. Wellness is defined by the individual's perception of wellness and influenced by the presence of disease and individual's ability to adapt. Health and wellness are ever-changing states of physical, psychological, social, and spiritual wellbeing. Health is not merely the absence of disease but the optimal level of functioning for each individual. Health and illness are inevitable dimensions of the person's life and are not mutually exclusive. Individuals have an inherent right to be active participants in achieving health as they perceive it.

Community

Society consists of dynamic and interactive systems involving individuals, families, groups, and communities. These systems are influenced by variables such as diverse populations of cultures,

races, socioeconomic levels, religions, lifestyles, environmental changes, and political and economic influences. Nurses recognize and respect human differences and diversity of populations within society.

Individual

The individual is unique and complex, a holistic being of biological, psychological, social, cultural, and spiritual dimensions. Each individual operates within a personally determined value system which is acquired and shaped through experience, personal judgments, and interaction. An individual interacts holistically with the environment and strives for balance and a sense of wellbeing within personal and societal contexts. Individuals have the right and responsibility to be informed in order to make choices about their health and health care.

Nursing

Nursing is a profession deriving knowledge from the arts, sciences, humanities, and human experience. As a scholarly discipline, nursing utilizes diverse theories to formulate an evidence-based

practice that promotes, maintains, and restores optimal functioning. Nursing as an art and science incorporates the following into practice: clinical competence, critical thinking, communication, teaching/learning, professionalism, caring, and cultural competency. The nursing process is utilized by nurses as they function in the roles as provider, teacher, manager, member of the profession and advocate. Nurses collaborate with diverse disciplines in formulating solutions to individual and community health problems. Nursing practice requires commitment to professional development to facilitate evidence-based practice in response to emerging health care issues, scientific discoveries, and new technologies in the profession. Nursing practice also requires personal commitment to lifelong learning.

Nursing Education

Learning is the acquisition of knowledge, understanding and skills and is a lifelong process. Learning is the cultivation of the potential of individual learning that is meaningful and participatory, stimulates intellect, curiosity, creativity, and critical thinking. The educational process is a cooperative interaction between students and faculty. Diverse teaching/learning strategies are utilized to meet individualized needs of students in both the academic and practice settings. Through the educational process, students assimilate and synthesize knowledge, cultivate critical thinking abilities, and develop care.

strategies that reflect standards of care that address the areas of cultural humility, communication, technology, and therapeutic intervention. Nursing education is concerned with helping the individual to understand and utilize the nursing process and incorporate standards of nursing professional nursing practice.

Teaching/Learning

Faculties utilize teaching and learning theories to organize and evaluate learning situations. Faculties believe that learning is a process which supports the acquisition of knowledge, understanding and skills. Learners and educators interact in a process whereby students gain competency required to function within their scope of practice.

Professionalism

Nursing is not only a science (knowledge and skills) but also an art (caring, compassion, and professionalism). Professionalism includes accountability, advocacy, a sense of responsibility and a commitment to professional ethical behavior. The expectation in the Nursing Program is that students

must demonstrate professional and caring behaviors and attitudes.

Associate Degree Nurses

The associate degree nurse practices in the role of provider of care, manager of care and member within the discipline of nursing; provides direct patient care with more complex health care needs, modifies care based on client response as patient situations change; collects and analyzes data from patients, families, and other health care resources; formulates appropriate nursing diagnoses; develops and revises plans based on effectiveness. The associate degree nurse provides and coordinates care for groups of clients with more complex health care needs, adjusting care as the situation changes. The level of responsibility of the associate degree nurse is for a specified work period and is consistent with identified goals of care. The associate degree nurse is prepared to function both within acute care and long-term settings where policies and procedures are specified, and guidance is available. associate degree nurses maintain professional relationships by advocating and supporting client decisions, and by collaborating and communicating with clients, families, and other health care professionals. In providing care, the associate degree nurse may delegate aspects of care to licensed and unlicensed personnel. In delegating the care to others, associate degree nurses remain accountable for care of their own clients and clients delegated to others under their direction.

Faculties utilize teaching and learning theories to organize and evaluate learning situations. Faculties believe that learning is a process which supports the acquisition of knowledge, understanding and skills. Learners and educators interact in a process whereby students gain competency required to function within their scope of practice.

Conceptual Framework

The curriculum organizing framework describes the concepts, beliefs, and philosophy upon which the nursing curriculum is organized and developed. The organizing framework provides faculty with the structure to guide development of concepts and content within the curriculum design of nursing courses. Nursing courses are based on the philosophy/mission, the organizing framework, program objectives and outcomes. The organizing framework serves as a guide for curriculum development and decision making by faculty and as a resource to clarify and direct student learning. The primary goal of the curriculum is to prepare the learner to practice the art and science of nursing. To accomplish this goal, faculty and students must interact in a purposeful and directed manner as outlined by the curriculum. The learner and the educator have distinct and separate responsibilities in this relationship.

The organizing framework illustrates the following major concepts and sub-concepts and is reflective of the following Nursing Program philosophy.

The mission statement of the Department of Nursing is consistent with the mission and values of AMG School of Nursing. **The mission of the school states that we enrich lives through learning regardless of race, gender, religion, color, ethnicity, age, disability, and national origin with an outstanding educational opportunity and skills needed to obtain gainful employment, and to maintain personal independence and dignity.**

The school vision is learner-centered and responsive to the diverse needs of student goals, including service to the community. The school is committed to serving the community by educating students to succeed in a highly competitive economy, focusing on quality, technology, self-initiative, and problem solving. The core values of the school are students, teaching and learning, community, and employees.

Safe and Caring interventions

Safe and caring interventions are behaviors derived from the knowledge and understanding of scientific principles, nursing theory, and evidence-based practice/research that address the physiologic, psychosocial, and spiritual needs of the client/family.

The beginning nursing student learns basic client care skills and service which are technical in nature. Technical nursing skills gradually increase in complexity from the beginning of the program to the completion of the curriculum. Interventions include the demonstration of caring, quality, and safe client- centered measures.

Communication

Communication is the dynamic process of exchanging information through verbal, non-verbal, written, and electronic modes.

Effective communication is essential to promote positive interactions and outcomes. Initial nursing courses emphasize respectful nurse-client interactions, working with colleagues, and basic therapeutic communication skills. Succeeding courses continue to focus on communication skills and nurse interaction with individuals, families, groups of clients and the health care team in a variety of settings.

Nursing Process

The Nursing Process is a systematic, problem-solving approach used as a framework to deliver nursing

care and influence client outcomes.

Nurses must be effective in problem-solving approaches for clinical decision-making to achieve optimal client-centered outcomes. The quality of client care is dependent on the ability of the associate degree nurse to effectively combine a problem-solving approach with the nursing process to formulate care plans that result in appropriate decision making, effective client/patient teaching and learning and critical thinking judgments. Systematic problem-solving approaches and the nursing process are taught early in the curriculum, strengthened, and refined by continuous and repeated application in various class/clinical settings, involving culturally diverse client populations across the lifespan.

Information Processing

The ability of human beings to send and receive information extends beyond verbal, nonverbal, and written communication. The integration of technology and nursing sciences is needed to identify, define, manage, and communicate data, information, knowledge, and wisdom in nursing practice. The use of information technology supports nurses, consumers, patients, the interprofessional healthcare team, and other stakeholders in their decision-making in all roles and settings to achieve desired outcomes. This support is accomplished using information structures, information processes, and information technology.

Critical Thinking

Critical thinking involves the rational examination of ideas. Critical thinking extends beyond the processes of both decision-making and problem solving. Its components include the qualities of insight, intuition, and empathy, along with the abilities to synthesize, reason, and act. The acquisition of critical thinking skills enables individuals to carry out inductive and deductive reasoning. Critical thinking skills are essential to the practice of nursing. Nursing maintains and promotes health of persons by practicing the nursing process-the problem-solving methodology of the professional nurse. Critical thinking skills enable the nurse to facilitate optimal adaptive responses for human beings within their environment.

Legal and Ethical Behaviors

Legal and ethical behaviors are activities and processes that demonstrate professional practice including knowledge, skills, attitudes, values, and norms which promote accountability for individual actions and behaviors.

Nurses practice within the ethical, legal, and regulatory frameworks of nursing and contemporary

professional practice standards. Students learn that nursing standards provide legal/ethical guidelines for effective nursing care. Faculty assist the student to recognize the relevance of legal and ethical implications within a variety of individual, client, and professional situations.

The nursing curriculum provides students with opportunities to become responsible, self-directed individuals prepared to make contributions as members of the nursing profession and healthcare community. Legal and ethical behaviors such as prioritization, delegation, safe care delivery, accountability, and responsibility are integrated and expanded into performance expectations, as described in course-by-course competencies. The faculty assist the learner to develop increased responsibility for his/her own learning and to incorporate behaviors consistent with a commitment to life-long learning.

Interdisciplinary Approach

An interdisciplinary approach is a collaboration of human, physical, financial, and technological resources to promote optimal client and organizational outcomes.

Nurses are expected to collaborate with physicians, other healthcare team members, peers, community agencies, clients, and family members. Collaboration requires the team to focus on client needs, basing the coordination and decision-making process on client preferences and the availability of services and resources. Students learn that nurses can play a key and lead role in the promotion of an

interdisciplinary team approach, which enhances holistic, client- centered care in a variety of healthcare environments.

Early curriculum content introduces interdisciplinary approach principles. Further opportunities exist throughout the nursing program to apply theory to practice across a variety of healthcare settings. Care management not only includes an understanding of client-focused social, economic, and environmental changes, but, additionally, includes continuity of care perspectives to enhance and optimize client well-being.

Management

Management is an interpersonal, goal-directed process based on selected theories and concepts. The professional nurse uses management principles to plan, organize, direct, and control resources. These principles are applied in the management of self, individuals, and groups. An understanding of management functions and leadership

roles is essential for professional nursing practice.

STUDENT LEARNING OUTCOMES OF THE ADN PROGRAM

The program objectives and outcomes are in accordance with the goals and mission of AMG School of Nursing. Upon completion of the Associate Degree Nursing Program, the graduate should be able to:

1. Establish safe, professional evidence-based, patient-centered nursing care including accountability for continued nursing competence as demonstrated by passing the NCLEX-RN and licensure as delineated by the rules and regulations of the New York Board of Nursing.
2. Communicate with individuals, significant support person(s), and members of the interdisciplinary healthcare team as demonstrated by a passing evaluation on the summative clinical evaluation tool described under the nursing domain.
3. Formulate holistic assessments to identify the needs of the individual in order to provide culturally competent client-centered care as demonstrated by satisfactory comprehensive assessment.
4. Evaluate and use healthcare informatics to defend evidence base practice, clinical judgments, and management decisions as demonstrated by the operative use of informatics as evidenced by the evidence-based practice.
5. Utilize critical thinking skills in creating nursing plans of care for clients across the lifespan as demonstrated in graded clinical performance to prove cognitive proficiency for nursing care of patients.
6. Able to assimilate professional, legal, and ethical guidelines in practice as a professional nurse.
7. Able to Implement quality measures to improve patience care.
8. Manage healthcare for clients by utilizing cost-effective nursing strategies, quality improvement processes, and legal/ethical awareness to promote quality outcomes as demonstrated by
9. graded clinical performance to prove cognitive and behavioral proficiency of the healthcare domain as described in the clinical summary.

PROGRAM OUTCOME

10. Theoretical Competency: 80% or above of students will demonstrate achievement of the program's terminal theoretical objectives; incorporate teaching and learning principles into nursing practice as demonstrated by teaching projects.
11. Clinical Competency: 80% of the employers and graduates returning survey will report satisfaction to ensure that the program objectives are being met.
12. Associate degree Nursing Graduation Rate: At least 75% of students admitted to the program

will graduate within a three-year period upon entrance into the first nursing class.

13. Pass Rate: The graduates of the Associate Degree Nursing program first time NCLEX-RN examination takers will average 85% or higher.
14. To provide qualified workers in the health care delivery system in the community and surrounding areas
15. After six months of employment, 75% of graduates will participate in professional growth activities. Professional growth activities are defined as:
    a. the regular reading of nursing literature
    b. attendance at workshops/seminars/in services
    c. participation in a professional organization
    d. continuation of formal education
16. After six months of employment, 80 % of graduates will express satisfaction with their educational preparation at AMG School of Nursing
17. Each faculty member will attend at least five continuing education programs per year.
18. The physical facilities, supplies, and instructional materials will adequately support instruction.
19. The learning resources, including library and instructional materials are comprehensive, current, and available.
20. There will be a systematic evaluation of the unit in nursing, program of learning and the graduate which will be used for development, maintenance, and revision of the program, and/or program outcomes.

AMG SCHOOL OF NURSING PRACTICAL NURSING PHILOSOPHY

The nursing faculty at AMG School of Practical Nursing, in support of the philosophy, purpose and objectives of the school, believes that the practical nursing program is designed to prepare the student to develop the knowledge, skills and ability necessary for entry-level employment and to meet the professional and legal standards of the role of a practical nurse.

Practical Nursing Philosophy

The program provides curricula to develop the knowledge, skills, and abilities necessary for entry-level employment in practical nursing. The nursing faculty endorses the following beliefs, on the individual, the environment, health, nursing (practical nursing), and the teaching-learning process:

Individual or recipient of nursing care is unique and complex, holistic in nature; and is characterized by the integration of physiological, psychological, developmental, sociological, and spiritual life components. The development that occurs in these components over the lifespan from conception through death influence the individual's health care behaviors and guides the management of nursing care.

Environment includes all physical, psychological, cultural, and spiritual conditions affecting individuals and families. Individual and family relationships, the values and belief of one's culture, and the resources available within the home and community encompass the individual environment. It provides the structure for understanding those elements external and internal to the individual which affect health seeking behaviors.

Health is viewed as varying levels of wellness that occur throughout the lifespan. Health continuum, promotion, intervention, restoration, and maintenance are integral parts of nursing. An individual level of wellness, knowledge, and ability to participate in self-care activities determines health care needs.

Nursing is a nurturing, interpersonal, caring relationship that focuses on the individual/family and his/her/their environment and encompasses the promotion of health, prevention of illness, care of ill and disabled, and provision of support through the dying process. It also encompasses advocacy, promotion of a safe environment, and education.

Practical Nursing is a profession that provides high quality basic nursing care to individuals, under the direct supervision of a registered nurse or a physician. The practical nurse performs therapeutic and preventive nursing measures in a structured setting within traditional and alternative health care delivery systems. Critical thinking skills are developed and utilized to identify actual and potential needs of individuals in their care. Practical Nursing education is a pathway for further progression within the nursing profession.

The teaching-learning process is an active and lifelong process through which an individual acquires, integrates, and applies knowledge, skills, and values. Learning requires a collaborative partnership between faculty and students. The faculty creates a climate that encourages students to

attain their maximum potential by promoting inquiry, critical thinking, accountability, and self-evaluation. Students, ultimately responsible for their own learning, are self-directed and actively participate in learning. The faculty functions as educators, facilitators, resource persons, guides, coaches, and role models. The faculty strives to provide a broad range of meaningful learning opportunities that accommodate students' learning styles, previous life experiences, knowledge, and goals. The faculty structures the learning environment so that it promotes mutual respect, acceptance, and support. Through this collaborative process, students can successfully meet their educational goals.

7. To utilize continuing evaluation through which the effectiveness of program objectives is assessed and modified, as necessary.
8. To foster faculty participation in nursing and scholarly activity this adds to the body of knowledge in nursing.

CONCEPTUAL FRAMEWORK

The conceptual framework of the practical nursing program is derived from the major concepts concerning Individual, Environment, Health, Nursing, and the Teaching-learning process as defined in the program philosophy, form the foundation on the program. The threads serve to guide the curriculum by ensuring that the common themes necessary for nursing practice are addressed throughout the entire program. These threads are the nursing process, communication, collaboration in clinical decision making, nursing care/intervention, critical thinking, teaching/learning, and accountability. The curriculum is supported by other sciences as well as liberal arts; and includes general and basic related courses that enable the student to analyze, select, and integrate appropriate theory into the practice of nursing. The clinical experiences component of the curriculum provides opportunities for students to gain experience in a variety of acute care and community-based settings.

THREADS

The Practical Nurse is an integral part of the nursing and the health care team. The practical nurse functions in this role by carrying out the **nursing process** at the direction of and with the guidance of the registered nurse (RN) or authorized supervisory personnel.

The Practical Nurse functions in a variety of health care settings to meet the basic nursing care needs of individuals experiencing commonly occurring and well defined acute and long-term physical and mental problems, illnesses, or adjustments with predictable outcomes. The duties of the practical nurse may include the provision and assignment of safe, effective nursing care and teaching basic nursing

skills and principles. The practical nurse can properly participate in some phases of the nursing process. However, the assessment, care planning, and evaluating functions lies within the RN definition and scope of practice. Therefore, it is the RN's responsibility to write and update the care plan. The practical nurse contributes to the development of the care plan by reporting pertinent observations and suggesting nursing intervention modifications based on client responses.

THE NURSING PROCESS:

This is a method used to form an organizational framework for providing care and health promotion to an individual. It is a deliberate critical thinking, scientific, and problem-solving approach. The extent to which practical nurse can be involved in the nursing process under the direction of the registered nurse is presented as follow:

a) The assessment phase begins with the collection of data using such actions as observation, interview, and exploration of secondary sources such as vital signs. The practical nurse contributes to this phase by collecting, reporting, and recording objective and subjective data in an accurate and timely manner. Data collection includes observation about the condition or change in condition of the client and signs and symptoms of deviation from normal health status. This data is then presented to the RN who completes the "large picture" assessment. The RN role involves taking an observation one step further to interpret and analyze data, attaching nursing significance to the observation.

b) The planning phase is RN level practice and involves setting priorities; forming realistic goals; identifying outcomes; writing nursing actions; and developing nursing care plans. Practical nurses are not involved in this phase of the nursing process. However, the practical nurse can participate in the development of the strategy of care in consultation with other nursing personnel by providing data, contributing to the identification of priorities, and contributing to setting realistic and measurable goals.

c) Intervention involves utilizing the care plan to coordinate and provide care for the client. The practical nurse's role is this step of the nursing process includes:

- Providing care for clients whose conditions is stabilized or predictable.
- Providing care for clients whose conditions are critical and/or unpredictable under the direct supervision of the registered nurse and, when executing the medical regimen, under the direction of a licensed physician or dentist.
- Implement nursing care according to the priority of needs and established goals.
- Providing an environment conducive to safety and health.
- Documenting nursing interventions and responses to care.
- Communicating nursing interventions and responses to care to appropriate members of the health team.

d) The final phase is to evaluate the effectiveness of the interventions and the appropriateness of the

care plan. This leads to further assessment. Because the evaluation phase includes ongoing reassessment of the client, with appropriate revisions in the plan of care, the practical nurse participates by observing and reporting the client's response to nursing actions to the RN. The RN revises the plan as is appropriate to meet the changing needs of the client.

All selected nursing tasks and shared nursing responsibilities must be carried out under the direction of the RN. The direction of the RN should be immediately available, on site, in health care agencies providing in-patient and out-patient nursing services. In community health settings, the RN must be responsible for the total plan of nursing care and should be proximately available for on-site visits and available by telephone. The licensed practice nurse collaborates in the implementation of the total health care regimen under the direction of a RN as described previously.

COMMUNICATION:

With effective communication, the practical nursing student learns the importance of establishing a trusting relationship through caring, compassion, and cultural awareness. Develop effective communication by exchanging information verbally, non-verbally, and/or through informatics and with the client, family/friends, and interdisciplinary team. The practical nursing program fosters communication skills in perception, transmission, and interpretation of facts, feelings and meanings. These skills are essential in the administration of therapeutic nursing skills. Communication also enables the practical nurse to function as part of the team and to constructively resolve conflicts.

COLLABORATION:

Collaboration is shared planning, decision making, problem solving, goal setting, and assumption of responsibilities by those who work together to move the client toward health. The practical nurse contributes by collecting, reporting, and recording objective and subjective data in an accurate and timely manner. Emphasis is placed on the practical nursing student to develop these skills. Data collection includes observation about the condition or changes in condition of the patient and sign and symptoms of deviation from normal health status. This data is then presented to the registered nurse who completes the "large picture" assessment. This will enable the registered nurse to make a clinical decision about the care of the patient.

NURSING CARE/INTERVENTION:

Intervention involves utilizing the care plane to coordinate and provide care for the client. During this process, practical nursing students are taught the importance of safe nursing care. The practical nurse's role in this step is:

- Providing care to clients whose condition is relatively stabilized or predictable under the supervision of the registered nurse.
- Provide care to clients whose conditions are unpredictable under the direct supervision of the

registered nurse and, when executing the medical regimen, under the direction of a licensed physician or dentist.

- Implement nursing care according to the priority of needs and established goals.
- Providing an environment conductive to safety and health.

CRITICAL THINKING:

Critical thinking is the framework for problem solving by which a person can identify and analyze assumptions underlying the actions, decisions, values and judgment of themselves and others. As the student progresses through the nursing program, critical thinking skills are developed to enhance logical reasoning in the application of physiological and sociological sciences. Critical thinking is a daily disciplined thinking process that will improve nursing care, prevent health threats, and solve problems. Thus, it is a vital skill for Practical Nursing students since it will be a very important part of their workplace mindset. They need to learn how to process information in a skillful, accurate, and rigorous manner to derive reliable and logical conclusions and make responsible decisions.

TEACHING AND LEARNING:

Learning is an active and lifelong process through which an individual acquires, integrates, and applies knowledge, skills, and values. Teaching incorporates the facilitation in the acquisition of knowledge by encouraging inquiry, critical thinking, accountability, and self-evaluation. This process contributes to the development of skills that are essential for the Practical nurse in his/her role as a patient advocate and educator.

ACCOUNTABILITY

Accountability relates to the responsibility of the practical nursing student to practice within the legal and ethical boundaries of the profession and comply with scope of practice of the practical nurse. The practical nurse is responsible for maintaining and improving competencies through continuing education.

Student Learning Outcomes of the LPN Program

The program objectives and outcomes are in accordance with the goals and mission of AMG School of Practical Nursing.

In addition, the faculty has developed objectives stating the expected level of performance of students and of the graduates upon successful completion of the Practical Nursing Program in that the graduate of the program will be competent or able to:

1. Utilize foundational knowledge of the nursing process effectively in providing nursing care for individuals across the lifespan.

2. Utilize comprehensive assessment data and assist the registered nurse to determine a nursing diagnosis of the individuals in a safe, legal, and ethical manner.
3. Utilize communication techniques effectively, including verbal or nonverbal, and electronic means, in interactions with individuals, family, and members of the health care team when providing basic nursing care for individuals throughout the lifespan.
4. Utilize critical thinking skills in formulating a plan of care and providing collaborative care for individuals with selected health alteration in a variety of settings, under the supervision of a professional nurse.
5. Demonstrate competency and proficiency during therapeutic nursing intervention in performing basic nursing skills for individuals with common health alterations.
6. Demonstrate accountability in professional practices by complying with the scope of practices and roles of a practical nurse upon entry into practice.
7. Demonstrate respect for culturally diverse and religious beliefs while providing care to individuals with selected health alteration in a variety of settings.

8. Utilize teaching/learning principles to provide instructions to individuals and family with health alterations.

PROGRAM OUTCOMES:

1. **Theoretical Competency:** 80% of students will meet the passing standard for the exit examination.

2. **Clinical Competency:** 80% of the employers and graduates returning survey will report satisfaction to ensure that the program objectives are being met.

3. **Practical Nursing Graduation Rate:** At least 70% of students admitted to the program will graduate within 18 months of initial admission.

4. **Pass Rate:** First time exam takers will average 85% or higher on NCLEX-PN

5. To provide qualified workers in the health care delivery system in the community and surrounding areas

6. At least 45% of graduates will participate in professional development activities.

7. At least 80% of the graduates will rate the program as better than average.

ADMISSION POLICIES AND PROCEDURES

The policies and procedures below apply to new, incoming students and to students wishing to apply to a different program. Applicants must meet school and program admission criteria.

ADMISSION REQUIREMENTS AND PROCEDURES POLICY

AMG School of Nursing is available to any individual who meets the admissions requirements as written in the school catalog. In line with AMG's Mission, "to provide outstanding nursing skills needed to obtain gainful employment and personal independence," AMG serves career- minded individuals, unemployed persons, dislocated workers, those re-entering the workforce, as well as those seeking a career change.

AMG's admission policies are clearly stated, published and available to the Public. This is done primarily through the school catalog, as well as through recruiting and admissions material. AMG School of Nursing recognizes that an educational institution's policies must offer reasonable expectations for successful completion of its programs. There is no discrimination in the educational program or activities of the Nursing Program, admission is based on personal and academic records, pre-entrance exam scores, and references. The program admits students regardless of gender, age, race, creed, color, religion, marital status, sexual orientation and or national or ethnic origin. Applications are retained for six months from the date the application is received.

CORE PERFORMANCE FUNCTIONS REQUIRED FOR ADMISSION

Essential Skills and Functional Abilities for Nursing Students

AMG students must be able to perform essential skills. If a student believes that he/she cannot meet the standards without accommodation, the nursing program will determine on an individual basis whether accommodation can be provided. The ultimate determination regarding accommodation will be based upon preservation of patient safety.

A. Essential Skills and Functional Abilities

Nursing students must be able to perform a variety of patient care activities without restrictions in the laboratory and clinical settings. At a minimum, students will be required to lift patients, stand for several hours at a time, and perform fine motor skills with dexterity. The clinical nursing experience also places students under considerable mental and emotional stress as they assume responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions to remain in the program. Individuals should

consider the mental and physical demands of the program as described in detail under "Essential Skills and Functional Abilities" prior to making an application.

B. Health and Safety Requirements

1. All students entering nursing courses must meet all Health and Safety requirements to maintain enrollment in the program. Students who do not meet all health and safety requirements by the required date will not be able to continue in the clinical component of the course.

2. Students who are unable or unwilling to provide documentation of compliance with the Health and Safety Requirements will not be registered or allowed to continue in nursing courses. A physician note or other documentation will not negate the need to complete all health and safety documentation requirements due to the need to protect patient safety.

3. Immunization variance is available due to religious or medical reasons. The Nursing Director must be informed of the need for an immunization variance prior to the student's acceptance into the program. Every attempt will be made to place the student in clinical rotations to meet the competencies of the course; however, if a clinical placement cannot be obtained the student may be given an incomplete, may not move forward with his/her cohort, and, in some circumstances, may not be able to complete the program of study. In all instances, confirmation of TB status is required, and verification of immune status is required by proof of titters for all required elements. For medical variance, appropriate documentation from a licensed health care provider is required. Some facilities require an influenza vaccination, and a waiver is not accepted. In those instances, a student without required immunization(s) will not be able to attend clinical in that facility.

4. In circumstances of student illness, injury, or other health limitations, both the clinical agency and the school health policies must be upheld. The faculty member and/or clinical agency representative will determine a student's ability to provide nursing care, regardless of a physician's approval for return. Under no circumstance will a student with restrictions (such as non-weight bearing, in a cast, orthopedic boot, or other appliances or restrictions) be allowed to participate in clinical activities.

Functional Ability	Standard	Examples of Required Activities
Critical Thinking	Thinking Critical thinking ability sufficient for clinical judgment	• Show appropriate judgment based on facts, data, clinical experience, and previous learning. • Identify cause-effect relationships in clinical situations. • Collect and analyze data and engage in problem solving. • Develop nursing care plans • Make rapid decisions under pressure • Handle multiple priorities in stressful situations • Assist with problem solving
Motor Abilities	Physical abilities and mobility are sufficient to execute gross motor skills, physical endurance, and strength, to provide patient care.	• Mobility sufficient to carry out patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, providing care in confined spaces
Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe nursing care.	• Motor skills sufficient to handle small equipment such as insulin syringe and administer medications by all routes, perform tracheotomy suctioning, insert urinary catheter
Perceptual/ Sensory Ability	Sensory/perceptual ability to monitor and assess clients.	• Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc. • Visual acuity to read calibrations on syringe, assess (cyanosis, pallor) Tactile ability to feel pulses, temperature, palpate veins, etc. • Olfactory ability to detect smoke odor

Behavioral/ Interpersonal/ Emotional	Ability to relate to colleagues, staff and patients with honesty, civility, integrity, and nondiscrimination. Capacity for development of mature, sensitive, and effective therapeutic relationships. Interpersonal abilities sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds. Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism. Negotiate interpersonal conflict. Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.	• Establish rapport with patients/clients and colleagues. • Work with teams and workgroups. • Emotional skills sufficient to remain calm in an emergency situation. • Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibility's attendant to the diagnosis and care of patients. • Adapt rapidly to environmental changes and multiple tasks demands. • Maintain behavioral decorum in stressful situations
Safe environment for patients, families, and co-workers	Ability to accurately identify patients. Ability to effectively communicate with other caregivers. Ability to administer medications safely and accurately. Ability to operate equipment safely in the clinical area. Ability to recognize and minimize hazards that could increase healthcare associated infections. Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family, and co-worker falls	• Prioritizes tasks to ensure patient safety and standard of care. • Maintains adequate concentration and attention in patient care settings. • Seeks assistance when clinical situation requires a higher level or expertise/experience. • Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner.

Communication	Ability to communicate in English with accuracy, clarity and efficiency with patients, their families, and other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language). Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy. Communicate professionally and civilly to the healthcare team including peers, instructors, and preceptors.	• Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in health care team discussions of patient care. • Elicits and records information about health history, current health state and responses to treatment from patients or family members. • Conveys information to clients and others to teach, direct and counsel individuals in an accurate, effective, and timely manner. • Establishes and maintain effective working relations with patients and co-workers. • Recognizes and reports critical patient information to other caregivers.
Cognitive/ Conceptual/ Quantitative Abilities	Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis. Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities. Ability to comprehend three-dimensional and spatial relationships. Ability to react effectively in an emergency.	• Calculates appropriate medication dosage given specific patient parameters. • Analyze and synthesize data and develop an appropriate plan of care. • Collects data, prioritizes needs, and anticipate reactions. • Comprehend spatial relationships adequate to properly administer injections, start intravenous lines, or assess wounds of varying depths.

		• Recognizes an emergency and responds effectively to safeguard the patient and other caregivers. • Transfers knowledge from one situation to another. • Accurately processes information on medication container, physicians' orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy and procedure manuals.
Punctuality/ work habits	Ability to adhere to AMG Nursing policies, procedures and requirements as described in the student handbook and course syllabus. Ability to complete classroom and clinical assignments and submit assignments at the required time. Ability to adhere to classroom and clinical schedules.	• Attends class and clinical assignments punctually. • Reads, understands, and adheres to all policies related to classroom and clinical experiences. • Contact the instructor in advance of any absence or late arrival. • Understands and completes classroom and clinical assignments by due date and time.
Environment	Recognize the personal risk for exposure to health hazards. Use equipment in laboratory or clinical settings needed to provide patient care. Tolerate exposure to allergens (latex, chemical, etc.) Tolerate wearing protective equipment (e.g., mask, gown, gloves)	• Takes appropriate precautions for possible exposures such as communicable disease, blood borne pathogens, and latex. • Uses person protective equipment (PPE) appropriately.

Overview of Admissions Process

Step 1: Online Application & Essay

- Begin your admission process by completing and submitting an online application or contacting our admission department to set up a tour. All nursing students will need to include a personal essay. (Sample base topics are selected by the nursing department. (Rubric guideline for grading Nursing Admission Essay) will be used.

Step 2. Placement testing

- Students for whom English is their second language are required to take the test of English as a Foreign Language (TOEFL).
    A. Minimum score for admission consideration is paper-based test of 560, computer-based test is 220.
- Nursing Applicants are required to take a standardize nurse admission examination as part of the application process. (TEAS)
    B. Minimum composite score in science, math and reading are required to be admitted to the LPN and ADN program. The minimum score for the LPN is 55 and the ADN is 62.
    C. $100 fee associated with required testing and the TEAS exam may be re-taken once per semester, with a maximum of three attempts. 30 days waiting period is required between tests.
- Acceptance into the nursing program is term specific. Students are not granted automatic deferment of acceptance.

Step 3: Submit Credentials

After completing and submitting your online application, you will need to provide AMG School of Nursing admissions office with the following:

- High School Transcript or Diploma, or General Equivalent Diploma, Foreign High School documents/diploma must be translated into English and evaluated by the World Education Services or Global Services. If transferring, applicant must submit official academic transcripts from all previous schools or university attended, where applicable, regardless of length of attendance.

Step 4: Admissions Interview for all applicants

To complete your application, you will need to schedule an interview with an admissions counselor from AMG School of Nursing to discuss your educational goals, career aspirations and outside interests.

Interview with the nursing department to determine that the student meet the criteria to succeed in the nursing program. Students may call to schedule an interview after completing steps one - four.

Step 5: Financial Aid

Many of our students receive some form of financial assistance from merit-based scholarships to government grants and loans. During your admissions interview, an AMG admissions counselor will guide you through the financial aid process. Below is a list of some of the most important information and documents you'll need:

Required Personal Documents:

1. Documentation of birth (birth certificate, proof of citizenship, resident alien card, or carrying a student visa, driver's license and passport, Social Security Card are all acceptable)

Proof of Income Documents (one or more may be required):

- *SIGNED* Federal and State Returns for previous year and W-2
- W-2 Statement & *SIGNED* Affidavit of Income (if tax forms were not filed)
- Final Pay Stubs & *SIGNED* Affidavit of Income (if tax forms were not filed)
- Proof of Unemployment Insurance (form 1099-G)
- Current P.A. (Public Assistance) Budget Printout and Medicaid Cards
- *SIGNED* Affirmation of Non-Taxable Income
- Award Letters for previous and current years
- Statement of Financial Support

For more information about tuition and financial aid benefits at AMG, please visit our financial aid department.

Admission decision

- After satisfactory completion of the enrollment requirements, the student will be notified by mail of the admission committee's decision.
- Students selected must respond in writing to confirm acceptance within ten (10) business days. A student who fails to respond may forfeit his/her place in the class. Students shall comply with legal, moral, and legislative standards that determine acceptable behavior in the field of nursing. It is important for prospective nursing students to know about the New York Board of Nursing's regulations on the review of candidates for eligibility for initial and continuing licensure.
- Students granted admission will have ten (10) business days to accept the offer and to pay a five hundred dollars deposit to reserve his or her seat. The five hundred dollars deposit will count towards the student registration; and at this time the student must complete and sign an Enrollment Agreement Form.
- Failure to start the program will result in the loss of the five hundred dollars deposit.
- A student granted admission is eligible to defer his admission only once to the next admission session, provided there is a seat available and at the discretion of the admission committee.
- In compliance with the Americans with Disabilities Act of 1990, AMG School of Nursing will make reasonable accommodations for students with learning disabilities. This accommodation may include allowing students additional time to complete examinations. The need for special accommodations must be made known during the admission interview and the student must provide evidence of same in writing prior to the beginning of the program.

MINIMUM REQUIREMENT FOR APPLICANT APPLYING INTO THE ADN PROGRAM

Applicants must meet the following eligibility requirements for admission:

- Be at least 18 years of age on or before the first day of class.
- High School students without college credits must provide a High School transcript with a minimum score of 80 overall grade.
- GED Certificate with an overall composite score of 2400 or higher 165 per subject, TASC is 600 or higher.
- Have a recognized equivalent of a High School Diploma such as a home-schooled certificate

by the state where the student resided during home school. The student must have completed homeschooling at the secondary level as defined by state law. Due to the passage of Consolidated Appropriations Act of 2012, students who do not have a high school diploma or equivalent and did not complete secondary school in a home-school setting can no longer gain eligibility for Title IV.

- All Transferring applicants are required to have a B- or better in each non- science course within the last 5 years and 3 years for Anatomy and Physiology I & II and Microbiology with a B or better and a GPA of 3.00 or higher from an accredited school.
- All transcripts that are within 5-20 years will be used for GPA purposes and not transfer credits.
- AMG's LPN graduates with a GPA of 2.75 and not more than 5 years are exempt from taking the TEAS test.
- AMG LPN students who wish to transfer into the RN program must successfully complete two semesters and achieve a GPA of 3.00. Attain a B or better in liberal science, nursing courses and should not fail any nursing courses.
- Completion of ATI Test of Essential Academic Skill (TEAS) with a minimum composite score of 62 for the RN to be admitted into the programs. There is a $100 fee associated with required testing.
- Provide proof of citizenship, resident alien status, or carrying a student visa.
- Proof of identity and address: EX: (state issued driver's license, passport, social security and utility bill with address.
- **Professional References.** Applicants must submit two letters of recommendation from employer, instructor or community leader who have known the student for more than a year and can attest to the applicant's character, work experience, and/or community services. (Recommendations from friends and family members will not be considered).
- Physical examination and Immunization documents (measles, mumps, and rubella),
- Nursing student Professional Liability Insurance NSO

MINIMUM REQUIREMENT FOR LPN APPLICANT APPLYING TO THE RN (BRIDGE) PROGRAM:

Applicants who are currently Licensed Practical Nurses can enter directly into the second year RN (Bridge) program. Requirements for the RN Bridge Program include, but are not limited to:

- Must be a Licensed Practical Nurse in United State of America, and in good standing.
- High School students without college credits must provide a High School transcript
- with a minimum score of 80 overall grade.
- Have a recognized equivalent of a High School Diploma such as a home-schooled certificate by the state where the student resided during home school. The student must have completed homeschooling at the secondary level as defined by state law. Due to the passage of Consolidated Appropriations Act of 2012, students who do not have a high school diploma or equivalent and did not complete secondary school in a home-school setting can no longer gain eligibility for Title IV.
- Completion of Anatomy & Physiology 1 & 2, Microbiology, Clinical Nutrition within the last 3 years with a B or better. English Composition, Math for Allied Health, Introduction to Psychology with a B- or better and completed in last 5 years.
- Grade Point Average (GPA) of a 3.00 or higher.
- AMG's graduates who successfully completed the LPN program with a GPA of 2.75 or greater and obtained a license within 5 years, will be exonerated from taking the TEAS.
- AMG's graduates who successfully completed the LPN program with a GPA of 2.50 or greater
- All transcripts that are within 5-20 years will be used for GPA purposes and not transfer credits.
- Completion of ATI Test of Essential Academic Skill (TEAS) with a minimum composite score of 62 for the RN to be admitted into the programs. There is a $100 fee associated with required testing.
- Student testing out of from the fundamentals Knowledge base test will be required to successfully pass with 80 or better, This will be a one-time opportunity,
- AMG graduates within 3 years and earned a B or better on the Fundamentals of Nursing course will be exempt from the knowledge-based test.
- Provide proof of citizenship, resident alien status, or carrying a student visa.
- Proof of identity and address: EX: (state issued driver's license, passport, social security, and utility bill with address.
- Professional References. Applicants may be required to submit tone letters of

recommendation from employers, instructor or community leader who have known the student for more than a year and can attest to the applicant's character, work experience, and/or community services. (Recommendations from friends and family members will not be considered).

- Physical examination and Immunization documents (measles, mumps, and rubella),
- Nursing student Professional Liability Insurance NSO

Admission counselors will address applicants' questions pertaining to the TEAS exam & the LPN Knowledge-Based Assessment, score qualifications, and other requirements necessary for admission

MINIMUM REQUIREMENT FOR APPLICANT APPLYING TO LPN PROGRAM

Applicants must meet the following eligibility requirements for admission:

- Be at least 18 years of age on or before the first day of class.
- High School students without college credits must provide a High School transcript with a minimum score of 75 overall grade.
- Submit a completed application form with a nonrefundable fifty dollars ($50) application fee.
- Submit with the application a High School Diploma and official High School transcript (in sealed envelope) or General Equivalent Diploma. Foreign High School documents/diploma must indicate that it is equivalent of a U. S. High School Diploma and be translated into English and evaluated by the World Education Services or Globe Language Services.
- Copy of GED certificate with test score with a minimum of 2250 or 145 in each subject. The TASC is 500 or higher.
- Have a recognized equivalent of a High School Diploma such as a home-schooled certificate by the state where the student resided during home school. The student must have completed homeschooling at the secondary level as defined by state law. Due to the passage of Consolidated Appropriations Act of 2012, students who do not have a high school diploma or equivalent and did not complete secondary school in a home-school setting can no longer gain eligibility for Title IV.
- Submit official transcripts from all previous schools attended, where applicable, regardless of length of attendance.
- Grade Point Average (GPA) of a 2.50 or higher.
- All transcripts that are within 5-20 years will be used for GPA purposes and not

transfer credits.

- Completion of ATI TEAS exam with a minimum composite score of 55. There is a $100 fee associated with required testing.
- Provide proof of citizenship, resident alien status, or carrying a student visa.
- Proof of identity and address: EX: (state issued driver's license, passport, social security and utility bill with address.
- Physical examination and Immunization documents (measles, mumps, and rubella),
- Nursing student Professional Liability Insurance NSO

All nursing applicants will be required to write a nursing essay, sample base topics are selected by the nursing school. (Rubric guideline for grading Nursing Admission Essays will be used). And a personal interview of prospective candidates with the nursing department after meeting required admission standards.

Transfer Credit

Transfer credit analysis is conducted after a student is accepted to the school. Only official English language transcripts are accepted for evaluation of transferrable course(s) from previously attended educational institutions. A transcript is considered official when stamped with the official school seal, signed by the appropriate school official, and received in a sealed envelope from the originating institution.

Typically, previous coursework will be accepted as transfer credit provided that the credit was awarded by a regionally accredited post-secondary institution.

- Coursework from a non-regionally accredited post-secondary institution not accredited by one of the six regional accrediting associations will be considered on an individual basis through course-to-course validation.
- Exceptions may be made by the registrar in consultation with the dean/program director.
- Equivalency will be determined through a comparison of course syllabi by the appropriate personnel.

For transfer credit to be awarded, courses must have equivalent content as determined by catalog course descriptions or evaluation by departmental faculty.

- All transcripts that are within 5-10 years will be used for GPA purposes and not transfer credits.

- Content evaluated is based on the catalog and course description(s) for the specific term during which the course was completed.
- Resources such as past catalogs, course descriptions, and course syllabi may be acquired from the previously attended institution and used in evaluation.

For individuals with military experience including armed forces, National Guard, or reserves, credit will be awarded for military education and skills-training.

Completion of Anatomy & Physiology 1 & 2, Microbiology, within the last 3 years with a B or better. English Composition, Math for Allied Health, Introduction to Psychology with a B- or better and completed in last 5 years.

Transfer credit for nursing courses is only applicable to the LPN to RN program and must be completed within (5) years, and the applicant must be licensed as a practical nurse. No other nursing courses are transferable.

Transfer courses must match or exceed the semester credit-hour requirement for AMG School of Nursing courses.

Awarded transfer credit grades are reflected on the student's AMG School of Nursing transcript but are not calculated into the student's grade-point average (GPA).

Procedure

The student submits all relevant official transcripts to Admissions for transfer credit consideration. Courses to be considered for transfer credit must appear on the transcript from the original institution where the course was taken.

- After the student is accepted to AMG School of Nursing, the registrar evaluates the transcript.
- The registrar cross-references the current transfer credit equivalences list with the transcript and grants credit for exact matches.
- If the registrar cannot determine the match, the appropriate faculty member evaluates the course based on course outcomes.

Once credit is granted, the registrar enters data into BRIGHTSPACE leaning management system and a Statement of Student Transfer Courses is generated, and the student is notified of the results.

If the student disagrees with the awarding of transfer credit, he/she must complete the appeal procedure no later than five (2) weeks prior to his/her expected start date (see Appeal Procedure below).

Appeal Procedure

Following the evaluation of a student transcript from another institution, AMG School of Nursing shall provide the student with a Statement of Student Transfer Courses. At the same time, the school will inform the student of the appeal process. This process as outlined below is multi-level, and responses will be issued promptly.

- If the student disagrees with the awarding of transfer credit, he/she must file an appeal no later than (2) weeks prior to the student's expected start date.
- The student should complete the Transfer Credit Evaluation Request Form found on the school website (www.amg.edu).
- The completed Transfer Credit Evaluation Request Form should be submitted with course syllabi to the registrar, who will forward it to the dean/program director. The student is advised to keep a copy as a personal record.
- The dean/program director will re-evaluate the course(s) for which the student is requesting reconsideration in consultation with the faculty. Once the re-evaluation is completed, the student will be notified of the final decision. This process should be completed within (1) week of the date of receipt of the complete appeal request including attached syllabi.

Credit by Exam (Institutionally Administered)

Eligible students may earn credit for AMG School of Nursing fundamental of nursing course through successful completion of a Credit by Exam (Institutionally Administered) (CBE). The credit by exam will be administered only to the current licensed LPN applicant applying to the RN Bridge program and wishing to receive credit for fundamental of nursing course.

Exams are comprehensive in nature, represent coverage of all course competencies, and are designed to assure that successful performance indicates student mastery equivalent to that expected upon completion of AMG School of Nursing fundamental course. Students must prepare for the exam on their own and are not eligible for tutoring, study guides, or faculty support prior to the exam.

Credit awarded via CBE will be reflected on the student's AMG School of Nursing transcript with an S and therefore, not calculated in the student's Grade Point Average (GPA),

A non-refundable, non-transferable fee is charged for each exam. Students will only be given one

opportunity to successfully pass the CBE exam. Students who are absent for the CBE exam at the designated testing time forfeit the exam.

To be eligible to take Credit by Exam, a student must:

- have met all program admission requirements, including all transcripts on file,
- be otherwise eligible for enrollment in the course (i.e., met placement and prerequisite standards),
- not previously have attempted to challenge the course via credit by exam,
- have completed the Credit by Exam Request form,

Exceptions to these eligibility requirements must be approved by the president.

Procedure (The student)

1. Completes the Credit by Exam Request form and submits it to the registrar 14 calendar days prior to the next scheduled CBE date.
    a. The registrar will
        i. verify eligibility and notify the student within three (3) days of the receipt of the request form,
        ii. file the form in the student's administrative record.
2. Completes the CBE on the scheduled exam date.

Additional Requirement

Before the beginning of the program students are required to submit the following items (at the student expense)

- **STUDENT INSURANCE POLICY**

  All nursing students must carry their own professional malpractice liability insurance. Students who do not have the required insurance shall be prohibited from participating in any nursing course having a clinical component. Student liability insurance is available through the Nurses Service Organization (www.nso.com) or Healthcare Providers Services Organization (www.hpso.com). Further information on liability insurance may be obtained from the Program Director. Proof of professional liability insurance is a required part of the student clinical folder. Individual certificate of professional liability insurance ($1,000.000 / $3,000.000), at student's expense.

- CPR (Cardiopulmonary Resuscitation) Certification Card.

  The accepted program is American Heart Association- Basic Life Support for Healthcare Providers. It is the student's responsibility to obtain and maintain CPR certification. Evidence of current certification must be submitted as part of the student clinical folder.
- Submit to a Criminal Background check, as required.
- Submit medical record information that shows that the candidate is in good physical and mental health. Health requirements for students are subject to change as new recommendations or federal/state regulations emerge. Affiliate Agencies may require additional health protective testing. Course instructors will keep students informed of any new requirements. Students must submit the required medical record form signed by a physician or an NP with:
  a. Two-step Mantoux test, or chest X-ray if necessary, and QuantiFERON.
  b. Rubella titer and Rubeola titer.
  c. Proof of immunity to Hepatitis B or a signed declination form indicating that student has refused Hepatitis B Vaccine.
  d. Rubella (German measles) – Serologic testing indicating immunity against rubella is required.
  e. Varicella Zoster Virus Vaccine – Varicella (Chicken pox) vaccination is required for students who do not have a history of this disease or whose history is uncertain.

Students must comply with the following:

- Students must be physically capable of fulfilling the objectives of the nursing program. The school will make reasonable accommodation to assist a student with a disability to advance through the program. Students should have sensory functions adequate for client assessment and care and must possess the physical status to provide all aspects of nursing care in a safe manner.
- Each nursing student at AMG School of Nursing is assigned to a nursing faculty advisor. The primary function of the faculty advisor is assisting in the designing and modifying of an academic plan, health, and financial plan, which reflects the student's career decisions. In the event that financial or personal problems interfere with the admission process, the advisor may refer the student to the proper community resources. The student should understand the importance of seeing his/her advisor. Students will not be admitted into the program without first seeing the faculty advisor.

Student with disability

The purpose of this policy is to ensure that AMG School of Nursing offers reasonable, appropriate accommodation to support the collegiate activities of students with disabilities. AMG School of Nursing complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which ensure that reasonable accommodations are provided for students with documented disabilities.

Students seeking reasonable accommodations and support services based on a diagnosed permanent or temporary disability are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Based on documentation from a qualified practitioner, AMG will determine on a case-by-case basis whether a need exists and, if so, what accommodations are appropriate and the impact of the student's diagnosis on his/her academic performance and/or college participation at a given time in the student's academic life. Reasonable accommodation does not guarantee specific outcomes or level of achievement.

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

A student who requests special accommodation due to a disability must contact the Student Services department located on the second floor for a copy of the Disability documentation guideline and the Special Needs Self-Disclosure Form.

All requests for accommodation must be submitted to the Office of Student Services at least thirty days before the beginning of the semester for which accommodation is needed. The request along with documentation will be processed and the student will be notified in writing of the decision.

Child and Adult Abuse Registry

Adult and child abuse registry inquiries will be required by healthcare facilities later after admission to the Nursing Program. These inquiries must be obtained just prior to the students' attendance for clinical rotations at the required healthcare facility. The facility will make the determination regarding each student's ability to participate in clinical experiences at that facility based upon the results of the inquiry results. Students must meet the requirements of the healthcare facilities regarding the registry inquiries to participate in the Nursing Program. Students whose inquiries do not meet the facility's requirements will not be able to participate in clinical experiences. Therefore, the student may be unable to meet the clinical objectives of the Nursing Program.

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC GRIEVANCE POLICY

This *Academic and Clinical Grievance Policy* is established in accordance with the requirements of the New York State Education Department (NYSED) and the Regulations of the Commissioner of Education (Title 8, New York Codes, Rules and Regulations [NYCRR], Part 52.12) governing nursing education programs in the State of New York.

Pursuant to NYSED guidance, every degree-granting institution operating in New York State must "establish, publish, and enforce explicit policies related to the redress of student grievances" (NYSED Office of College and University Evaluation, *Filing a Complaint About a College or University*).

Purpose

The purpose of this policy is to outline the procedures for filing, processing, and resolving academic and clinical grievances, ensuring that all appeals are handled consistently, equitably, and in accordance with institutional and accreditation standards.

Objectives

- To inform students of their rights to file academic and clinical grievances.
- To establish clear steps for resolving disputes or complaints through informal and formal processes.
- To ensure accountability and documentation throughout the appeal process.

- To uphold academic integrity while offering students fair opportunities for appeal and review.

Scope

This policy applies to all current students of the institution who wish to appeal academic decisions, including but not limited to:

- Grades or evaluations
- Dismissal from a program or clinical placement
- Perceived violations of academic policy or procedure

Academic Grievance

- **Code of conduct appeals** (e.g., academic dishonesty) are addressed under the *Student Code of Conduct Policy*.
- **Academic progression appeals** (dismissal resulting from failing three courses).
- **Financial aid appeals** are addressed under the *Satisfactory Academic Progress (SAP) Appeal Policy*.

Clinical Grievance Procedure

In cases of dismissal or concerns related to clinical performance, students may appeal following this procedure:

1. Lines of Appeal Authority

- Instructor
- Theory/Lead Instructor
- Nursing Program Dean
- President of the School

Policy Procedures
Step I. Informal Resolution Process

Students are encouraged to resolve academic and clinical grievances informally with the faculty or staff members involved.

- The student must initiate the discussion within **48 hours** of notification of the decision (excluding weekends/holidays).
- The faculty/staff members must respond within **48 hours** of discussion initiation.
- Documentation such as notes or emails should be retained if the issue escalates to a formal appeal.

Step 2. Formal Appeal Process

If informal resolution is unsuccessful or not feasible, students may submit a **formal written academic appeal**.

- Appeals must be submitted to the Dean of the program within **three (3) business days** of receiving the final communication. Appeals will be date- and time-stamped upon receipt.
- Appeals must include:
    - Student full name and ID
    - Submission date
    - Decision details (including dates and decision-maker)
    - Rationale for appeal with supporting evidence
    - **No edits** can be made to the original letter during the appeal process.
    - Availability for meeting with the Dean of the Program
    - Desired outcome
    - Student signature

Related Documents

- Student Code of Conduct Policy
- Satisfactory Academic Progress (SAP) Policy
- Student Handbook
- Program-Specific Clinical Policies

Step 3: Administrative Review

If the student remains dissatisfied, the grievance may be escalated in writing to the Dean or President within **five (5) business days** of the Program Director's decision.

An appointed appeal adjudicator will be involved at this step and will be responsible for managing the formal appeal process A final institutional determination will be issued within **ten (10) business days** of receipt of the appeal.

The decision of the adjudicator and the academic committee is presented to the President and the decision becomes final.

This decision represents the institution's final internal resolution.

Step 4: External Review

- Only after the student has exhausted all institutional grievance procedures and remains dissatisfied with the outcome may the student contact the appropriate regulatory or accrediting agency.

  Contact Information:
  New York State Education Department (NYSED)
  Office of the Professions
  89 Washington Avenue
  Albany, NY 12234
  Phone: (518) 474-3817
  Website: www.op.nysed.gov

Policy Review and Updates

This policy will be reviewed annually and updated as necessary to ensure compliance with federal regulations and institutional goals.

ACADEMIC FREEDOM

AMG School of Nursing, in its role as an academic institution, is committed to an environment in which a variety of ideas can be reasonably proposed and critically examined. The free exchange of ideas within the school community is considered an indication of intellectual vitality and social awareness, which are important elements in the pursuit of knowledge. It is the responsibility of all members of the school community to maintain channels of communication which will foster a climate favorable to the freedom of expression.

Freedom of expression does not include unlawful activity, activity that threatens or endangers the safety of any member of the community, destruction of property, or obstruction of the normal operations of the school. Inappropriate expressions will not be tolerated. In addition, expressions that are indecent, grossly obscene, or offensive on matters such as race, ethnicity, religion, gender, or sexual preference are inconsistent with accepted norms of conduct at the school and will not be tolerated.

The use of the school forum does not imply acceptance or endorsement by the school of the views expressed.

With respect to faculty, AMG School of Nursing supports the concept of academic freedom as it is an essential component of teaching and the pursuit of scholarly activities within an academic community. Such freedom requires free inquiry, free expression, intellectual honesty, respect for the academic rights of others, and openness to change. Academic freedom is accomplished by academic responsibility which requires consistency with the Mission of AMG School of Nursing. All members of the faculty, commonly with all other members of the academic community, share the responsibility for maintaining a professional atmosphere.

Faculty may exercise academic freedom in the classroom when discussing subject matter but should be careful not to introduce controversial matters having no relation to the subject. They can incorporate general, international, and liberal arts perspectives as appropriate.

For a non-academic complaint, students should first consult their student service department for

guidance on how to resolve the issue. Student services or academic advisors may direct the student to other resources, such as Public Safety, a faculty member with whom the student is familiar, or counseling staff. If the student is not satisfied with the result and wishes to pursue the matter further, they should contact the Dean of the program. Students may request confidentiality; on occasion, confidentiality cannot be guaranteed, except by counseling staff, where matters are always confidential unless otherwise outlined in the Student Handbook.

ACADEMIC HONESTY POLICY:

Honesty and integrity are essential qualities in the profession of nursing. Lack of integrity in the classroom or clinical setting may result in the student failing a course or being removed from the program. Cheating can take on many forms. These may include but are not limited to:

- Seeking, using, giving, or obtaining unauthorized assistance or information in any assignment or examination.
- Bringing an answer source to the exam site.
- Caught coping from another student's exam.

All violations outlined above will result in disciplinary action. A first offense will result in a failing grade for the examination and issuance of a formal written warning placed in the student's academic file.

A second violation of any academic integrity policy will result in failure of the course and dismissal from the program.

- Allowing another individual to take an online test on your behalf, whether through sharing login credentials or enabling remote access via a web browser outside of campus, (proxy cheating) is a direct violation of the integrity policy and the **student will be dismissed**.
- If the student is found, change an answer after an exam has been submitted.
- Intentionally giving false information to professors or instructors for the purpose of gaining academic advantage.

Additional areas of concern specific to nursing include but are not limited to:

- A Student cover up or not reporting a clinical error.
- A Student is found charting something that was not done.
- A student is found altering any legal documentation.

Each student is accountable for his/her action. If the student is found in violation of the above- mentioned

honesty policy which is an essential quality of a nurse may result in failing the course or removal from the program.

ATTENDANCE POLICY

Each student has an individual responsibility for attending class on time and remaining for the entire scheduled session to meet course objectives. Punctual attendance is expected at all scheduled classrooms, lab, and clinical experiences. The maximum number of absences is limited to 20% of the number of class hours per course. Any student absent due to either a communicable disease or an extended illness must have written authorization from the student's health care provider to return to class or clinical. The student is responsible for obtaining and making up all missed or assigned material.

If a student is absent for a scheduled exam, the student has three class days to make up for the missed exam. Failure to make up the missed exam within this 3-day time frame will result in a ZERO for the missed exam. It is the student's responsibility to arrange a time to make up for the missed exam with your instructor. All make-up exams due to an absence or a tardy will carry a maximum of only 90 points which means an automatic 10 points deduction will be assessed against each make-up exam.

Students absent more than 10% of contact hours (classroom and lab combined) may be dropped from the program for excessive absence.

CLINICAL /SIMULATION/LABORATORY ATTENDANCE POLICY:

Students are not permitted to be absent from clinical/simulation/laboratory. Absence from the clinical/simulation/laboratory setting is a serious infraction and will result in the student been carefully evaluated. The course coordinator is responsible for ensuring that clinical attendance is documented on the School LMS Anthology by the end of each week and recorded on the evaluation tool. The course coordinator ensures that any absence will be made up by the student. In the event that a student must be absent for a mandatory experience, regardless of the reason, student must notify the clinical/simulation/laboratory instructor and the school 60 minutes prior to the beginning of the scheduled clinical day of their absenteeism. Students must present proof of the reason for the infraction before any consideration for an evaluation is granted. After a careful evaluation

of this infraction and if student is allowed to continue with clinical/simulation/laboratory, student will be required to make up the missing clinical absence with the upcoming class. Students will be required to complete any and all assignments at the discretion of the clinical instructor and approval of the program director. If students neglect to make up absences, with the upcoming the "unsatisfactory" grade for clinical will result in the student receiving an "F" in the course. Consideration for this serious clinical infraction will only be extended once in the entire program. Students will require to pay $500.00 for the mist clinical. Students are expected to arrive at clinical/simulation/laboratory experiences on time and stay for the entire scheduled experience. Arriving late or leaving early may disrupt patient care and learning outcomes and may result in the student not meeting the defined number of clinical hours. If a student leaves the clinical area during a clinical/simulation/laboratory experience, she/he incurs a clinical absence. Students must be able to clearly demonstrate they are meeting the clinical objectives. Any absences in clinical can hinder the student's achievement of satisfactory in the clinical setting. No call no show for clinical will result in an automatic failure.

CLINICAL/SIMULATION/LABORATORY TARDINESS POLICY

Students are expected to be on time for all clinical/simulation/ laboratory experiences. Arriving ≥ 15 minutes late is considered tardy. Two tardy occurrences constitute a clinical absence. Arriving >1 hour late constitutes a clinical absence. Faculty will track attendance on BRIGHTSPACE. The course coordinator is responsible for ensuring that clinical tardiness is documented and recorded on the evaluation tool. To replace the absence with a tardy, the student must see the instructor taking attendance that day during the first break.

EXAMINATION POLICY

Examinations are expected to be taken as scheduled. If there is a **COMPELLING** reason the student cannot take an exam, please contact your instructor, or program director prior to the exam to make other arrangements. Students are allowed only one makeup exam per course. Failure to make up the missed exam within this 3-day time frame will result in a ZERO for the missed exam. It is the student's responsibility to arrange a time to make up for the missed exam with your instructor. All make- up exams due to an absence or a tardy will carry a maximum value of only 90 points which means an automatic 10 points deduction will be assessed against each make-up exam.

Students should read this document before taking their exam.

It is your responsibility to arrive on time for the exam. If you arrive late for an exam, the student forfeits the time they are late. No extra time will be given for students arriving late.

- Use the restroom before the exam is given out. For a unit exam you will not be permitted to use the restroom.
- For the final exam, you may use the restroom only if accompanied by the second faculty or staff member.
- Turn off cell phones completely (do not put them on vibrate).
- No borrowing or sharing calculators.
- No using cell phones or PDAs as a calculator.
- The only material that can be used during your exam: #2 pencils, calculator, blank scrap paper (during math quiz only). Please note that all scrap paper must be turned into faculty with the completed quiz.
- All personal belongings will be placed in front of the room. This includes:
    a. Cellular, mobile, smart phones, PDA
    b. Any electronic devices
    c. Bags, purses, wallets
    d. Books, study materials
    e. Cameras
    f. Coasts, hats, scarves, gloves

COMPUTERIZED TESTING POLICY

Students are responsible for an honest and independent effort during testing. When there is evidence of cheating, disciplinary action may be taken; including, but not limited to, receiving a zero for the exam or being withdrawn from the course.

Cheating includes, but is not limited to:

1. Looking at or copying from another student's exam
2. Communicating or receiving answers during the exam
3. Using unauthorized notes, texts, or other materials during an exam
4. Obtaining and/or distributing an unauthorized exam or part of an exam
5. Having additional browser windows open before, during, or after an exam
6. Discussing exam content or questions with classmates who have not yet taken the exam

Policy and procedure for computerized testing:

1. All computerized testing will be proctored by ATI proctorial, and students are expected to be looking only in the direction of their own computer. Students who are observed looking at other computer screens will be verbally warned. If the behavior continues, the student's computer test will be terminated, and the student will receive a zero for that exam.
2. The only browser window allowed to be open during an exam is the one that is being used to administer the exam. This browser window is not to be opened by the students 30 minutes prior to the exam and 30 minutes after the conclusion of the exam process. Absolutely no other browser windows are to be opened before, during, or after an exam (including emails).
3. The student will not open any exam, at any time, unless the exam is a scheduled exam in a proctored setting at the established time.
4. Under no circumstances will a student print out or email an exam or exam results.
5. Students may not discuss the content of an exam until all students have taken the exam.
6. If a student skips a question or does not save an answer properly, the student will not receive credit for that question.
7. All books and personal belongings, including hats, are to be placed at the front of the class.
8. Only proctor approved items are allowed during the test (e.g., scratch paper, Kleenex, etc.).
9. No drinks or food are allowed in the testing room, unless approved by the proctor.
10. No cell phones or other electronic devices are allowed in the testing area. If a calculator is required, only approved simple calculators will be permitted.
11. Faculty will not define or explain the meaning of terminology for students during an exam.
12. Students will have an opportunity to review their exam in a proctored, formal setting. The faculty will not accept questions concerning answer rationales during the exam.
13. Students may only review their exams in a proctored setting. Accessing an exam outside of a proctored setting is prohibited.

TIME GIVEN FOR TESTING:

70 minutes for a 50 questions exam

140 minutes for a 100 questions exam

If you are taking a paper version exam, make sure you do the following:

- Make a thorough review of your exam and scantron before turning in your exam. Answers written on test papers, but not placed on scantron, will not be scored.
- When you are finished with your exam:

- Either bring the scantron to the desk in the front of the room and immediately leave the room or raise your hand and a faculty member can pick the exam and scantron from you.

If you are taking a computerized exam, make sure you do the following:

- Hit the submit key before you turn off your computer.
- Make sure you return the computer to the charging station.

METHODS OF EVALUATION/ASSESSMENT:

AMG School of Nursing will use various methods of examination/evaluation. This includes, but not limited to the following:

1. Objective Examinations
2. Pre and Post Exams
3. Skills performance check offs
4. Clinical Lab Evaluation
5. Clinical Evaluation
6. Clinical Drug Card
7. Patient care plans
8. Clinical Calculation Exam
9. Patient teaching plans
10. Participation in class, pre and post conferences
11. Participation in patient conferences
12. Participation as a member of the health care team
13. Theory Unit Exam
14. Mid-Term Exam
15. Final Examination

EVALUATION

The total percentage of each nursing courses is summed to be 100%; below please find the breakdown allotted to each section:

Theory, Clinical, written assignment, and Lab:

A. Theory unit Exams 40%
B. Theory Mid-term Exam 15%
C. Theory Final Exam 30%
D. Standardized Test 10%
E. Written Theory Assignments: 5%

F. Clinical Performance: S/U

G. Lab performance: S/U

Total 100%

If an assignment is to be given, the maximum value must not exceed 5%. The value should be taken from the midterm grade.

The total percentage of the general education courses without a lab component and without Standardized Test component

A. Theory unit Exams 50%
B. Theory Final Exam 40%
C. Written Assignments 10%
D. Lab performance: S/U

Total 100%

GRADE ROUNDING OFF POLICY

The course final grade is rounded to nearest whole number. Any discrepancy in grades should be discussed immediately with the instructor and follow exam review policy.

EXAM REVIEW POLICY/REVIEW OF EXAMINATIONS

Students will be provided with the opportunity to review unit examinations to support learning, promote understanding of course content, and promote academic success. Exam reviews must be completed prior to the next scheduled examination unless otherwise determined by faculty.

Students who wish to review an examination or discuss specific exam questions must schedule an individual appointment with the course faculty member. Exam reviews will occur at a mutually agreed upon time and may be conducted in person or virtually at the discretion of faculty.

During the review process, faculty may clarify course concepts, rationale for correct answers, and areas requiring improvement. Students who wish to challenge an exam question or answer must discuss the concern directly with the course faculty member in accordance with program procedures.

Final ATI examinations may not be reviewed due to vendor testing and security policies.

Final examinations may be reviewed only if the student has failed the course. Answers submitted through the approved computerized testing platform will be considered the student's final submitted answers. Examination records will be maintained in accordance with institutional record retention policies.

The following guidelines apply to examination review:

- Students are responsible for scheduling an appointment with faculty for individual exam review if desired.
- Exam reviews are intended to support student learning and may not involve copying, photographing, recording, sharing, or reproducing examination materials in any format.
- Faculty reserves the right to limit or discontinue an exam review session if academic integrity concerns arise.

GRADE SCALE

Below is a system of letter grades, number grades, and corresponding grade points average grade to evaluate a student's performance. Students are required to maintain an overall grade of 77(C+) or better in order to pass the course.

COMPUTATION OF GRADES:

GPA Calculation •

- The grade point average is calculated by multiplying the number of credit hours per course by the grade points received to yield a total grade point per course.
- The total grade points are added together and then divided by the total number of semester credit hours.
    a. In the example below, the GPA is 3.57 (25.00 divided by 7).

Credit Course	Grade	Grade Points	Credit Hours	Total Grade Points
English	B	3:00	3	9:00
Math	A	4:00	4	16.00
Total		= 3:57	7	25.00

GPA EQUIVALENT	NUMBER GRADE	LETTER GRADE
4.00	100-97	A+
4.00	96-93	A
3.70	92-90	A-
3.30	89-87	B+
3.00	86-83	B
2.70	82-80	B-
2.30	79-77	C+

2.00	76-70	C
1.00	69-60	D
0.00	59-0	F
S (Satisfactory)	N/A	N/A
U (Unsatisfactory)	N/A	N/A
I (Incomplete)	N/A	N/A
W (Withdrawal	N/A	N/A
AW (Admin. Withdrawal)	N/A	N/A
WF (Withdrawal failing)	N/A	N/A

GRADING POLICY:

AMG employs a system of letter grades and numerical grades to evaluate a student's performance in meeting the stated goals and objectives for each course. A course is successfully completed when a cumulative grade of 77% (C+) or higher is achieved. For courses that include theory, laboratory, and/or clinical components, each component must be successfully completed. Failure of any one component will result in the failure of the entire course. If a student is absent and unable to take an exam due to a documented emergency (e.g., a death in the family, major accident, or serious illness), a make-up exam may be granted. Appropriate documentation must be submitted to the nursing office. Only one make-up exam per course is permitted. If a student fails to attain a grade of C+ (77%) or higher in a required liberal arts/science course, the course may be repeated once. If a student fails two liberal arts/science courses, the student will be placed on academic probation. Academic probation requires participation in academic advising and implementation of recommended academic success strategies. Failure of three liberal arts/science courses may result in dismissal from the program. If a student fails one or more liberal arts/science course(s) and two nursing courses, the student will be dismissed from the program. For nursing courses, a student may repeat the same course only ONCE. Students may fail no more than two nursing courses during the entire program. Failure of a third course, including nursing and/or liberal arts/science courses, will result in dismissal from the nursing program in accordance with academic progression policies. Students must maintain a minimum cumulative GPA of 2.3 to remain in good academic standing. Failure to meet academic progression requirements may result in academic probation, progression delay, or dismissal from the program.

ATI Standardized Testing Administration, Scoring, and Evaluation Policy

Purpose

1. The purpose of this policy is to establish a standardized and equitable process for the administration, scoring, and evaluation of ATI Standardized and Comprehensive Predictor examinations within the nursing program.
2. This policy ensures consistent integration of standardized testing into course grading, supports NCLEX readiness, and aligns national nursing education standards and accreditation expectations.
3. Students must complete Practice Assessments A and B prior to taking the ATI Proctored Assessment.
4. Completion of required practice assessments prepares students for the standardized examination and supports content mastery.

Objectives

This policy aims to:

1. Standardize ATI examination administration and grading practices across courses.
2. Use nationally norm-referenced proficiency levels to assess NCLEX readiness.
3. Integrate ATI results into course grading (10%) and program evaluation processes.
4. Require structured remediation for students scoring at or below Level 1.
5. Ensure transparency, fairness, and compliance with accreditation standards.

Scoring Methodology

The ATI Proctored Assessment constitutes 10% of the total course grade, consistent with national norms for standardized testing integration in nursing education. Course credit is awarded based on ATI proficiency levels, consistent with national best practices and regulatory expectations. Standardized testing does not independently determine course failure. Proficiency levels represent nationally norm-referenced competency benchmarks.

ATI Proficiency Level Course Credit Allocation

ATI Proficiency Level	Course Points (10%)
Level 3	10
Level 2	10
Level 1	8
Below Level 1	6

Remediation and Retesting

1. Students achieving Level 1 or Below Level 1 are required to complete individualized ATI remediation within a designated timeframe.

2. Upon completion and faculty verification of required remediation, students who scored level 1 or below level 1 are eligible to complete one ATI retake assessment.
3. The higher proficiency level earned will be used to determine the ATI course grade component.
4. If required remediation is not completed, the original proficiency level score is retained without additional credit.

Policy Review and Implementation

This policy is effective upon faculty approval and applies to all nursing courses utilizing ATI standardized assessments. Faculty is responsible for consistent implementation. The policy will be reviewed periodically to ensure continued alignment with institutional, regulatory, and accreditation standards.

"I" INCOMPLETE GRADE POLICY

At the instructor's discretion, a temporary grade of Incomplete (I) may be given. Incomplete (I) are meant to be issued in the event of unusual, extenuating circumstances and are not encouraged to be used as part of the regular operations of a course. Only students who have completed a minimum of 80% of their coursework, but due to unforeseen circumstances cannot complete the remaining work, may request an Incomplete (I) grade from their instructor.

- A grade of I cannot be assigned to a course if the student drops or withdraws from the course.
- A grade of I does not satisfy the prerequisite need of subsequent courses.
- Students may not re-enroll in a course in which they have an outstanding grade of I.
- Student progression may be affected.

Students ordered to active military service requesting an "Incomplete" grade should refer to the Military Withdrawal and Readmission Policy for information regarding incomplete grade completion requirements and time frames.

If the student does not complete the work indicated on the Incomplete Grade Form by the mutually agreed deadline, the temporary grade of Incomplete (I) will automatically become an F, which will be computed into the student's grade point average. This F will not be removed from the transcript under any circumstances.

NOTE: Students who receive an "I" in the semester they apply to graduate will not be permitted to participate in graduation and must follow the Incomplete Grade Policy. After that time, students must reapply for graduation and complete all graduation/exit requirements before receiving a diploma.

If the absence is not excusable or the student did not show up on the day of the exam an incomplete will not be awarded, rather the missed exam will be considered as failed. Students are given one week to make up for the missed exam. Work and Exams that are still incomplete, at the end of the week the deadline will be converted to an F grade. It is the students' responsibility to arrange for missed examination or complete course work or if necessary, extend the deadline.

Withdrawal with and F

Students will receive a WF if student withdrawal is after the date listed on the school's calendar, and the withdrawal will affect the student GPA.

REPEATING A COURSE POLICY

Repeating a course may affect a student's course sequencing and could delay the timeline for meeting graduation requirements. If a student chooses or is required to repeat a course, they must earn a grade of C+ or higher on the second attempt. Failure to achieve a C+ or better will result in dismissal from the program. This policy does not apply to dismissed students. Please note that when a course is repeated, both the original and repeated course grades are calculated into the student's cumulative GPA.

1. **Program must be completed in the prescribed sequence and within 1 ½ times the plan of study.**

If a student fails two general education courses, the student will be placed on academic probation and the student will be closely monitored. If the student fails a third general education course, the student will be dismissed from the program. A student may repeat the same nursing course **ONCE and is only allowed to fail TWO nursing courses in the entire program**.

PROGRESSION POLICY

Completion of all courses with a C+ or better is required in the program in order for a student to graduate from the nursing program and become eligible to take the National Council Licensing

Examination.

REQUIREMENTS FOR PROGRESSION POLICY

1. Student must maintain a 77(C+) or greater throughout the entirety of the Nursing Program
2. Student must maintain 80% of attendance in the theory component of each course.
3. Achieve a Satisfactory for all skill check off, satisfactory in end of course Clinical Evaluation and satisfactory grade in all required written course assignments.
4. Maintain free from chemical dependency.
5. Maintain current certification in cardiopulmonary resuscitation at the health care provider level.
6. Continued Supplementation of Criminal Background Information.
7. Professional Malpractice insurance.
8. Demonstrate satisfactory physical and mental health which is essential to the safe practice of nursing. The student must use healthy coping behaviors and react appropriately to stressful situations and day-to-day emotional stress.
9. Students are required to progress through all required general education courses in the nursing curriculum, including prerequisites and co-requisites, in a sequence approved by the Nursing Education Program.
10. Students are required to progress through all required nursing courses in the curriculum, including prerequisites and co-requisites, in the sequence specified by the Nursing Education Program.
    a. Students should not withdraw from required nursing or general education courses without advisement from their assigned nurse faculty advisor or Dean/Program Director of Nursing, since this will interrupt the student's progression into the next term of the nursing curriculum. If a student withdraws who has failed the clinical component of a nursing course, this withdrawal will count as an unsuccessful attempt in that course. If a student withdraws from a nursing course because of excessive absences, this withdrawal will count as an unsuccessful attempt in that course.
11. Students must attain grades of C+ or above in each of the required general education courses in the curriculum.
    a. A student who fails to attain a grade of C+ or above in a required general education course must repeat the course successfully. If a student fails two general education courses, the student will be placed on academic probation and the student will be

closely monitored. If the student fails a third general education course, the student will be dismissed from the program.

12. Students must attain grades of C+ or above in each of the required nursing courses in the curriculum.
    a. A student who fails to attain a grade of C+ or above in a nursing course must repeat the course the next time the course is offered. A student may repeat the same nursing course ONCE and is only allowed to fail TWO nursing courses in the entire program.
13. Refrain from conduct that violates the school's the Code of Student Conduct, and the Drug and Alcohol-Free Campus Policy.
14. Refrain from conduct that violates the education law.
15. Comply with all the above progression policies requirements in order to graduate.

Students should schedule appointments with assigned nurse faculty advisors to discuss the above requirements as needed.

ACADEMIC STANDING AND ACADEMIC PROBATION

Good Academic Standing A minimum cumulative GPA of 2.30 is considered good academic standing. Refer to the program progression policies for minimum grade requirements to ensure progression within the nursing program.

ACADEMIC PROBATION

A student with a cumulative GPA of less than 2.30 at the end of any semester/session or in any course designated in a program's progression policy will be placed on academic probation. Students on academic probation:

- May not hold or run for office in any student organizations.
- Must complete all program specific requirements including an AMG School of Nursing academic success workshop.
- Failure to complete the workshop will block registration.
- Have one (1) semester/session to bring the cumulative GPA to 2.30 or better.
  - Students not meeting this requirement will be academically dismissed from the school.

DISMISSAL POLICY

The school president and the program dean will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate institution, should the student have a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school refunded according to the school's refund policy.

A student will be subject to dismissal from the nursing program, denied re-admission or admission, or placed in an out of progression status if the student:

- Fails to attain a final grade of C+ in a required general education and nursing course when taking the course, the second time.
- Acts in a manner that nurse faculty evaluates as being a breach of safety, confidentiality, legality, or accountability.
- Violates the Educational laws.
- Failure to comply with ethical and professional standards of conduct and the Nursing Practice Act. (Each student receives a copy of the Nursing Practice Act at the beginning of the program.
- Inability to meet or maintain the Essential Functions Required of a Nursing Student. This determination will be made by the Clinical Instructor with concurrence by the Theory Instructor
- Determination by the nursing clinical instructor that a student consistently demonstrates unsafe practice in the clinical area. The determination that a student is unsafe in clinical will be made by the clinical instructor with concurrence by the theory instructor.
- Dishonesty in the clinical setting:
    a. To falsify patient records or fabricate patient experiences or nursing actions.
    b. Fail to report error in medications, or any component of nursing practice.
- Inability to attend clinical based on criminal background information and/or new charges on criminal background check.
- Unethical or immoral behavior, i.e., lying, stealing, cheating on an exam, quiz or other assignments, and Plagiarism on assignments.
- Violates the schools the Code of Student Conduct, or the Drug and Alcohol-Free Campus Policy.
- Missing more than 10% of contact hours (classroom, clinical and lab combined) in

each course.

- Habitually ignores or fails to follow the policies, professional and legal rules or regulations, ethical principles under which the nursing program and its affiliated clinical agencies operate.
- Failure to return after a leave of absence (LOA)
- Failure to repeat a course in the specific time frame.
- Failure to complete the program in required time frame of 150%

RE-ADMISSION POLICY AND PROCEDURES

Students who have been dismissed/or withdrawn from the school and are requesting re-entry must put the request in writing to the registrar department and the registrar will forward the request to the readmission committee. Depending on the reason for dismissal, the student may be able to reapply to the school for re-admission. Readmission is not guaranteed, and each student's academic records will be evaluated to ensure that the student can successfully complete the program. The student must have a GPA of 2.30 to be readmitted into the nursing program Students whose progression through the nursing program is interrupted and who are qualified for re-admission must remedy all conditions that produced the out of progression status and will be obligated to schedule an appointment with assigned nurse faculty advisor for assistance in planning remedies for re-admission.

Upon re-admission, the student may be required to retake previously passed courses. The student must obtain a B or better in the repeated course.

If a student is in the last semester and failed Transition to Professional Nursing Practice twice, and student obtained a grade of C+ in Medical Surgical Nursing II. If a student is considered for readmission the student will have to repeat the Medical Surgical Nursing II and Transition to Professional Nursing Practice with a grade of B or better to successfully complete the nursing program. Application for re-admission may be submitted after one semester.

If a student is in the last semester and failed Transition to Professional Nursing Practice twice, and student obtained a grade of B or better in Medical Surgical Nursing II. If a student is considered for readmission the student will have to take a knowledge-based exam. If the student failed, the knowledge base exam the student will have to repeat the Medical Surgical Nursing II course and must obtain a B or better to successfully complete the nursing program. Application

for re-admission may be submitted after one semester.

If a student is in the last semester and failed Medical Surgical II twice, and the student is considered for readmission the student will have to repeat Medical Surgical I course and must obtain a B or better to continue progression in the nursing program. Application for re-admission may be submitted after one semester.

If a student is dismissed or withdrawn from the program due to failing Medical Surgical I and the is considered for readmission, the student will have to repeat Fundamental of Nursing and receive a grade of B or better. Application for re-admission may be submitted after two semesters.

All Students will be granted one readmission and may not fail another course.

If readmission occurs within 12 months of the last class day of the term in which the student's progression was interrupted, the student will receive credit for all nursing courses passed with a C+ or better, except Medical Surgical Nursing Course I and II.

If readmission occurs within 12-24 months of the last class day of the term in which the student's progression was interrupted, the student will receive credits only for the Liberal Art and Science courses passed with a grade of C+ or better. Students will have to start the enrollment process as a new incoming student.

After the 24-month to 5 years period, the student will be given credits for only Liberal Arts courses. After 5 years, students will have to start the enrollment process as a new incoming student. A student is allowed only one re-admission request.

- A student may only be re-admitted after they have met the conditions and completed the activities prescribed by the Readmission and Progression Committee within the specified time limit as space in the nursing program allows.
- After readmission, students repeating a course for the second time and receiving a failing grade will not be able to continue in the nursing program.
- In the case where the student was dismissed due to unacceptable conduct the student will have to meet with the Readmission and Progression Committee before reentering the school. The decision of the Readmission and Progression Committee is final, and the

student will receive a letter from the program Director stating the decision of the panel. After remedying the circumstances which interrupted progression, to be considered for re-admission the student must:

- Complete the required form for re-admission to the school.
- The student must submit a letter to the Readmission and Progression Committee requesting re-admission. The students should include statements in the letter explaining reasons for the out of progression status, any actions taken to comply with requirements, and any special requests regarding remaining curricular sequence.
- The student will be notified prior to the appropriate registration date if the request for re-admission is approved or denied. Re-admission eligibility and placement are determined by the Nursing Education Program's Readmission and Progression Committee.

If re-admission approval is given, the student must submit the following to the Nursing Office by the designated date.

- Proof of current nursing student liability insurance.
- Updated physical.
- Proof of current CPR at the health care provider level.
- Other documents or forms as required by the Nursing Education Program.
- Any changes in the nursing curriculum or program policies and procedures will be applicable to any student upon readmission.

The Readmission and Progression Committee will be composed of the Program Director and at least two faculty members other than the faculty giving the failing grade. The Readmission and Progression Committee via the Program Director will communicate their determination to the students following their review.

RE-ADMISSION DENIAL POLICY

A student may be denied re-admission due to, but not limited to, any of the following circumstances:

- Remedies to remove out of progression status are incomplete or inadequate.
- Documents, forms, certification, insurance, or other required records have not been submitted as required or are incomplete.
- Health status is such that placement of the student in required classes and laboratories may pose a health or safety risk to the student or the patients placed in

the care of that student.

- A review of the student's records indicates that re-admission is not in the best interest of the student or potentially assigned patients or will cause the nursing program to violate the policies, professional or legal rules, regulations, or ethical principles under which it operates.

AUDIT A CLASS

If a student is dismissed from the program due to failure of a class that is a mandatory pre-requisite to continue progression in the program; and wishes to audit/sit-in the next class the student would have progressed into, he or she should meet with the Program Director/President. It is at the discretion of the Program Director and President to approve a student to audit the class and if a seat is available.

However, this does not indicate that the student is re-admitted into the nursing program. The auditing student is not allowed to take any unit, midterm, final examination or sit for exam reviews. Should the student decide to audit a class a fee will be charged depending on the credit of the class.

Students cannot

- audit laboratory or clinical courses,
- audit a course if they are enrolled through Title IV program (unless the student pays out of pocket),
- register to audit a course until the first day of classes each semester/session to allow priority registration for students needing the course credit,
- add a class for audit after the add/drop date for the semester/session in which the class is offered,
- change from audit to credit.

A student auditing a course is expected to

- regularly attend and participate in class activities.
- work with course faculty at the start of the course to agree on which (if any) assignments the student will complete and what feedback the student can expect from the faculty member. The assignments and content made available to the student are at the discretion of the faculty member teaching the course.

Audited courses

- carry no academic credit,
- do not fulfill any degree requirements,
- will not affect a student's classification, and
- are not calculated into GPA.

Student Procedure to Withdraw from an Audit Course

- Contact the academic advisor prior to the final date to withdraw from classes with a W. (See the Refund Policy) for more information regarding the refund schedule.)

CHANGES AFTER ADD/DROP PERIOD

Students may withdraw from a course after the Add/Drop period but before the final withdrawal date specified in the academic calendar. Grading policies are as follows:

1. A course dropped after the Add/Drop period up to the final withdrawal date stated in the academic calendar will receive a grade of W, and student will be responsible for the tuition. Please review your enrollment agreement for the percentage.
2. The student who fails to attend a course and/or fails to withdraw may receive a final grade of F in the course and will be responsible for the entire tuition.

3. See "Course Attendance and Participation" and "Withdrawal and Nonattendance" policies for more detailed information.

CHANGES DURING ADD/DROP PERIOD

The Add/Drop period is a limited time frame at the beginning of each semester that enables students to add or drop courses without financial or academic repercussions. The official student academic record does not reflect courses dropped during the Add/Drop period. Students must see an academic advisor to add or drop courses during the Add/Drop period. Note that dropping below full-time status during the Add/Drop period may result in financial aid award changes. Students should refer to the Financial Aid Satisfactory Academic Progress (SAP) policy and the Withdrawal and Return of Federal Aid (Title IV Refund) policy, and then speak to the financial aid administrator to determine their award status. Refer to the academic calendar for Add/Drop periods.

CHANGES IN REGISTRATION

Note: Any change in registration could affect the student's financial aid award. Contact the financial aid

administrator for information prior to acting. Students are encouraged to discuss a registration change with the academic advisor prior to acting.

All changes in registration should be initiated by submitting a signed Registration Add/Drop form to the academic advisor. The form is available in the school office and will be available on the school website. A fee is charged for each change in registration that occurs after the Add/Drop period. The academic calendar lists important dates that impact the academic and financial repercussions of registration changes. Refer to the Withdrawal and Nonattendance and Refund policies for refund information.

RYK PROGRAM

AMG School of Nursing's "Refresh Your Knowledge Program" (RYK Program) helps student rejuvenate preceding courses. With the RYK program any enrolled student can request to enroll in a scheduled class (based on availability) to help review materials previously mastered for a reduced price. Please contact the office Program Director to enroll and to determine your eligibility.

LOA Policy

A Leave of Absence (LOA) is a temporary interruption in a student's enrollment. To remain compliant with Title IV regulations, the LOA must meet the following criteria:

1. **Eligibility and Request Process:**
    - Students must request an LOA in writing from the registrar and to program dean, before the leave begins, unless unforeseen circumstances prevent prior notification.
    - The request must include the reason for the LOA and an anticipated return date.
    - The LOA must be approved by the institution.
2. **Duration:**
    - The LOA may not exceed 180 calendar days within any 12-month period.
    - Students are only allowed two LOAs, provided the total duration does not exceed 180 days in a 12-month period.
3. **Financial Aid Implications:**
    - Students on an approved LOA are not considered withdrawn and remain eligible for Title IV aid.
    - Failure to return from the LOA on the agreed date will result in the student being considered withdrawn as of the last date of attendance. This will trigger a Return of Title IV (R2T4) calculation.
4. **Academic Implications:**
    - Students returning from LOA will resume coursework at the same point they left.
5. **Documentation:**
    - All LOA requests and approvals are documented and retained in the student's file.
6. **Unapproved Absences:**
    - Students who fail to meet the LOA criteria or do not return from the LOA as scheduled will be considered withdrawn for Title IV purposes.

Note: Each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. Because tuition costs and course syllabus may change with each new term, it will be necessary to meet with the Dean and the Director of Financial Aid, before returning to class.
Failure to return from a leave of absence on the scheduled return date will result in the student dismissal from the program. If the student remains on dismissal for one year or more and the student wishes to return, the student will then return as a new student.
This policy ensures students have a structured and compliant process for temporary interruptions in their studies while preserving their eligibility for financial aid.

WITHDRAWAL FROM THE SCHOOL POLICY

Students who voluntarily withdraw from the school may re-enter without reapplication within two consecutive semesters (including summer) following withdrawal. After two consecutive semesters, the student must reapply and meet all admission criteria in effect at the time.

Students who withdraw from the school will result in a grade of W on his transcript. To withdraw, a student must meet with the instructor, program director and financial aid for advisement and file the appropriate form. It is the student's responsibility to withdraw officially from the school. Failure to withdrawal officially may result in a failing grade, dismissal, and additional financial obligations. All money owed to the school must be paid in full before an official withdrawal is granted. Students should review the Refund, Satisfactory Academic Progress, and Withdrawal and Return of Title IV Funds Polices in the school student handbook. Failure to return from a withdrawal will result in the student dismissal from the program.

Withdrawal with and F

Students will receive a WF if student withdrawal is after the midpoint of the semester, (week 8), and the withdrawal will affect the student GPA.

ADMINISTRATIVE WITHDRAWAL

The school may at any time administratively withdraw a student when such action is in the best interest of the institution and/or the student. Administrative withdrawals may be implemented for reasons including but not limited to:

- Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days.
- Fails to maintain satisfactory academic progress.
- Fails to comply with AMG's attendance policy.
- Inappropriate conduct as defined by the school policies.

- Unsafe clinical performance as defined by the program standard.
- Does not meet financial obligations to the school, or violates conditions mentioned in the School contractual agreement.

Student will be subject to termination and considered to have administratively withdrawn an AW grade will be on his transcript. If the student is withdrawn for one year or more and the student wishes to return, the student will then return as a new student.

WITHDRAWAL FROM A COURSE(S)

Students who stop attending classes and fail to withdraw after the last published withdrawal date may receive a final grade of F in the course.

MILITARY WITHDRAWAL/TEMPORARY LEAVE AND READMISSION POLICY

Students who enlist for military service, or who are serving in Reserve or National Guard units and are called to active military duty, are eligible to withdraw from classes with a full refund of tuition. Students receiving financial aid will be subject to refund policies as provided for by the agencies sponsoring the aid.

When appropriate, instructors may prefer to plan for the student to take an incomplete grade. When students are called to active military duty, and when they reach an agreement with their instructor(s) to take an incomplete, they will have up to one calendar year following their discharge from active duty to complete any incomplete grades.

Under the Higher Education Opportunity Act of 2008 (HEOA), institutions are required to readmit an individual who left school or did not accept an offer of admission to perform military service or for military service-related medical treatment.

This policy applies only to U.S. military veterans seeking readmission to the program that they previously attended; it does not apply to individuals seeking admission to a different program at AMG School of Nursing.

Procedure

1. Students who wish to withdraw from courses because of being called to active duty, specialized training, or disaster relief efforts must provide a copy of their orders to the dean/program director and to the registrar along with the completed and signed withdrawal

form.

2. The student notifies the academic advisor of his/her "order to active military service."
3. The student's copy of the military orders directing him/her to report for active duty will be copied and retained in the student's academic and financial aid file. Note: a fax copy is NOT acceptable.
4. The academic advisor will recommend that the student see his/her faculty advisor, program director, and professors to discuss and determine the best possible option given the circumstances.

Required Military Withdrawal and Temporary Leave Re-admission Procedure:

1. The student is required to present proof of training schedule, official orders, or letters from the member's unit. In cases of medical treatment, the student must present a signed document from the VA physician, Master of Social Work, or other qualified individual indicating that an absence should be excused.
    a. Students are eligible for readmission under this provision if, during their leave, he/she performed or will perform voluntary or involuntary active-duty service in the U.S. armed forces, including active duty for training and National Guard or Reserve service under federal authority, for a period of more than 30 consecutive days, and received a discharge other than dishonorable or bad conduct. In general, the cumulative length of absence and all previous absences for military service (service time only) must not exceed five years.
2. To be readmitted, the student must have provided advance written notice of military service and give written notice of his/her intent to reenroll to the program director no later than three years after the completion of the period of service. If he/she is recovering from a service-related injury or illness, he/she must notify the school no later than two years after recovery.
    a. A student who fails to give advance notice may submit, at the time the student seeks readmission, an attestation to the school that the student performed uniformed services that necessitated the student's absence from the school.
        i. A student who does not submit a timely notification of intent within designated time limits may not be eligible for the

benefits outlined.

3. The school must allow the student to reenroll in the next class or classes in the same program, with the same enrollment status, number of credits, and academic standing as when he or she was last in attendance at AMG School of Nursing. The student may also request a later date of admission or, if unusual circumstances require it, the institution may admit the student later. If the school determines that the student is not prepared to resume the program where he or she left off, the school must make reasonable efforts - at no extra cost to the student - to enable the student to resume and complete the program. Such reasonable efforts include, but are not limited to, providing a refresher course, and allowing the student to retake a pretest, as long as they do not place undue hardship on the school. If reasonable efforts are unsuccessful or the school determines that there are no reasonable efforts that the school can take, the school is not required to readmit the student.
    a. If the program to which the student was admitted is no longer offered, the student must be admitted to the program that is most similar, unless the student requests or agrees to admission to a different program.
4. A reservist or member of the National Guard called to active duty (not including routine National Guard training) may be readmitted without application or payment of additional application fees within one year of the "release from active duty" date on military orders. Applicable students will retain academic standing and financial eligibility if they meet current eligibility requirements other than continuous enrollment or other timing requirements.
5. For the first academic year in which the student returns, he/she must be readmitted with the same tuition and fees charges the student was or would have been assessed for the academic year when the student left, unless there are sufficient veterans' educational benefits or institutional aid to pay the increased amount of tuition and fees. For subsequent academic years, the student may be charged the same tuition and fees as other students in the program.
    a. In the event that there is an unpaid student account balance at time of or after deployment, the schoo l will work with the student on payment arrangements. No collection actions will occur during deployment;

however, the student must resolve any unpaid balances upon return and prior to subsequent enrollment.

MAXIMUM ATTEMPTS OF WITHDRAWAL PER COURSE

A student may withdraw from any course by the established deadline. However, students should be aware of the following stipulations:

- A student may have only two attempts per course (two attempts for nursing courses), including the original grade, repeat grades, and all withdrawals.
- Courses taken at institutions other than AMG School of Nursing will not be counted on in determining repeat attempts.
- A course can only be counted once toward meeting graduation requirements.

TRANSCRIPT POLICY

A student's official transcript is a record of the student's entire academic history within this school. When an official request in writing is made by the student, transcripts of the student's record will be sent to other schools, universities, employers, and to the student. A fee of $10.00 will be charged for each official transcript requested by the student.

TRANSCRIPT CHANGES OR ENTRIES POLICY

Students will be allowed to review exams in class after grades have been posted. Instructor members will provide the correct answers to questions during this group session. Students who wish to challenge answers on Exams will complete an Exam Rebuttal Form. Rebuttals will be reviewed by the instructor teaching the content and Rebuttal Forms will be returned to the students after review.

The guidelines listed below will be followed for exam review.

- Instructors will review exams and grades and post grades one week after the exam.
- During a designated class period, exams will be returned to the students and the instructor will review the exam briefly, giving students the correct answers to exam questions. No exam reviews by students are allowed until after the class review is complete.
- Students may challenge any exam answer in writing using a Rebuttal Form. Instructors will provide Rebuttal Forms to any student who wishes to challenge an answer. No verbal rebuttals or in-class discussions are allowed.
- Students will complete the rebuttal form during class review, citing specific evidence to support his/her answer. Evidence may come from textbooks, class notes or other

information given to students by the Instructor.

- Instructors will provide written responses to the student's rebuttal in a timely manner, giving feedback as to whether the student's answer was given credit.
- If answers to exam questions are changed due to a rebuttal, all students' grades will be adjusted accordingly.

RECORDING OF LECTURES

To ensure the rights and privacy of others, students must obtain permission from the course faculty in the classroom to record class sessions. Other students in the classroom must be notified that the class is being recorded. A student who is recording a lecture must accommodate any request from other students or course faculty that a question/comment not be recorded. Recording is not permitted during test or quiz review and in other situations as deemed inappropriate by faculty, Students with disabilities that necessitate the use of a recording device should follow the school's accommodations procedures.

JURY DUTY

Absences for court-imposed legal obligations (e.g., jury duty and subpoenas) are excused.

Students

Students called for jury duty should speak with their program director or, in the absence of a program director, should contact the dean.

Students are responsible for making up assignments missed.

1. To make up clinical or lab experiences, arrangements must be made through the clinical coordinator, instructor, or program director, as applicable.

In many circumstances, students can be excused from jury duty if they request a letter from the program director stating their in-school status.

Procedure

Students

- Submit the jury duty summons to the program director or, in the absence of a program director, to the dean.
- Are responsible for requesting a letter of excusal from the program director.
    i. If students are excused from jury duty, no action is necessary

ii. If students are not excused from jury duty, they must:

a. Provide documentation of time served

b. Make arrangements with the faculty, clinical coordinator, or program director to make up any missed assignments and/or clinical/lab experiences.

ACADEMIC SUPPORT SERVICES

ABOUT THE LIBRARY

AMG School of Nursing Library is conveniently located on the third floor next to the financial services. The library provides academic support to all AMG School of Nursing students, staff, and faculty. It is staffed by a librarian, who are typically available for assistance from 8:00am to 7:00 pm, Monday through Friday, except for major holidays (subject to change). The library is a quiet study area where noise and conversation are kept to a minimum.

Two study rooms are available on a first come, first served basis. The library also houses 20 computers for research and a black and white copy machine.

The library collection consists of a physical collection of 10 current journal titles available in print or electronically. In addition, plethora of books, audio/ visual resources, and other library items can be borrowed via interlibrary loan. AMG has partnership with The Brooklyn Public Library and AMG is a member of the National Network of Library the Mid-Atlantic Region, NY and NJ Chapter, MLA Medical Library Association, Metropolitan, NY Library Council and the BQSIMB (Brooklyn, Queens, Staten Island, Manhattan, and Bronx) Medical Library Association and the LIRN (Library and information Resource Network).

FACILITY

Our new facility houses 10 Classrooms, a large library, a large computer lab equipped with computers, a large student lounge and study area, faculty, and administration offices. Our nursing resources center has two high simulator labs and two large clinical labs. All our simulators are high fidelity which includes Noelle maternal simulator, ICU bed with simulator and infant warmer.

CENTER STUDENT SUCCESS

AMG provides a comprehensive range of student-support services, all focusing on student success. Regardless of the modality of instruction, the School strives to provide equivalent access to support services to all students. The School utilizes direct contact and technology- based methods to provide

access to all student-support services. The quality of student-support services is assured through proper assessments to evaluate and improve student learning, progress, and success. To contribute to student success, AMG provides peer tutoring in all academic subjects, tutor training, and various workshops. Tutoring services are available onsite and online.

AMG will make every effort to safeguard that our students benefit from a seamless educational experience. Enhance and expand opportunities for engaging rigorous and transformative learning experiences. Integrate student support services throughout all stages of student life to ensure student success at AMG.

The Student Success Center provides resources and services to enhance academic and personal success for all AMG School of Nursing students.

ACADEMIC ADVISING

The role of the academic advisor is to assist the student to succeed in the nursing program and with academic/professional aspirations. Ideally, students will have the same advisor from admission through graduation. Each faculty will post weekly office hours and are available to meet with students requesting appointments. The advisor will assist the student with course difficulties and other school services as indicated. Student academic work progress will remain confidential as outlined by FERPA regulations.

ADVISING POLICY

Each nursing student at AMG School of Nursing is assigned an advisor. The primary function of the advisor is assisting in the designing and modifying of an academic plan which reflects the student's career decisions. If financial or personal problems interfere with academic performance, the advisor may refer the student to the proper community resources. The student should understand the importance of seeing his/her advisor when having difficulties with their academics.
Academic advisement will be available for the day and evening students.

Students are required to meet with their advisor to develop an action plan under the following circumstances:

1. The student fails a nursing exam.
2. The student scores less than the standard level of proficiency for a proctored Standardized

exam.

3. The student is having difficulty applying theory to practice.

Advisee Responsibilities/Student Responsibility

1. Contact and stay connected with your advisor during either the posted office hours or a scheduled appointment.
2. Make an appointment with your advisor for issues requiring longer conferences.
3. Keep appointments or call if it is necessary to change or cancel an Appointment.
4. Be willing to discuss concerns regarding schoolwork, study habits, academic progress, etc.
5. Be willing to search out and use other sources of information.
6. Clarify some of your personal academic and career goals prior to sessions with your advisor.
7. Become knowledgeable about all policies, procedures, and requirements.
8. Accept responsibility for the decisions to be made and the outcome thereof.

Mental Health Services

AMG mental health counseling will be on ongoing process using a unique developmental focus, to provides our students with mental health counseling strategies and mental health professionals referral to community organizations and community services to address the most pressing and frequently encountered issues presented by students. These strategies will:

1. Offers a developmental approach for understanding the psychological, emotional, and social development of students in higher education.
2. Addresses the most pressing and frequently encountered difficulties of students.
3. Focuses on specific difficulties that may occur during different academic years and according to the standard academic calendar.
4. Covers depressive disorders, substance abuse, eating disorders, self-injury, grief, social adjustment concerns, and intimate relationships.
5. Provides intervention strategies that adhere to the brief counseling framework of most school settings.

TUTOR POLICY

AMG School of Nursing students may participate in face-to-face tutoring. Tutoring schedule is one

your student portal and advertised all through campus. Tutoring is free of charge. Prescheduling or appointments are not required unless otherwise noted on the tutor schedule. A tutor schedule is provided to students each semester.

ACADEMIC PEER TUTORING

Academic Peer Tutoring (APT) provides you with peer tutors if you are enrolled in any courses. Students will be tutored by a fellow AMG student who has successfully completed or maintained a grade of B+ or higher and has a minimum 3.0 GPA.

APT tutors take notes and organize weekly out of class APT group study sessions which are open to all students in the course. They provide a minimum of three to five study hours a week depending on the semester. During these study sessions, our tutors work with students to help them learn and master the course materials so they can improve their grade. Our statistics for the past 23 years show that students who attend API study sessions perform significantly better than those who do not. We therefore urge you to attend API sessions if they are available for your courses. We welcome all students. We encourage students to consider applying to be an API tutor. It is a paid position!

DISABILITY ACCOMMODATIONS POLICY

AMG School of Nursing complies with Section 504 of the Rehabilitation Act 0f 1973 and the Americans with Disabilities Act of 1990, which ensure that reasonable accommodations are provided for students with documented disabilities.

Students seeking reasonable accommodations and support services based on a diagnosed permanent or temporary disability are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990

Based on documentation from a qualified practitioner, AMG will determine on a case-by-case basis whether a need exists and, if so, what accommodations are appropriate and the impact of the student's diagnosis on his/her academic performance and/or college participation at a given time in the student's academic life. Reasonable accommodations do not guarantee specific outcomes or level of achievement.

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

A student who requests special accommodation due to a disability must contact the Student Services department located on the second floor for a copy of the Disability documentation guideline and the Special Needs Self-Disclosure Form.

All requests for accommodation must be submitted to the Office of Student Services at least thirty days before the beginning of the semester for which accommodation is needed. The request along with documentation will be processed and the student will be notified in writing of the decision.

Procedure

Student Guidelines for Disability Accommodations

Students may request accommodations at any time through the following interactive eligibility determination process:

A. Complete a Request for Accommodations form
   - The purpose of this form is to assist the school in determining the basis and nature of a student's request for reasonable accommodations.

B. Obtain supporting documentation from an appropriate provider. Documentation will vary depending on the situation and the nature of the disability and requested accommodation. For example, disabilities that are more obvious in nature may require less documentation, such as mobility or sensory disabilities.

C. Schedule an intake meeting with the Student Services department to determine appropriate accommodations.

D. Temporary accommodation may be available while the school engages in an interactive process to determine whether ongoing accommodation is appropriate.

E. If a request for reasonable accommodation is approved, provide each instructor with an accommodation letter each semester.

F. If approved reasonable accommodations involve testing, schedule any tests/quizzes, accommodation must be made during the first weeks of each semester, and no later than one week prior to each test/quiz.

G. Understand that approved reasonable accommodations are not effective retroactively. In other words, students who completed assignments or exams prior to receiving approved reasonable accommodations generally may not repeat those assignments or exams with the approved reasonable accommodations.

H. A student can request additional accommodation and/or modifications to their already-granted accommodation at any time by contacting the SSC coordinator.

Healthcare Provider Guidelines for Disability Accommodations

Submit all documentation, including the completed/signed Accommodation Request form to the

SSC coordinator.

A. Providers may submit documentation via the requesting student in a sealed envelope, email, regular mail, delivery service, orfax.
    a. Documentation may be evidenced by completion of details on the provider's letterhead, or on the AMG School of Nursing Disability Verification form.
    b. Name, title, and professional credential(s) of the evaluator/diagnostician, including information about licensure, certification, and/or area of specialization, must be clearly stated in the documentation.
    c. All documentation must confirm the specific diagnosis of the disability and include
        i. The nature, severity, and duration of the disability.
        ii. The impact of the disability on life activities or academic functioning
    d. Documentation may contain specific recommendations for reasonable accommodations. For example,
        i. Extended time for taking tests/quizzes (typically ranging from 50% to double time).
        ii. A distraction reduced testing area and/or separate room for testing.
        iii. Modification of an existing attendance policy.
    e. Documentation should contain results of any administered standard tests to support

the diagnosis.

i. Where appropriate, testing should have been administered within a reasonable time frame in relation to the request to the school, such as within the past three to five years, and standardized on adult norms.

ii. Documentation for learning-related disabilities, such as a specific learning disability (SLD), should include the most recent Individual Education Program (IEP), Summary of Performance (SOP), and Evaluation Team Report (ETR) such as provided by a student's K-12 educational experiences.

iii. Documented evidence (within the past three to five years) of prior accommodations within a higher education setting is helpful and will be recognized and considered in the accommodation determination process.

B. Note that specific accommodation being recommended by a professional does not guarantee that those accommodations will be granted, and the school may provide alternative accommodations instead.

C. While documentation of past accommodation history is important and will be considered, it is not decisive as to what accommodation will be granted by the school.

D. The school reserves the right to request additional documentation if the initial documentation does not provide enough information.

Faculty Guidelines for Disability Accommodations

For students with approved testing accommodations, faculty should deliver any tests/quizzes to the SSC at least 24 hours before test administration. Faculty may be responsible for proctoring tests that are not delivered 24 hours prior to the test administration time.

A. Face-to-face Courses

1. Document any specific test taking guidelines on the Test Proctoring Instructions form, including but not limited to, the regular time students have for completing the test/quiz, whether the test is open book, use of notes during the test, use of a calculator, etc.
2. Place a copy of the test/quiz and a completed Test Proctoring Instructions form in a sealed test envelope and place in SSC drop box. OR
3. Email a copy of the test/quiz to the SSC coordinator.

The SSC coordinator facilitates the provision of reasonable accommodations according to the following procedures:

a. The SSC coordinator does not may any decision in the disability accommodation process. The

dean of the program makes the decision.

b. The coordinator and the student discuss all documentation during the intake meeting.
    1. The information provided by the student will be treated confidentially as per FERPA guidelines and will be handled on a need-to-know basis.

c. The coordinator provides the student with a letter of verification when/if reasonable accommodations are approved.
    1. The approval letter is typically available within 48 hours of SSC coordinator's receipt of
    2. all necessary documentation and completion of intake meeting.

d. The coordinator provides students approved for testing accommodation with an Exam Accommodations Agreement for their signature each semester they schedule tests/quizzes in the SSC.

e. Where applicable, the coordinator delivers completed tests to faculty mailboxes.

f. E. The coordinator documents the accommodation process for each eligible student and maintains their files in a locked file cabinet in the SSC.

Grievance Procedure Related to Disability Accommodations

A student who believes that an approved accommodation is not being appropriately implemented or is otherwise having difficulty with a faculty member related to accommodations, should first attempt to resolve the issue informally with the faculty member involved. The SSC coordinator may act as a liaison in some circumstances to assist in resolving issues between the student and the faculty member. If the situation cannot be resolved informally, the student may file a grievance in accordance with the following procedures.

Students who believe they have not been granted accommodation they are entitled to or otherwise have a grievance related to disability accommodation can contact the Dean of School. The Dean will review the situation, consult with appropriate personnel, and make a final determination on the matter.

EXPECTATIONS /EVALUATION POLICIES (THEORY, SIMULATION LAB AND CLINICAL)

THEORY (Classroom)

Students are expected to be prepared for the content of the classroom and skills labs. Adequate

preparation is essential before attending class and skills lab to gain the most from the sessions. Students are expected to be on time for all aspects of each course. Students absent more than 15% of contact hours (classroom and lab combined) will receive an F for the course due to excessive absenteeism.

Exams will be giving at the end of second or third week. Exams will be given based on unit readings throughout the course. When the nursing course includes a laboratory and/or a clinical experience, the classroom, and the laboratory and/or clinical experience must be passed with a satisfactory grade.

Students are encouraged and expected to contact the classroom, lab, and clinical instructors for an individual conference, if at any time they are having difficulty with the course or feel a need for more individualized attention.

Any students in this course who have a documented disability that may prevent them from fully demonstrating their abilities should contact the Director as soon as possible. The Director will discuss what, if any, reasonable accommodation may be necessary to complete the course requirements.
If a student has not been in contact with the instructor and has not attended class, lab, or clinical for a consecutive two-week period, an administrative withdrawal will be submitted by the instructor.

LABORATORY LEARNING COMPONENT/SKILLS PERFORMANCE POLICY:

The simulated lab will be graded as pass/fail. Each student must complete the assessment or skill assigned with each class. The laboratory component will provide the student with visual demonstrations of procedures, as well as hands-on practice with various equipment. It is the student's responsibility to be prepared to perform designated skills satisfactorily before performing them in the clinical setting. Students are encouraged to use audio-visual resources and to practice independently before doing motor performances. The student is expected to perform satisfactorily during checkoffs and will not be coached during checkoffs. All simulated lab assignments must be completed within one week of the skill taught or as assigned by the instructor. The simulated lab assignment is to encourage you to apply and think critically about what you have learned in class and be able to perform the related assessments. Appointments can be made for additional practice time with the course instructor or lab facilitator. The simulated lab is considered a clinical day and attendance is mandatory.

LABORATORY REQUIREMENTS:

1. Students are not permitted to be absent from laboratory simulation. Absence from the clinical lab is a serious infraction and will result in the student been carefully evaluated. Students must notify the clinical lab instructor and the school before the beginning of the scheduled lab day of their absenteeism. Students must present proof of the reason for the infraction before any consideration for an evaluation is granted. After a careful evaluation of this infraction and if student is allowed to continue with clinical lab, student will be required to make up the missing clinical lab time with the upcoming class. Students will require to pay $500 for the mist lab. Students will be required to complete all assignments at the discretion of the clinical lab instructor and approval of the program director. Consideration for this serious clinical lab infraction will only be extended once in the entire program. Students must be able to clearly demonstrate they are meeting the clinical lab objectives. Any absences in clinical can hinder the student's achievement of satisfactory in the clinical setting. No call no show for clinical lab will result in an automatic failure. An "unsatisfactory" grade for clinical lab results in the student receiving an "F" in the course.
2. Students must be present in the laboratory to participate in and receive credit for group work and quizzes. Tardiness to lab may mean missing group work or quizzes.
3. Students are expected to be courteous to others in the lab. Students who talk and disrupt the class inappropriately will be asked to leave the room.
4. Reading assignments (text, assigned articles, handouts, etc.) should be read for understanding before coming to the lab for which they are assigned.
5. Students are responsible for finding the meaning of any unfamiliar words or terms encountered in the readings or laboratory.
6. All written work should be neatly done using proper grammar, spelling, punctuation, and sentence structure.
7. Laboratory portion includes required class time in the lab and extra scheduled time during open lab times for skill practice and return demonstration/check-off of skills.
8. No check-off of skills will be done during laboratory class time.
9. It is expected that when the student schedule time with a lab coordinator, that the student will arrive on time and call prior to their scheduled appointment if they will be late or absent.
10. In addition, it is expected that when students schedule time for check-off of a skill that they are prepared to do the skill independently, without coaching and within a reasonable

time frame of 10 minutes.

11. Only one attempt at checking-off of a skill will be allowed per open lab session and no practice of a particular skill will have been done during the session that the skill is being checked-off. The student must bring their skills checklist book with them to the lab to be checked off on a skill. If any of these conditions are not met, the student does not pass the skills check-off and must reschedule another time to be checked-off on the procedure.
12. All required skill checkoffs must be completed successfully in a timely manner. If the skill checkoffs are not completed by the assigned date, five percent (5%) will be deducted from the student's lab grade for each week or portion of week past the deadline the checkoffs remain delinquent.
13. Laboratory grades include lab class quizzes, pre-demonstration quizzes, lab prep points and assessment projects.
14. If a grade of satisfaction is not met in the laboratory, the student may not progress to the clinical setting.

COMPLETION OF THE FOLLOWING LAB UNIT EXAM PERFORMANCE WITH S/U

1. Completion of all required lab return demonstrations, with a grade of "S" within one week of the skill being taught or as assigned by instructor.
2. If a student receives a "U" on a lab return demonstration, it may be repeated only twice to obtain a grade of "S." Failure to obtain a grade of "S" on the second attempt will result in a grade of "U," failure.
3. Completion of all scheduled labs and skills check off with a grade of "S."
4. Obtain an "S" and pass the course.

COMPLETION OF THE LAB FINAL EXAM WITH S/U

1. The Client Care Skills exam must be passed with a minimum score of satisfactory in order to pass the lab component.
2. A second attempt will be allowed for students who are unsatisfactory on the first attempt.

SIMULATION/LAB ATTENDANCE POLICY:

Students are not permitted to be absent from lab, lab is considered a clinical day. Absence or tardiness from the lab is a serious infraction and will result in the student been carefully evaluated. Laboratory

attendance is mandatory. Students must notify the Lab instructor and the school before the beginning of the scheduled lab day of their absenteeism. Students must present proof of the reason for the infraction before any consideration for an evaluation is granted. After a careful evaluation of this infraction and if student is allowed to continue to attend lab, student will be required to pay $500 to make up the missing lab time. Consideration for this serious lab infraction will only be extended once in the entire program. Students will be required to complete all assignments at the discretion of the clinical lab instructor and approval of the program director. The student is responsible for his or her own learning, and it is the student's responsibility to obtain lecture notes, instructions, announcements, etc. from a fellow student. The student will be held responsible for ALL material and information regardless of whether the student was in class or not. Failure to obtain a satisfactory grade in any portion of the lab will result in failure of the course and the student will have to repeat the course.

OPEN NURSING LAB POLICY

Open labs are used by students to practice and perfect skills, after they have been taught by their instructor in the regularly scheduled campus lab. The learning laboratory is open to all nursing students during the hours posted. Students should feel free to come to practice any skills necessary. A laboratory coordinator will be available to answer questions or review students' demonstrations. The laboratory is to be used only by nursing students in the clinical phase.

Open lab opportunities are provided to all Nursing students throughout the entire length of the program to allow students to:

1. Practice skills.
2. Receive needed assistance on topics or skills.
3. Review or make up previously learned content.
4. Perform satisfactory check off skill; Instructors will not re-teach content.

Open lab availability times will be offered on a weekly basis throughout the program. Students may sign up for Open lab voluntarily or they may be mandated to attend Open lab by an instructor. Available dates and times for Open Lab are posted on the Lab door. Students are not allowed in the nursing lab during lab sessions. Students wishing to attend Open lab must sign up at least 24 hours in advance by emailing the lab coordinator. All Open labs will be supervised by a faculty member.

Student Responsibilities for Open Lab:

1. Sign up for Open Lab time with the lab coordinator at least 24 hours in advance.
2. When signing up for Open Lab, specify what specific assistance is needed. (i.e., "Practice BP."

or “Watch Videos,” or “Missed lab assignments”)

3. Prior to coming to the Open Lab, complete preparatory work as assigned on the “Open Lab Referral” form.
4. If a student signs up for Open Lab and is unable to attend, the student should notify the nursing office as soon as possible.

CLINICAL EXPERIENCES ROTATION POLICY

Students enrolled in the AMG School of Nursing Programs will be scheduled to rotate through a variety of clinical affiliates, such as acute setting and nursing home. Clinical experiences are taken concurrently with the theory. Nursing students need realistic workplace experiences during their education to build entry-level nursing skills. To be effective, preparatory clinical experiences such as skill laboratories will simulate the work environment as much as possible. Once skills have been practiced and basic knowledge acquired, the students will need experiences that will allow them to start the efforts towards mastery of skills.

Clinical experiences will be appropriate and adequate supervised by an AMG nursing faculty. The Clinical instructor must hold a minimum of a master’s degree in nursing and must be licensed in the state of New York. It is the responsibility of AMG nursing faculty to evaluate its students. The nursing faculty shall be available during the entire clinical rotation, (one clinical instructor for up to ten students) to meet the needs of the program and to provide skill integration experiences for the students. Before the beginning of the course clinical component, the student will be presented with a detailed course syllabus with explicit clinical requirements, clinical sites, as well as assignments and evaluation methods and schedule.

Any postings of the clinical assignments are always tentative and may be changed at the discretion of the Lead Instructor and/or the program Dean. The proximity of the students’ homes regarding the distance traveled to the clinical site will not be a determining factor in the decision as to where a student will be placed for clinical. Students are expected to adequately prepare for the clinical assignment. Preparation includes preparing an initial nursing care plan based on client diagnosis by pre-conference time. This assignment is the responsibility of the student once the client assignments are posted.

Before the beginning of a course with a clinical component, the student will be presented with a detailed course syllabus with explicit didactic and clinical requirements, as well as assignments and evaluation methods and schedule.

Competency evaluation in clinical practice is a necessary element of nursing practice. This helps to assess if a student is making progress toward the achievement of course and program objectives. The

clinical instructor will use formative and summative evaluation to assess student's progression in the clinical setting. Instructors must provide continuing feedback to students about their progress toward course outcomes. The formative evaluation will validate and ensure that the goals of the instruction are being achieved and will improve the instruction, if necessary, by means of identification and subsequent remediation of problematic aspects. The summative evaluation will determine whether a student has or has not met the course objectives and competencies. This summative evaluation will be in the form of a final observation and care plan competency assessment.

Feedback is an integral part of the clinical experience process and will be given in a variety of ways:

- Immediately after a student has performed a procedure or during the clinical experience.
- Clinical post conference evaluation
- Via written feedback on care plans in which rationale for actions is questioned or the student's choice of actions, or comments about observations made during the care.
- Observation checklists: these provide set criteria that a student should meet.
- Conferences at set times to discuss progress.

Evaluations of the student's clinical performance are required and must be ongoing and at the end of the clinical experience. Because evaluations are subjective, the clinical instructors will evaluate the student using criteria listed on the evaluation tool, the instructor must indicate whether each criterion is met or not met. This will provide consistent feedback to students and allow the student to change behaviors to satisfy evaluation criteria.

CLINICAL RESPONSIBILITY/EXPECTATIONS OF STUDENTS

Clinical experiences will always be appropriate and adequately supervised; however, the student is also responsible for his/her own learning experiences. To facilitate the learning experiences, the student is responsible for maintaining communication with the instructor regarding:

1. All aspects of course work, including outcomes of assignments and the clinical.
2. Readiness to begin each clinical skill and component is mandatory.
3. Specific responsibilities during each clinical experience.
4. Progress and performance problems (if any).
5. Clarification of all AMG School of Nursing' policies and procedures and policies set by the clinical facility.
6. Immunizations, proof of being free of TB results, proof of immunity to Measles, Mumps, rubella and varicella, and CPR certification status will be shared with appropriate clinical facilities prior to the first clinical day.
7. It is the student's responsibility to follow clinical laboratory agency policy and procedures.

Policies and procedures are available at all clinical facilities.

8. Students are not allowed to smoke on the grounds of any clinical laboratory facility. Students who violate this policy will be dismissed from clinical, receive a clinical absence which may result in a clinical laboratory failure, and must meet with the Dean/Director and may result in termination from the program.
9. Students who perform a procedure prior to discussion with the clinical instructor are considered to practice unsafe nursing. This activity may result in termination from the program.
10. Consistency and dependability are essential elements of the nurse-patient relationship. Therefore, there are no elective absences from clinical experiences.
11. Regarding tardiness clinical experience must be made up hour for hour
12. A student may be assigned to a patient with communicable or infectious diseases. It is the student's responsibility to inform the instructor or program coordinator of any situation which may compromise the health of the student or of the patient.
13. Pre and post conferences are part of the clinical/lab experience. Prompt attendance, preparation, and participation are mandatory.
14. Students are not allowed to take verbal or phone orders from a physician or other healthcare provider.
15. Students are responsible for their own transportation to and from clinical laboratory facilities.
16. It may be necessary to make changes after registration to accommodate the needs of the Nursing Department and/or the clinical facility. The nursing faculty members guarantee clinical experience for all students admitted but there is NO guarantee of specific day, time, instructor, or facility.
17. Nursing students are strongly encouraged to have malpractice insurance.
18. Nursing students need to arrange their schedules to meet nursing course requirements. Employed students are advised to work no more than 24 hours a week. Students are requested not to work the shift prior to a clinical laboratory to ensure client and personal safety.
19. Students unprepared for a clinical experience will not be permitted to participate in the clinical experience and will be considered absent. This may result in a clinical laboratory failure.

20. Clinical facilities may require an additional background check from students. Clinical facilities reserve the right to refuse a student based on the results. (See criminal background policy).
21. Students must be able to attend a clinical practicum at any of the clinical facilities used by the Nursing Department during ANY semester. Student's personal convenience cannot be accommodated.
22. It is the student's responsibility to notify the Department of Nursing if they have been banned or denied entry into ANY clinical facility. Failure to report this information will result in termination from the Nursing Program.
23. Students with an LPN license that has ever been suspended, revoked, terminated, or otherwise modified as to rights and privileges must notify the Dean/ Director immediately.
24. If the reason for absence is of a serious nature that changes the students' overall health status (i.e., fracture, surgery, injury) the instructor will advise the student they will be required to obtain a new clinical clearance from their medical provider. If a student is under medical care documentation must be obtained from their provider and submitted to the nursing department. The student will also be required to provide a copy of the clearance statement to the Clinical Faculty. Once this documentation is submitted, the student may return to clinical.
25. Each student is to compile a clinical portfolio by the end of their clinical experience. The portfolio is evidence of successful achievement of clinical objectives. The portfolio is to be submitted in an organized format including the following components:
    a. Clinical Reflections arranged in chronological order
    b. Nurses' notes
    c. SBAR report
    d. Nursing care plans
    e. Clinical evaluations
26. The portfolio will be submitted to the nursing course instructor (NURS 102, NURS 210, NURS 220, NURS 230, or NURS 240) at the end of the student's clinical rotation.

The student is also responsible for establishing and maintaining communication with the staff nurse and instructor regarding:

- Selection of duties.

- Student expectations, progress, and performance problems (if any).
- Instructor and staff nurse's expectations.
- Cooperative goal setting for the clinical experience.
- Clarification of clinical outcomes.
- Identification of specific, individual learning needs.
- Identification of unfamiliar aspects of practice.
- Written self-evaluation of rotation

Students also need to adapt and collaborate with the work environment and staff by:

- Maintaining punctuality, attendance, and the schedule.
- Functioning as a team member.
- Observing duties that need to be performed, and then doing them.
- Assisting with a variety of duties, from simple to complex.
- Knowing policies and incorporating them into nursing practice.
- Welcoming constructive criticism and advice.
- Maintaining confidentiality of patients and workplace staff.

ROLE OF THE CLINICAL INSTRUCTOR

The instructor for the Nursing program's clinical experience is responsible for managing the learning experience that promotes positive and conducive learning situations. The instructor will establish and maintain communication with the lead instructor, lab coordinator, program director and clinical site supervisor regarding:

- The student's progress and timely feedback.
- Any student performance problems.
- Issues related to clinical experience conduct.
- Providing continuous direction and support for the student throughout the clinical.
- Student evaluation progress.
- Promoting critical thinking activities that assist the student to incorporate theory and lab knowledge into the practice of nursing.
- Responding to the student's request for feedback about how each shift is going or has gone.
- Providing frequent constructive feedback that outlines suggestions for improvement of nursing skills.
- Ensuring that the students complete a Self-Evaluation assessment to gauge their own progress in meeting the outcomes and objectives.
- Documenting and assessing information are necessary regarding student performance.

- Summarizing individual student performance for student records and references.
- Program evaluation.

The instructor will set specific “office hours” to allow an open discussion with student's clinical performance. Most importantly, the instructor will be always available during clinical experiences. During these periods, students can contact the instructor to ask questions or obtain assistance in clarifying and solving any problems.

CONFIDENTIALITY:

All information and records related to client care are to be treated in a confidential manner according to both state and federal regulations. Students who fail to maintain client confidentiality will be immediately dismissed from the program and receive an "F" course grade. Keep in mind the following:

1. Be very careful in sharing client/resident information.
2. Do not discuss client/resident care with anyone who is not directly involved in the delivery of care to that individual.
3. Do not discuss clients/residents anywhere outside of the facility. Within the facility, do not discuss client/residents in the cafeteria, hallway, elevator, bathroom, parking lot, etc.
4. As a rule, only discuss clients/residents in pre or post conference and with your clinical instructor or nursing staff at the facility. At times, clinical cases/situations may be discussed as a learning experience in the classroom or lab setting. When this happens, all identifiers must be omitted.
5. Health Insurance Portability and Accountability Act (HIPAA) - Requires that health information about clients be secured in such a way that only those with the right and need to acquire the information are able to do so. Be sure not to leave charts out or computer screens open where others (without authorization for access) can view it.
6. HIV Confidentiality Part 63 – describes confidentiality related to test results for individuals infected with human immunodeficiency virus (HIV) which may lead to acquired immunodeficiency syndrome (AIDS). HIV test results or information regarding a person’s HIV status (positive or negative) should not be shared with any individual.

HEALTH REGULATIONS AND MANDATORY CLINICAL ORIENTATION

Each student is required to comply with the mandatory guidelines that include initial physical examination, annual health assessment update, annual PPD, and MMR vaccination requirements. For those students who are not currently vaccinated against Hepatitis B, this vaccine is **strongly**

suggested.

After being accepted into the Nursing program, the student must show evidence to the AMG Nursing Department by the following dates:

1. First week in August for those applicants admitted in Fall admission.
2. First week in April those admitted in Summer admission.
3. First week in December for Spring admission

Note: Failure to complete the health requirements stated below by the dates stated above may result in loss of admission to the program and will result in not obtaining a clinical scheduled to attend clinical if clearance is not done prior to clinical.

1. Have a physical examination completed by your health care provider. The required form is available in the nursing department.
2. Proof of immunity to Measles (Rubeola) – Must document two doses of live measles vaccine. The first dose must be administered no more than 4 days prior to the first birthday. The second dose is at least 28 days after the 1st dose. A measles (Rubeola) titer showing immunity is also acceptable proof.
3. Proof of immunity to Mumps – Must have documentation of two dose of live mumps vaccine administered no more than 4 days prior to the first birthday. A mumps titer showing immunity is also acceptable proof.
4. Proof of immunity to Rubella (German measles) – Must document one dose of live rubella vaccine administered no more than 4 days prior to the first birthday. A rubella titer showing immunity is also acceptable proof.
5. Proof of immunity to Varicella (chickenpox) – Must document two doses of Varicella vaccine or a Varicella titer showing proof of immunity. Stated history or even documentation by a medical provider of a history of Varicella will not be acceptable as proof of immunity.
6. Proof of Tetanus and Pertussis vaccination within 10 years. (i.e., Tdap, DTaP)
7. Hepatitis B vaccine series is strongly recommended, but not required.
8. Tuberculin Skin test (PPD Mantoux) – This is not a vaccine but a test to determine previous exposure to tuberculosis. Two doses of PPD Mantoux testing given at least one week apart is required. The most recent PPD must be current and cover the entire academic year.
9. Proof of influenza vaccination.
10. Proof of current American Heart Association for Health Care Professionals (BLS for Adults, Infant, and Child) CPR certification or Red Cross certification (Professional Rescuer Course)

11. Once all the above requirements are completed and submitted, all freshman nursing students are required to call the nursing department clinical coordinator for an appointment to complete their clinical clearance process. Appointments are available throughout the summer. During this appointment, the clinical coordinator will complete the clinical clearance form and provide the student with a copy of the form. This form is submitted to the clinical instructor on the first day of clinical each semester while the student is enrolled in a clinical nursing course.

The above steps are instituted to ensure that the clinical requirements are completed through an organized, efficient, and timely process:

CLINICAL ATTENDANCE POLICY:

Students are not permitted to be absent from clinical/simulation/laboratory. Absence from the clinical/simulation/laboratory setting is a serious infraction and will result in the student been carefully evaluated. The course coordinator is responsible for ensuring that clinical attendance is documented on the School Brightspace and Anthology by the end of each week and recorded on the evaluation tool. The course coordinator ensures that any absence will be made up by the student. If a student must be absent for a mandatory experience, regardless of the reason, the student must notify the clinical/simulation/laboratory instructor and the school 60 minutes prior to the beginning of the scheduled clinical day of their absenteeism. Students must present proof of the reason for the infraction before any consideration for an evaluation is granted. After a careful evaluation of this infraction and if student is allowed to continue with clinical/simulation/laboratory, student will be required to make up the missing clinical absence with the upcoming class. Students will be required to complete all assignments at the discretion of the clinical instructor and approval of the program director. If students neglect to make up absences, with the upcoming the "unsatisfactory" grade for clinical will result in the student receiving an "F" in the course. Consideration for this serious clinical infraction will only be extended once in the entire program. Students are expected to arrive at clinical/simulation/laboratory experiences on time and stay for the entire scheduled experience. Arriving late or leaving early may disrupt patient care and learning outcomes and may result in the student not meeting the defined number of clinical hours. If a student leaves the clinical area during a clinical/simulation/laboratory experience, she/he incurs a clinical absence. Students must be able to clearly demonstrate they are meeting the clinical objectives. Any absences in clinical can hinder the student's achievement of satisfactory in the clinical setting. No call no show for clinical will result in an automatic failure.

CLINICAL/SIMULATION/LABORATORY TARDINESS POLICY

Students are expected to be on time for all clinical/simulation/ laboratory experiences. Arriving ≥ 15 minutes late is considered tardy. Two tardy occurrences constitute a clinical absence. Arriving >1 hour late constitutes a clinical absence. Faculty will track attendance on Brightspace. The course coordinator is responsible for ensuring that clinical tardiness is documented and recorded on the evaluation tool. To replace the absence with a tardy, the student must see the instructor taking attendance that day during the first break.

CLINICAL GRADING

1. Satisfactory clinical performance.
2. Clinical will be graded on an S/U basis, and a student must receive an "S" on the Final Clinical Evaluation Tool to pass the course.
3. An unsatisfactory final clinical grade, regardless of the theory grade, will result in an "F" for the course and will have to repeat the course.
4. Completion of each scheduled clinical day.
5. Satisfactory clinical practice according to stated clinical objectives.

Completion of the following written clinical assignments with a grade of "S" (Satisfactory) in accordance with established guidelines:

1. Weekly Pre/Clinical Prep Sheet S/U
2. Medication Reference Sheets from assigned patient S/U
3. Each course requires a completed Clinical Nursing Care Plans S/U

STUDENT ACCIDENT/INJURY POLICY

Nursing students who are injured during clinical experiences and receive a personal injury or blood exposure must notify the clinical instructor immediately. Depending on the nature of the injury and after consulting with the affiliating agency's infection control staff and/or the AMG School of Nursing, the student will be referred to the nearest emergency department, or the student's own healthcare provider. Any blood/body fluid exposures will be evaluated in the nearest emergency department immediately.

Appropriate agency Accident/Injury forms should be obtained from both AMG School of Nursing and the affiliating agency's nurse manager of the unit where the accident or injury occurred. The AMG School of Nursing Accident/Injury report should be completed by the student whenever possible to

prevent any breach of confidentiality by school staff. Detailed and extensive reporting is to be avoided.

The nursing department director must be notified by the Clinical Instructor and an AMG School of Nursing Accident/Injury form obtained and completed.

Unless immediate evaluation is required in the emergency room setting, the student will contact the AMG School of Nursing for advice, and referral.

The AMG School of Nursing is not responsible for reimbursement of medical treatment rendered.

SUPERVISION OF MEDICATION ADMINISTRATION POLICY

The level of supervision of medication administration in the clinical laboratory varies according to the course level of the student. The goal is to ensure the highest quality of client care and safety while providing maximum learning experience. Students may be limited in medication administration as specified by the clinical instructor and clinical facility.

Specific Medication Policies for AMG School of Nursing Students:

1. Students will demonstrate knowledge of medications to be administered, including action, contraindications, side effects, safe dose, and client education.
2. Students will verify all medications with their clinical instructor or designated staff registered nurse (RN) utilizing all rights prior to medication administration.
3. Students will verify all computer dosages with the instructor or designated staff RN prior to administration.
4. Students will adhere to facility policy for high alert medications.
5. The clinical faculty member or designated staff nurse will cosign all medications administered by the student.
6. When removing controlled substances from locked storage, students will be supervised by the clinical instructor or designated staff RN.
7. Students will prepare anticoagulant medications and oral cardiac medications with supervision by the instructor or designated staff RN.
8. Students will NOT administer intravenous chemotherapy agents.
9. Students are not allowed to administer any form of medication via epidural route.
10. In clinical facilities, policies regarding medication administration override the policies of the Nursing Department.

NURSING 102

After demonstration of competency in the practice laboratory, students may pass medications in the clinical setting:

1. Students will be supervised by the clinical instructor during the preparation, administration and recording of all medications.

NURSING 210 and 102

1. Students will be supervised by the clinical instructor during the preparation, administration and recording of all medications.
2. Students will monitor intravenous infusions received by the clients under their care.
3. Students may add medications to, and hang intravenous infusions to, an existing site with direct supervision by the clinical instructor.
4. Students may initiate intravenous infusions under the direct supervision of the clinical instructor in clinical facilities according to hospital policy.
5. Students may prepare intravenous piggyback infusions with direct supervision. The clinical instructor will verify all intravenous preparations prior to their administration.
6. Students may administer I.V. piggyback medications through a saline lock or infusing IV with direct supervision by the clinical instructor according to hospital procedures.

NURSING 210

1. Students will be supervised by the clinical instructor during the preparation, administration and recording of all oral and injectable medications**. Exception: All medications administered to pediatric clients will be under direct supervision by the clinical instructor and designated staff RN.**
2. Students can perform all the skills performed by the Nursing 102 and NURS 210 student.
3. Students may add medications and administer intravenous solutions with supervision by the clinical instructor.
4. Students may initiate intravenous infusions under the direct supervision of the clinical instructor.
5. Students may monitor patients receiving blood transfusions/blood products with direct supervision of the clinical instructor.

6. Students may not co-sign any documents regarding blood product identification/compatibility or blood transfusion consent forms.
7. Students may administer intravenous piggyback medications through a saline lock with direct supervision by the clinical instructor.
8. Students can administer lipid solutions with direct supervision of the clinical instructor or designated staff RN.
9. Students can administer and discontinue total parenteral nutrition solutions with direct supervision of the clinical instructor and designated staff RN. Prior to administration of TPN, two RNs must verify solutions.

NURSING 240

1. Students can perform all of the skills performed by the Nursing 220 and 230 students with direct supervision of the clinical instructor or designated staff RN.
2. Students may utilize multiple lumen catheters to administer I.V. infusions and medications under the direct supervision of the clinical instructor or designated RN according to facility policy.

MEDICATION ERROR POLICY

The 5 Rights of Medication Administration

1. Right patient
2. Right drug
3. Right dose
4. Rightroute
5. Right time

Students will be supervised when administering all medications. The student should make every effort to observe the "Rights of Giving Medications."

A medication error is a violation of any of the rights of giving medications. A medication error is unsatisfactory performance and will result in the initiation of a Clinical Action Plan.

It is very important that a nursing student reports a drug error immediately to the clinical instructor. When an error is discovered, the student must complete the health agencies or hospitals appropriate form.

MEDICATION CALCULATION QUIZ POLICY:

A clinical calculation exam passed with 90% or better is needed to pass most nursing courses. This is independent of other course grades. The student may have a total of two attempts to pass this exam;

there will be a one-week interval for the student to work on drug dosage competency. A re-take will then be administered to those who failed the first clinical calculation exam. Failure to pass with 90%, or better, on the second re-take will result in failure of the course and will have to repeat the course. The medication calculation exam is expected to be taken as scheduled. If there is a **compelling** reason the student cannot take the exam, the student will forfeit the first attempt and therefore will be given only one attempt to pass the exam.

NURSING SKILL TESTING POLICY

Students are responsible to be competent in their nursing skills.

1. The following skills will be checked in the nursing laboratory: hand washing, IM injections, SQ injections, IV piggybacks, IV therapy, blood transfusion, enteral feeding, sterile suctioning, medication administration, head-to-toe assessment, two-insulin administration, heparin, dry sterile dressing, IV push medications, Foley catheterization.
2. Prior to testing by the nursing faculty, each student will be checked by a peer on two separate occasions and deemed competent to test.
3. Each student may be required to complete a videotape of their skills and submit it to the lab instructor at the time frames specified by the lab instructor or completed face-to-face with the lab instructor.
4. The first attempt will be checked by the laboratory instructor. a. If a student fails the skill testing on the first try, they will be sent to the laboratory instructional support assist for remediation.
5. The second attempt shall be conducted by the lab instructor during a time convenient for the lab instructor.
6. The third and final attempt will be conducted by another faculty member at a time convenient for the faculty member.
7. Failure to pass the skill on the third attempt will result in course failure.

STUDENTS CHARGED/CONVICTED OF MISDEMEANORS OR FELONIES WHILE ENROLLED IN THE NURSING PROGRAM

As a part of the student's educational experience, certain nursing courses (NURS 102, 210, 220,230 and 240) require that the student be able to apply what he/she has learned in the classroom and laboratory to clients in the clinical setting. To provide this experience, the nursing program has entered into contracts with clinical agencies where our students might be performing clinical. As a part of that

contract, the nursing program is obligated to notify the clinical agency when any student completing their clinical experience at that agency has been charged with, or convicted of, a misdemeanor or felony. For that reason, the following policy is put into effect:

1. Any student who is enrolled in the nursing program who is charged with or convicted of a misdemeanor or felony while a nursing student is to notify the nursing department director immediately.
2. The nursing department director will contact the clinical agency where the student is performing his/her clinical rotation. Information to be shared with the clinical agency includes: the student's name, the charges that have been levied against him/her, and the circumstances surrounding those charges.
3. The nursing department Dean/director will notify the President of the School.
4. The clinical agency will either
    a. Provide input into whether the student may complete the clinical rotation at their facility. In this case the final determination as to whether the student will be allowed to continue in the program will be made by the nursing department dean/director in consultation with the President.
    b. Determine that the student cannot complete the clinical rotation at their facility.
5. Because satisfactory completion of NURS 102, 210, 220, 230, and 240 is dependent upon satisfactory completion of the clinical component, students who are not allowed into clinical sites will be dismissed from the program and receive an "F" course grade unless they choose to withdraw.
6. In the event a student charged with a misdemeanor of felony is later exonerated of those charges, they will be allowed to reapply for admission to the program.
7. Failure by the student to notify the nursing department director of misdemeanor or felony charges/convictions will result in course dismissal.

WRITTEN ASSIGNMENTS for LAB/CLINICAL

Written assignments for lab or clinical, such as nursing care plans, are due each week according to the clinical instructors' directions. All assignments, which are not submitted on the designated date will result in a lower grade of 10 points for each day of lateness. If an assignment is not received by the maximum time of three days will be marked unsatisfactory and the student will receive a zero for the assignment. If a student is absent on the day an assignment is due it is expected that the

student notifies the instructor and hand in the assignment on the day, he/she returns. The student must have documentation for missing class to receive a grade for the assignment.

This written material documents the student's understanding and ability to apply nursing skills, biological and behavioral knowledge in a safe and intelligent manner to the patient in the clinical setting. Written assignments are a very important measure of the student's performance and consistent ability to meet course objectives.

Failure to complete pre-clinical paperwork is unsatisfactory. The Clinical Instructor will determine if the student is able to safely accept the patient care assignment for that clinical day. If the Clinical Instructor determines that the student cannot safely accept the patient care assignment, the student will be sent home and will be counted as absent for that clinical day.

LEARNING ENVIRONMENT/ACTIVITIES

Personal responsibility for learning and student development is fostered throughout the entire program by use of independent learning activities. (Examples: theory, simulations/tutorials, clinical, study questions, viewing audiovisuals, reading of periodicals, remediation, etc.).

TEACHING / LEARNING STRATEGIES MAY INCLUDE BUT ARE NOT LIMITED TO:

THEORY, LAB and CLINICAL:

1. Lecture/discussion/lab patient assignments
2. Engage, Motivate, and Challenge
3. Promote self-confidence
4. Optimize the learning environment
5. Facilitate participation
6. Group-work Med cards
7. Reading and other assignments
8. Audiovisuals clinical prep problem care sheet
9. Computer simulations/tutorial programs demonstrations
10. Web-based assignments
11. Independent study audiovisuals
12. Supervised clinical experiences
13. Clinical experience pre/post conferences
14. Clinical conferences student/instructor conferences
15. Case study/critical thinking exercises

16. Nursing Care Plan
17. Role playing
18. Clinical correlation mapping
19. Instructor demonstration
20. Student demonstration
21. Remediation

STAGES OF CLINICAL SKILL DEVELOPMENT IN THE LABORATORY AND CLINICAL SETTING

By understanding the stages or levels of psychomotor learning, instructors, can set realistic goals and gauge the students' progress in skill development.

1. **Level of Imitation** – refers to the student's first experience with the skill after learning related principles and viewing some kind of demonstration of the skill (by instructor, video, multimedia, etc.). The student begins to practice the skill by imitating what has been observed as well as applying what has been read about it. Performance at this level is often awkward, quite slow, and non- sequential. This level is initiated in the classroom and laboratory setting.
2. **Level of Manipulation** – refers to continued practice, which helps the student to overcome awkwardness and move toward skillful manipulation of required equipment or supplies associated with the skill. Often a checklist or other sequential instruction is used to guide the student through the skill process. This level is usually achieved within the laboratory setting.

3. **Level of Precision** – the student learns to perform the skill without the need for step-by-step instructions. Progress is still slow and requires careful concentration to remember each skill component. The student might find it difficult to consider the needs of the patient during this intensely focused level. This level is achieved during the initial clinical with very close supervision.

4. **Level of Articulation** – the student gains proficiency in the skill and can perform each component with less focus, meaning he/she can attend to the patient's needs, questions, etc. more easily. The student's actions are more deliberating, efficient, and coordinated and the pace is accelerated. This level is achieved during clinical, still with supervision.

5. **Level of Naturalization** – the student can now perform the skill in a smooth, natural, and timely manner. Conscious, careful thought is no longer needed to perform the skill with proficiency. This level is achieved in clinical and usually less supervision. It also equates to entry-level skill development for new graduate nurses.

PRINCIPLES OF SKILL PERFORMANCE

Seven interrelated principles should guide the performance of all skills. Successful adherence to one principle has implications for adherence to the others.

- **Accountability** is important because, as a member of the health care team, nurses must communicate with other team members. It is important to collect information about the patient's condition before a procedure is implemented and afterward to communicate to other team members of any findings.

- **Asepsis** refers to actions taken to reduce the spread of infection or prevent contamination of a surgically sterile area.

- **Comfort** refers to efforts to limit any patient pain or discomfort, no matter what position or invasive technique is required during the procedure.

- **Communication** refers to ensuring that the patient is aware of the limits of his/her sensory ability, what the procedure involves, why it is being done, and what is required of him/her. The Nurse will also communicate with the patient as to his/her feelings and concerns before, during, and after the procedure.
- **Skill** performance refers to the ability to perform clinical skills in an effective and efficient manner.
- **Organization** refers to the details that contribute to accomplishing the procedure in an efficient and effective manner. These details include gathering the necessary equipment and setting it up for easy use. Organization also involves managing time so that important patient routines and schedules are adhered to. This is done so that activities other than the procedure to be performed are achieved.
- **Safety** refers to protecting the patient, yourself, and others from harm while implementing the procedure. The goal is to avoid infection, psychological harm, and physical trauma to body parts and specific tissues.

Documentation of Nursing Skill Performance Checklists

The instructor must document these skills in three separate ways in the laboratory and in the clinical setting:

Skill Performance Checklists

This sheet documents the student's grade for each procedure. When students have completed all or a majority of their practices in a specific skill (for example, hand washing), the teacher will assess the student's performance by signing off with the instructor signature. At the end of the course, the student must have all skills checked off and signed by the lab coordinator. The check off skill is then transferred into a grade of satisfactory or unsatisfactory for the skill performance portion of the course.

Step-by-Step Procedures for Each Laboratory Skill

Instructors are to assign a level of mastery of each of the steps involved in a specific clinical skill. Each required clinical procedure has a step-by-step procedure in this course plan. The majority of these are from the textbook; however, if a specific procedure is not available, your instructor of lab coordinator will give these procedures. The assessment of the student's skills in each individual step of a procedure is intended to be used by the student for improvement of their skills, not necessarily as a component of their class grade.

Skill Proficiency Practices

Students should be encouraged to practice as much as possible and should be required to perform additional skills. For example, students should be required to complete two (2) hand washings practices. These are not graded; instead, they simply indicate completion of additional number of practices. If the instructor chooses the final proficiency practice (for example, the second-hand washing) can also be graded by the instructor and documented on the Skill Proficiency Grade Sheet.

Charting Practice

This is included in the documentation procedures so that instructors can monitor accurate charting of skill procedures.

Retention of Skill Performance Checklists

Students are to be told from the first day of class that they must retain the Skill Performance Checklist; if it is lost, students will need to complete again all the nursing skill procedures. Upon completion of the course, the original Skill Performance Checklist is to be retained by the Lab- Coordinator. If a student chooses, s/he can make a copy of it prior to submitting it to the instructor.

CLINICAL EXPERIENCES ROTATION POLICY

Nursing students need realistic workplace experiences during their education to build entry-level practical nursing skills. To be effective, preparatory clinical experiences such as skill laboratories will simulate the work environment as much as possible. Once skills have been practiced and basic knowledge acquired, the students will need experiences that will allow them to start the efforts toward mastery of skills.

Clinical experiences will be appropriate and adequate supervised (one clinical instructor for up to ten students) to meet the needs of the program and to provide skill integration experiences for the students. Using standard documentation, follow-up, and evaluation is important and must be utilized to ensure successful skill development and application and to ensure that the objective and outcome of the program has been met. All clinical experiences will be supervised by the clinical instructor and will be present with the students during the entire clinical rotation. The Clinical instructor must hold a

minimum of a master's degree in nursing and must be licensed in the state of New York.

Before the beginning of a course with a clinical component, the student will be presented with a detailed course syllabus with explicit didactic and clinical requirements, as well as assignments and evaluation methods and schedule.

PROGRAM POLICIES AND PROCEDURES

RECRUITMENT POLICY

Recruitment activities for the school programs are ethical. All material used in recruiting, accurately describe the mission, instructional outcomes, student performance expectations, and completion requirements of each program offered at the school. Recruitment is done mainly by school catalog, school marketing materials, radio, newspaper, and the internet.

ORIENTATION POLICY

Students are required to attend an orientation. The nursing faculty is committed to assisting our students in meeting their nursing program objectives. To help achieve this goal, orientation sessions covering course, clinical, and program expectations are provided for students. At each Level, there will be courses and clinical orientations. Attendance at these orientation sessions is mandatory for all students.

CORPORATE COMPLIANCE POLICY

It is the policy of AMG School of Nursing to establish and maintain a Corporate Compliance Program to ensure institution-wide compliance with all the federal, state, and local laws, rules and regulations set by all governing boards. Compliance is an ongoing commitment of being ethical and honest in everything you do. AMG School of Nursing believes in doing what is right for our Institution while complying with all applicable laws, standards, policies, and procedures.

All new students are required to attend an orientation where they will receive education on compliance policies. Additional training shall be provided when needed.

STUDENT RECORD POLICY

AMG School of Nursing maintains records for applicants, dismissed students, withdrawn and enrolled students, and graduates. The official permanent record, financial record, and health services record

are also maintained. Student records specifically include, but are not limited to, admission requirement data, level of achievement, transcripts, disciplinary reports, and other pertinent documents. Student records are also maintained electronically. AMG School of Nursing will make every attempt to assure that a student's record or student's information is always kept private and safe. The student's record will be kept in a lock fireproof cabinet and managed with confidentiality. Only authorized personnel will have access to student records and information; the records will be easily accessible and maintained in an orderly fashion. Student's record is kept for a period of seven years. Student records are available for review by the student at any time upon request. Students are encouraged to submit updates to their records.

Records will be reviewed by the student in the presence of the registrar or designee. Records may not be amended or deleted during this meeting. The student shall be advised of his/her right and the procedure for challenging any portion of the school record that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.

AMG School of Nursing maintains a Record Retention policy according to The Family Educational Rights and Privacy Act (FERPA) [20 U.S.C. 1232g; 34 CFR Part 99], the American Association of Collegiate Registrars and Admissions Officers, AACRAO's Retention of Records, Guide for Retention and Disposal of Student Records, and the Federal Student Aid Handbook, Recordkeeping and Disclosure.

The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, known as the Buckley Amendment, affords students certain rights with respect to educational records. These rights include:

- The right to inspect and review the student's educational records within 45 days of the day AMG School of Nursing receives a request for access.
- The right to request the amendment of the student's educational records the student believes to be inaccurate, containing misleading information, or in violation of the student's privacy rights.
- The right to consent to disclosures of personal identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the AMG School of Nursing to comply with the requirements of FERPA.

The Name and Address of the Office that Administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW; Washington, DC 20202-4605

www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Name and Demographic Information Changes

If a student needs to update a change in address, telephone number, legal name, e-mail address, etc., he/she should complete a Change of Information Form from the registrar's office or submit a written and signed letter requesting such changes. The school will not update demographic information without a signature of authorization. For legal name changes, include a copy of the new Social Security card.

Release of Student Information

Directory information regarding the student will be provided to the public upon request unless a student files a request with support staff asking to be excluded from the directory or from any other requests for open information from outside entities. The request should be submitted prior to the 12th day of class of the starting semester. A request to withhold information may be submitted after the stated deadline for a semester, but information may be released between the deadline and receipt of the request. The file of the student who has asked to be excluded will be flagged until the student requests the flag be removed.

FERPA prevents access to and release of non-public (non-directory) information such as educational records (or any personal identifiable information they contain) without the student's prior consent. However, federal law permits access to such information without the student's prior consent under certain circumstances or to certain individuals. These include the following:

- School officials, including faculty, have a legitimate educational interest in the records.
- Officials of another school, upon request, in which a student seeks or intends to enroll.
- Certain officials of the U.S. Department of Education, the U.S. Department of Defense (under Soloman Amendment), the U.S. Comptroller General, and state and local educational authorities, in connection with an audit, or certain state or federally supported education programs.
- Financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.

- Accrediting organizations to conduct their accrediting functions.
- Organizations conducting studies for or on behalf of the school.
- Parents, if the student is dependent as defined in Section 152 of the Internal Revenue Code.
- Appropriate parties in a health or safety emergency.
- To a court in which the school is defending itself against legal action initiated by a parent or eligible student.
- By judicial order or lawfully issued subpoena.
- To the alleged victim of a crime of violence or a non-forcible sex offense where the alleged perpetrator is subject to formal disciplinary proceedings conducted by the school.

The Record Retention policy is available for examination in the school office, along with copies of the FERPA Act and federal record regulations.

Review of Records

A student may request, in writing, the opportunity to inspect and review his/her records. The request should be made to the registrar and must specify records to be reviewed. The request to review the records will be granted within a reasonable amount of time, but not to exceed 10 days after the request has been made. The school reserves the right to limit a student's ability to review certain financial records and confidential letters or statements of recommendation to the extent such limitations are consistent with the Family Educational Rights and Privacy Act (FERPA) of 1974. Records will be reviewed by the student in the presence of the registrar or designee. Records may not be amended or deleted during this meeting. The student shall be advised of his/her right and the procedure for challenging any portion of the school record that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. The school follows the requirements pertaining to the access, inspection, and review of student records, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

STUDENT DRESS CODE POLICY

Students will be expected to always wear uniform in the classroom, lab and at the clinical facility. Students are expected to always conduct themselves as mature and responsible individuals. Violation will necessitate the student being sent home to change clothes or make any other adjustments to meet the standard. The Clinical instructor will notify the Theory/Lead Instructor of this action.

Students are expected to adhere to the following guidelines when in the classroom.

- Shoes are required.
- No bare midriffs, garments shorter than mid-thighs, or see-through garments. Hair must be neat and clean.
- Men are expected to shave or keep beards and mustaches clean and trimmed neatly.
- No hats in classroom of clinical areas
- If for religious purposes a head attire must be worn, it should be royal blue or white.
- If students prefer to wear a surgical cap, it should be royal blue.

In addition to the classroom guidelines, students are expected to adhere to the following guidelines when in simulation lab and clinical.

- The school uniform is royal blue slacks or skirt and white shirt with the school logo. Clean white shoes and hose (if wearing dress uniform) are required. White socks are to be worn with pant uniforms.
- Note: The student may not deviate from this dress code.
- Name tags as designated by the school are to be worn.
- When going to the clinical area for any other reason except assigned patient care, business attire with a lab coat is required with a name tag attached.
- Hair must be neatly styled and off collar of uniform and without fancy ornaments, etc.
- The only jewelry permitted will be a plain band or engagement ring, and watch. In addition, for those with pierced ears, stud earrings of white, gold or silver will be permitted. One stud earring per earlobe is allowed.
- Un-chipped, clear nail polish only will be accepted. Nails will be trimmed and neat and clean.

Students will not be permitted to enter any clinical facility dressed in the following attire:

- Blue jeans, cut-offs, and shorts
- See-through blouses.
- Thong sandals
- Midriff clothing
- Clothing shorter than mid-thigh
- Body shirts

- Halters, sundresses
- Heavy jewelry or make-up
- Extreme hair styles
- Earrings other than one stud earring per earlobe; nose rings, eyebrow, or tongue piercing.
- Open-toe shoes
- Tattoos that are uncovered

A white undershirt or white lab coat may be worn with the school uniform.

Additional restrictions according to hospital policy may be required.

SCHOOL CLOSING POLICY

In accordance with AMG School of Nursing School Closing Policy, the following procedure is in effect when it becomes necessary to close the school, cancel academic activities, or delay the opening of the school due to inclement weather or other emergency conditions. This procedure will also describe working conditions and the compensation status of employees during the time the school is closed.

Notification: The decision to close the school is made solely by the President or Dean. Students will be notified through announcements posted on BRIGHTSPACE, on 1010 wings radio, and the television. If the Public-School System in New York City is closed, AMG School of Nursing is closed. Whenever possible, decisions to cancel day classes will be made by 5:30 AM and decisions to cancel night classes will be made no later than 4:00 PM.

Web Alerts Cancellations

AMG School of Nursing utilizes a student notification system called **Web Alerts cancellations.** Cancellation information will appear on the homepage when there is a cancellation.

Text Messaging

Text messaging is another means of receiving school closure and emergency safety information. Faculty interested in receiving emergency notifications utilizing text messaging must verify that the Director has all updated cell phone numbers.

AMG COMPUTER SOFTWARE/SYSTEMS POLICY AND STUDENT COMPUTER-APPROPRIATE USE COMPLIANCE WITH APPLICABLE LAW AND POLICY

1. Users must comply with state and federal laws and regulations, the school policies and System procedures, contracts, and licenses applicable to their uses. This includes, but is not limited to, the laws of libel, data privacy, copyright, trademark, gambling, obscenity, pornography, and child pornography; the federal Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking" and similar activities.
2. Users must comply with the laws of other jurisdictions, systems or networks when communicating electronically within those jurisdictions, systems or networks.
3. Users are responsible for the content of their personal use on the system, and any liability resulting from that use.
4. Users must use only those computer system resources they are authorized to use and use them only in the manner and to the extent authorized. Ability to access information resources does not, by itself, imply authorization to do so.
5. Users are responsible for use of the computer system under their authorization (password).

Unauthorized usage

a) Use any account or password assigned by the school to someone else, including family members.

a. Share any account or password, assigned to the user by the school, with any other individual, including family members; or

b. Allow others to use computer system resources under their control in violation of this procedure or related laws and policies, including, but not limited to, copyright laws or license agreements.

c. Users must not circumvent, attempt to circumvent, or assist another in circumventing security controls in place to protect the privacy and integrity of data stored on the computer system.

d. Users must not change, conceal, or forge the identification of the person using the system, including, but not limited to, use of e-mail.

e. Users must not download or install software onto the system without prior authorization from appropriate school officials, except when necessary to meet the academic mission.

f. Users must not engage in inappropriate uses, including:

1. Illegal activities
2. Wagering or betting

3. Harassment, threats to or defamation of others, stalking, and/or illegal harassment or discrimination
4. Personal business, or commercial activity unrelated to the learning purposes
5. Storage, display, transmission, or intentional or solicited receipt of material that is or may be reasonably regarded as obscene, sexually explicit, or pornographic, including any depiction, photograph, audio recording, or written word, except as such access relates to the academic pursuits of a System student or professional activities of a System employee.
6. "Spamming" through widespread dissemination of unsolicited and unauthorized e-mail messages

Protecting privacy

Users must not violate the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Technical ability to access others' accounts does not, by itself, imply authorization to do so.

Limitations on use

Users must avoid excessive use of the computer system. Excessive use means use that is disproportionate to that of other users and is unrelated to academic or employment-related needs, or that interferes with other authorized uses. The school may require users to limit or refrain from certain uses in accordance with this provision. The IT department shall determine the reasonableness of any specific use.

Unauthorized trademark use.

Users must not state or imply that they speak on behalf of the School and must not use the School logo without prior authorization. Affiliation with the System does not, by itself, imply authorization to speak on behalf of the System.

Personal usage

Employees may make reasonable use of the computer system for personal communications as long as the use is in accordance with state law, the School policy and System procedure, and the use, including the value of employee time spent, does not result in an incremental cost to the School, or results in an incremental cost that is so small as to make accounting for it unreasonable or administratively impracticable, as determined by the Assistant Director. Reasonable use means use consistent with this procedure.

Security and Privacy

Users shall take appropriate security measures when electronically transmitting non-public data. Data transmitted via computer system is not guaranteed to be private. Deletion of a message or file may not fully eliminate the data from the System.

Right to employ security measures

AMG School of Nursing Systems reserves the right to monitor any use of the System, including those used for personal purposes. Users have no expectation of privacy for any use of System resources, except as provided under federal wiretap regulations.

AMG School of Nursing Systems does not routinely monitor individual usage of its computer system. Normal operation and maintenance of the System require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns and other activities that are necessary for such services. When violations are suspected, appropriate steps must be taken to investigate and take corrective action or other actions as warranted. System officials may access data on the computer system, without notice, for other business purposes including, but not limited to, retrieving business-related information, re-routing, or disposing of undeliverable mail; or responding to requests for information permitted by law.

Enforcement

Access Limitations

AMG School of Nursing reserves the right to temporarily restrict or prohibit use of its System information by any user for any business purpose, without notice. Continued use of System information is a privilege subject to limitation, modification, or termination.

Repeat violations of copyright laws

AMG School of Nursing may permanently deny use of the computer system by any individual determined to be a repeat violator of copyright laws governing Internet use. Repeated violation of the School policies will result in termination or expulsion of the violator.

COMMUNICATION DEVICE POLICY

While the nursing faculty recognizes that communication with family and friends is important, the use of cell phones and beepers in class is very distracting to other students and to your instructor. All cell phones must be turned off upon entering the classroom or keep all electronic devices on either vibrate

or voice mail mode during class. To use cell phones or other communication devices, the student must leave the classroom. If a student needs to be contacted in an emergency the Nursing Department Administrative Assistant should be called. The student will be given the message in the classroom. Cell phones are prohibited in the clinical setting.

FIRE PROCEDURE/ EMERGENCY EVACUATION PLAN/EMERGENCY CONTACTS POLICY

Fire emergency exit procedures are posted in each classroom and laboratory.

The School Evacuation Plan is a reference for emergency contacts and can be found with the Director or receptionist area.

NONDISCRIMINATION IN EDUCATION OPPORTUNITY POLICY

AMG School of Nursing is committed to a policy of nondiscrimination in education opportunity. No person shall be discriminated against in the terms and conditions of practices or access to and participation in programs, services, and activities regarding race, sex, color, creed, religion, age, national origin, disability, marital status, status regarding public assistance, federal public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

STUDENT CONDUCT POLICIES AND PROCEDURES

Every student who is accepted at AMG School of Nursing is required to abide by the provision of the Code of Conduct so long as he or she remains a student at the school. Students are expected to act in a mature, professional way, to respect the rights and privileges of others, and to be always responsible for the appropriateness of their conduct. Inappropriate behavior and/or attitude toward faculty in (classroom and lab), and health care facility staff during clinical experiences will not be tolerated. If Students who conduct themselves in an unbecoming manner or violate school rules, regulations, or policies will be subject to disciplinary action up to and including expulsion for a first offense, as warranted by the situation. Claims of ignorance, unintentional error, or academic/personal pressure are not sufficient reasons for violation of school rules, regulations, or policies. All students must follow the chain of command/grievance policy before elevating concern with outside agencies. This constitutes a violation of the school policy. A student who is having trouble, he or she should plan to speak with an advisor. This violation includes, but is not limited to, the following:

1. Alcohol and Illegal Drug Use During On- and Off-Campus Student Activities
2. All forms of bias including race, ethnicity, gender, disability, national origin, and creed as

demonstrated through verbal and written communication as physical acts.

3. Elevating concern with outside agencies without following the chain of command/grievance policy.
4. Sexual harassment including hostile environment and quid pro (forcing an individual to perform sexual favors in return for something.
5. All types of dishonesty, including cheating, plagiarism, knowingly furnishing false information to institution, and forgery alteration or use of institution document of identification with intent to defraud.
6. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceeding, public meeting and programs, or other school activities.
7. Physical/verbal abuse of any person on school premises or at function sponsored or supervised by the school.
8. Theft or damage to the school property or damage to the property of a member of the school community on the school premises.
9. Failure to comply with directions of school officials acting in the performance of their duties.
10. Proof of the usage of Drugs or Alcohol on school campus or any affiliation site of the school.
11. Violation of the law on school promises in a way that affects the school community's pursuit of its proper educational objectives. This includes but is not limited to the use of alcoholic beverages and/or controlled dangerous substances on school premises.
12. Not adhering to the school's rules, regulations, policies, and codes of conduct. This is to include a uniform code.
13. Missing more than 10% of contact hours of classroom instruction (one excused absence is allowed for clinical and lab combined).
14. Not meeting financial responsibility to the school.

CLINICAL CODE OF CONDUCT POLICY

Professional obligations are a part of ethical codes that govern the behavior of the members of the nursing profession. Ethical behavior goes beyond the actual client setting. It should be a part of one's life. In addition to nursing students' rights, there are nursing students' responsibilities. These responsibilities require student behavior that maintains the integrity of the profession and the safety of clients.

Inappropriate behavior and/or attitude toward faculty and health care facility staff during clinical

experiences will not be tolerated. If a student is having trouble, he or she should make arrangements to speak with assigned faculty members.

The following behaviors may lead to dismissal of students:

1. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceeding, public meeting and programs, or other school activities and any affiliation site of the school
2. Any performance or negligence which causes physical or emotional injury to a client.
3. Physical/verbal abuse of any person or school officials and employee of any affiliation site of the school
4. Failure to comply with directions of school officials acting in the performance of their duties.
5. Additional areas of concern specific to nursing include but are not limited to:
    - Students cover up or not reporting a clinical error.
    - Students are found charting something that was not done.
    - A student is found altering any legal documentation.
6. All types of dishonesty, including cheating, plagiarism, knowingly furnishing false information to a school official, and forgery alteration or use of institution document of identification with intent to defraud.
7. Welcoming constructive criticism and advice. And no disputes will be tolerated.
8. No outburst, fight, arguments at the clinical site will be tolerated.
9. Maintaining confidentiality of patients and workplace staff.
10. Violation of the law on school promises in a way that affects the school community's pursuit of its proper educational objectives. This includes but is not limited to the use of alcoholic beverages and/or controlled dangerous substance on school premises or any affiliation site of the school.
11. Proof of the usage of Drugs or Alcohol at any affiliation site of the school. (See substance abuse policy)

Each student is accountable for his/her action. If the student is found in violation of the above-mentioned clinical policy, which is an essential quality of a nurse may result in failing the course removal from the program.

The following conduct violates the standards of respect for property and shared school resources:

- Theft of, misuse of, or damage to school property or the property of another
- Possession of stolen property
- Failure to comply with directions of school officials acting in the performance of their duties.
- Failure to cooperate in disciplinary procedures.
- Disorderly or disruptive behavior that results in the disruption of normal operations of the school or activities authorized by the school.
- Behavior that interferes with the normal operations of the school
- Unauthorized entry into or use of school facilities.
- Misuse or abuse of fire safety equipment including fire alarms, smoke detectors, and fire extinguishers.
- Violating the Technology Resources Acceptable and Responsible Use Policy by using school equipment to
    a. Participate in threatening or harassing acts.
    b. Making derogatory, defaming, threatening, or profane comments about campus community members on social media.
    c. Violate copyright law.
    d. Engage in commercial or illegal business.

The following conduct on campus, at any school-sponsored, financed, or supervised activity or when acting as representatives of the school violates the standards of respect for the safety, dignity, and welfare of every individual:

- Threats to inflict harm on oneself or others.
- Physical abuse of another individual
- Fighting
- Possessing, carrying, or using any type of explosive, weapon, or hazardous object
- Bullying or cyber bullying
- Inappropriate language or behavior toward others
- Using any tobacco or electronic cigarette products
- Hazing
- Discriminating against or harassing others based on race, color, national or ethnic origin, religion, gender, age, disability, or any other characteristic protected by state

or federal law.

- Possessing, using, or being under the influence of alcohol
- Manufacturing, distributing, possessing, or using illegal drugs or drugs paraphernalia.
- Misusing legally obtained prescription drugs
- Soliciting, aiding, or inciting others to commit any of the above acts.

The school reserves the right to address other inappropriate behavior that does not clearly fall within the identified standards of conduct above.

Each student is accountable for his/her action. If the student is found in violation of any of the above- mentioned codes of conduct, the policy may result in failing the course and grounds for immediate dismissal.

PLAGIARISM POLICY:

Plagiarism is another form of cheating by using another person's work, and it may result in failing a course or removal from the program. This may involve but is not limited to submitting a paper written by someone else (obtained from the web or a fellow student).

SUBSTANCE ABUSE POLICY

The Federally Mandated Policy about alcohol and other drugs is distributed biannually to each staff member and student.

AMG is committed to providing students, faculty, staff and visitors with a safe and healthy campus and workplace. The school recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions. The School recognizes that controlled substance use, and alcohol misuse diminish workplace and campus safety and undermine the school's ability to fulfill its mission. Therefore, an Alcohol-and Drug-Free Campus/workplace Policy has been established. Compliance with this policy is considered a condition of employment and attendance at AMG.

Substance abuse and/or addictive illness can lead to serious physical, psychological, and social problems for the individual. Affected students may have impaired judgment and skills which can pose a serious threat to the lives of patients in their care. Substance abuse not only compromises patient care but also compromises the educational process. AMG is committed to the identification of abuse, intervention, and referral for treatment of any students, faculty or staff involved. As per the School's

policy, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on the School's campus or at any site or activity operated by AMG is prohibited. A violation of hospital and nursing home policy will likewise be considered a violation of school policy. All employees and students are notified of this policy by hard copy.

Identification of Abuse

The following guidelines will be used to identify possible abuse.

1. Any student found to possess (consumed or carried on one's body) any alcoholic beverage, mind-altering chemical, or non-prescribed controlled substance on AMG School of Nursing campus or at any clinical facility.
2. Any student who diverts any controlled substance from a clinical facility.
3. Any student whose behavior or appearance provides reasonable suspicion that the student is under the influence of alcohol or non-prescribed controlled substances, under the influence of chemicals that alter cognitive functions, and/or abusing prescribed medications. Faculty may make the determination that reasonable suspicion exists.

Any student who is identified of abuse will be subject to intervention as defined below:

1. If identified according to *Identification of abuse #1 and/or #2* (as cited above), the student will be dismissed from the Nursing program.
2. If identified according to *Identification of abuse #3* (as cited above), the student may be required to submit to a breath analysis, saliva exam, urinalysis, or blood analysis, drug exam. Any drug exam will be at the student's personal expense.

Drug examination of body fluids is a method of identifying recent use of alcohol or drugs. It is not a diagnosis of substance abuse or addiction. Refusal to offer the required sample will be grounds for dismissal from the program. A positive exam indicating use of controlled substance, mind-altering chemicals, or alcoholic beverages will be grounds for dismissal from the Nursing program. Individual considerations for prescribed medications will be given. Exam results will be kept confidential.

Individuals who have been identified with substance abuse will be referred to the appropriate local or state agencies for assistance. All individuals will be afforded the right of confidentiality in all contacts consistent with local, state, and federal laws and the general welfare of the school, its students, faculty, and staff.

SUSPENSION OF ELIGIBILITY FOR DRUG RELATED OFFENSES

I. IN GENERAL, a student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table: If convicted of an offense involving:

The possession of a controlled substance:	**Ineligibility period is:**
First offense	1year
Second offense	2 years
Third offense	Indefinite.
The sale of a controlled substance:	**Ineligibility period is:**
First offense	2 years
Second offense	Indefinite

II. REHABILITATION. A student whose eligibility has been suspended under paragraph (1) may resume eligibility before the end of the ineligibility period determined under such paragraph if:

A. the student satisfactorily completes a drug rehabilitation program.

A. the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program: or

C. the conviction is reversed, set aside, or otherwise rendered nugatory.

3. DEFINITIONS. In this subsection, the term ''controlled substance'' has the meaning given the term in

section 102(6) of the Controlled Substances Act (21 U.S.C. 802(6)).

SEXUAL HARASSMENT POLICY

Harassment of an individual or group based on race, sex, color, creed, religion, age, national origin, disability, marital status, status regarding public assistance, sexual orientation, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment.

This Policy is directed at verbal and physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, AMG School of Nursing will give due consideration to an individual's constitutionally protected right to free speech and academic freedom.

Title IX and Article 129B Policy Statement

States that no person in the united states shall, on basis of sex, be excluded from participating in, be denied the benefits, or be discriminated under any education program or activity receiving Federal Financial Assistant.

A faculty member or other employee is prohibited from undertaking a romantic or sexual relationship or permitting one to develop with a student or supervise who is enrolled in the person's class or is subject to that person's supervision or evaluation.

If a consensual, romantic, or sexual relationship exists between a faculty/student and similar relationship between them, the person with evaluative or supervisory authority is required to report the relationship to the Program Director so that evaluative functions can be reassigned if possible.

AMG School of Nursing has developed and implements a complaint process to review complaints of discrimination/harassment or sexual violence.

The school reserves the right to address other inappropriate behavior that does not clearly fall within the identified standards of conduct above.

Any of the above violations may be grounds for immediate dismissal.

When a student has been suspended or dismissed from the school for disciplinary reasons, refunds are not available. Further, if disciplinary actions result in the loss of any school-contracted service for

the student, no refund is available.

All violations of the Student Code of Conduct will be addressed pursuant to the Student Conduct Disciplinary Procedures below.

Guidelines for the Discipline Process

The discipline process is designed to protect the rights of students and provide a fair and just process for everyone involved. Compliance with these guidelines is required of all students. Guidelines for the school's disciplinary process are as follows:

1. Students must be truthful in the information they report. Falsification, distortion, or misrepresentation of information either in reporting an incident or at any point of the judicial process will not be tolerated.
2. Students are not permitted to disrupt or interfere with the orderly conduct of a hearing.
3. Students are not permitted to discourage an individual's proper participation in or use of the school disciplinary policies or processes.
4. Students may not attempt to influence the impartiality of any official implementing the conduct procedures, prior to, during, or after the processing of any disciplinary charge.
5. Students are not permitted to harass (verbally or physically) or intimidate any official implementing the conduct procedures prior to, during, or after the processing of any disciplinary charge.
6. Students are required to comply with the sanction(s) imposed.

Failure to follow these guidelines may result in additional sanctions.

CRIME REPORTING POLICY

AMG Annual Security Report will include statistics for the previous three years concerning reported crimes that occurred on campus and on public property within or immediately adjacent to and accessible from the campus. These statistics are compiled from campus incident reports, reports from designated Campus Security Authorities and from our local police precinct. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, including crimes involving sexual misconduct, emergency and evacuation procedures. This report will be posted on the School's Public Safety webpage under "Annual Security Report." Hard copies are available in the President Office.

Crime Reporting Procedure Faculty, staff, students, and others who may be on campus or on the

contiguous geographic perimeter of the campus are asked to promptly report any past crime, attempted crime, or actual criminal activity to the President or Program Director. The administration will expeditiously respond to the condition reported and makes necessary notifications to the local police precinct. Criminal activities, as well as other emergencies, can be reported by calling 718-596-5300. All advisors are strongly encouraged, when they deem it appropriate, to inform the persons they are advising of the procedures to report crimes on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics. Victims or witnesses may report crimes to persons designated as Campus Security Authorities, who will then forward only the report of the crime – without divulging the name of victim or witness – to the Administration for inclusion in the annual crime report. AMG recognizes the importance of confidentiality to victims and witnesses of crimes. For the purpose of providing crime statistics pursuant to the Campus Security Act in the School's annual crime report, victim and witness information will remain anonymous. However, complete confidentiality cannot be guaranteed in all other contexts. AMG reserves the right to notify the police when it believes that such reporting is necessary for the protection of the school community. In many cases, however, that notification will be done without divulging the victim's identity and will be done only for the purpose of providing a campus- wide safety alert. In the event of an extreme or life-threatening situation, members of the school community should always call 911.

Hate Crime and Bias-Related Incidents Bias or hate crimes are crimes motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, disability, or alienage. Bias-related incidents are behaviors which constitute an expression of hostility against the person or property of another, because of the targeted person's race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, disability, or alienage. According to New York Penal Law Section 485, a person commits a hate crime when he or she commits a specified criminal offense and either:

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

religion, religious practice, age, disability, or sexual orientation of a person, regardless of whether the belief or perception is correct. Examples of hate crimes may include, but are not limited to threatening phone calls, hate mail (including electronic mail), physical assaults, vandalism, destruction of property, and fire bombings. Penalties for bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous conviction of the offender. Students, staff, or faculty who commit bias crimes are also subject to AMG's disciplinary procedures and a range of sanctions up to and including suspension, expulsion, or termination of employment. To effectively manage incidents of bias related crimes and prevent future occurrences of such crimes, victims or witnesses of a hate crime are encouraged to immediately report incidents in the manner described above. Victims of bias crime can also avail themselves of counseling and support services through the Office of Student Services.

Personal Safety and Crime Prevention Tips

While AMG attempts to provide a safe and secure environment, students, faculty, staff, and visitors are ultimately responsible for their own safety. As AMG becomes aware of relevant programs that address responsible practices and procedures that enhance personal safety, this information will be added to this policy or kept on file in the school's administrative offices. If requested, such information may be obtained from a school director. Also, information about Personal Safety and Crime Prevention Tips will be handed out at new student orientations.

Please see the following safety and crime prevention tips:

1. Reduce or eliminate opportunities that may make you a target.
2. Increase awareness in places you are most comfortable.
3. Trust your instincts regardless of feeling embarrassed.
4. Prepare your schedule daily with safety in mind.

Purse/Wallet Safety

- Students should carry purses, portfolios or briefcases in a manner that will allow you to let go. Straps placed across your shoulder, around your neck or wrapped around your waist have caused injuries because women could not free themselves during a purse snatch.

- Always be aware of your surroundings and carry your pocketbook clasp toward you, close to your body, tucked in the bend of your elbow as if it were a football. If there is a long strap, wrap it around the bag.

- If someone attempts to snatch your pocketbook, let go of it, especially if there is a weapon involved. When dining out, the only place for your purse should be your lap. The back of a chair is an easy target for a thief. Never carry a wallet in your rear pocket; use front trousers or an inside coat pocket.

- Be particularly aware of your purse/wallet in crowded situations, such as rush-hour trains and buses. If you are jostled in a crowd, be aware that a pickpocket might be responsible. Beware of arguments or commotions designed to distract you while your pocket or purse is being picked.

- Minimize the amount of money, credit cards and valuables you carry by only taking items that are necessary for the day. Divide money between your purse/wallet and pockets. Carry your keys on your person separate from your identification.

Walking - Be Street Smart

- Use well-populated and well-lit streets. If you suspect you are being followed, stay away from deserted blocks and head for an area where there are people or to the nearest open store. If you are driven home, ask the driver to wait until you are safely inside. Should a motorist bother you while you are walking, reverse your direction. If you are still followed, seek a safe location and yell for help, if possible.

Elevator

- When waiting for an elevator, leave the lobby/hallway if someone makes you feel uncomfortable.

  Check the elevator's mirror before entering. Stand between the control panel and door when in the elevator. Exit the elevator if someone enters, that makes you feel uneasy. If you feel the need to give an excuse, you can say, "Oh, I forgot my mail." If accosted, press as many buttons as possible to try and get the elevator to stop at the next floor.

Subway and Bus

- Use only entrances marked by a green indicator, where there is a clerk present 24 hours a day. Have your money or Metro Card available. Use designated waiting areas during off-peak hours. Ride in the conductor's car during off-peak hours. Sit in the center of the car, away from the door, to avoid a purse or chain snatch.

- Cover jewelry; turn stone rings toward the palm side of your hand. Stay awake and aware and exit with the crowd. Wait and walk close to the wall. Wait for the bus on the sidewalk away from the curb. Sit near the front of the bus. Be aware of your wallet/purse to avoid a pickpocket.

ATM

- Be aware of suspicious people near the entrance. Use well-lit, well-populated ATM's. Avoid ATM's that have unlocked doors or are directly out on the street. Block a bystander's view when doing your transaction. Use mirrors, positioned at the ATM, to see behind you. Put your money away and take your card and receipt before exiting an ATM. Your card is exclusively for your entry only. Make sure the door closes behind you.

Testing and Exercises

Exercises designed to test the School's emergency procedures and preparedness are conducted at least annually and may be conducted in the form of a drill, tabletop, functional or full-scale exercise. These exercises may include not only school personnel but also surrounding jurisdiction first responders and government agencies, as well as members of the school community.

Violence Against Women Reauthorization Act (VAWA)

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions like THE SCHOOL to comply with certain campus safety- and security-related requirements as a condition of participating in the Federal student financial aid programs authorized by Title IV of the

HEA. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs).
The changes made to the Clery Act by VAWA did not affect in any way Title IX of the Education Amendment of 1972 (Title IX), its implementing regulations or associated guidance issued by the Department's Office for Civil Rights (OCR) Nothing in the Clery Act, as amended by VAWA, alters or changes an institution's obligations or duties under title IX as interpreted by OCR.
In compliance to VAWA, THE SCHOOL's Campus Security and Crime Prevention Policy includes procedures to follow once an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, including a statement of the standard of evidence that will be used during any institutional conduct proceeding arising from such a report.
This policy also includes information about a victim's options for, and available assistance in, changing academic, living, and/or transportation situations if requested and reasonably available, regardless of whether the victim chooses to report the crime to campus authorities or local law enforcement.
Below is a list of the major changes that have been made to the Clery Act regulations and information regarding the 2015 Campus Safety and Security Survey, used to report Campus crime statistics to the Department:

Conduct on Campus (Education Law Article 129-A)

AMG School of Nursing is committed to fostering a safe, respectful, and inclusive educational environment. All members of the campus community, including students, faculty, staff, and visitors, are required to:

1. **Adhere to Ethical Conduct:** Behave respectfully and responsibly, avoiding actions that disrupt the campus environment or hinder others' educational or professional pursuits.
2. **Prohibit Disruptive Behavior:** Refrain from conduct that compromises the safety, integrity, or educational mission of the institution.
3. **Comply with Laws and Policies:** Abide by federal, state, and local laws, as well as AMG's institutional policies and procedures.
4. **Maintain Campus Safety:** Report any threats, violence, or harassment immediately to campus authorities to ensure a secure learning environment.

Disciplinary Procedures

Violations of this policy will be addressed through the institution's established disciplinary procedures, which may include warnings, probation, suspension, or expulsion, depending on the severity of the infraction.

This policy aligns with the requirements of **Educational Law Article 129-A** to uphold a respectful and law-abiding campus community.

Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

Domestic Violence

I. A Felony or misdemeanor crime of violence committed—

A) By a current or former spouse or intimate partner of the victim;

B) By a person with whom the victim shares a child in common;
C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or

E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

II. For the purpose of complying with the requirements, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

I. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the people involved in the relationship.

II. For the purposes of this definition—

A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

B) Dating violence does not include acts covered under the definition of domestic

violence.

III. For the purpose of complying with the requirements, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Sexual Assault

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim if incapable of giving consent."

- *Rape* is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- *Fondling* is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- *Incest* is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- *Statutory Rape* is defined as sexual intercourse with a person who is under the statutory age of consent.

Stalking

I. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

A) Fear for the person's safety or the safety of others; or
B) Suffer substantial emotional distress.

II. For the purposes of this definition—

A) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

B) A reasonable person means a reasonable person under similar circumstances and

with similar identities to the victim.

C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

III. To complying with the requirements, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Summary of the Major Changes to the Clery Act Regulations:

- Require institution to collect and report information regarding incidents of dating violence, domestic violence, sexual assault, and stalking that occur on an institution's Clery Geography and are reported to a Campus Security Authority or to local law enforcement agencies;
- Require institutions to disclose statistics of such incidents in their Annual Security Reports (ASRs) and the Campus Safety and Security Survey to maintain credible documentation that substantiates the institution's crime statistics.
- Require institutions to have policies and procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the institution's crime statistics.
- Clarify the very limited circumstances in which an institution may remove reports of crimes that have been "unfounded" by law enforcement officials and require institutions to report to the Department and disclose in the ASR the number of crimes that were "unfounded" and subsequently withhold from their crime statistics.
- Revise the definition of "rape" to reflect the Federal bureau of Investigation's (FBI) updated definition in the Uniform Crime Reporting (UCR) Summary Reporting System, which encompasses the categories of rape, sodomy, and sexual assault with an object that are used the UCR National Incident-Based Reporting System;
- Revise the categories of bias for the purposes of Clery Act hate crime reporting to add gender identity and to separate ethnicity and national origin into different categories;
- Require institutions to provide information on culturally relevant, inclusive prevention awareness programs to incoming students and new employees, as well as describe these programs in their ASRs. These programs must include: a statement that the institution prohibits the crime of dating violence, domestic violence, sexual assault and stalking; the definitions of these terms in the applicable jurisdiction; the definition of "consent," in reference to sexual activity, in the applicable jurisdiction; a description of safe and positive options for bystander intervention; information on risk reduction; and information on the institution's

policies and procedures after a sex offense occurs;

- Require institutions to provide and describe in their ASRs, ongoing prevention and awareness campaigns for students and employees. These campaigns must include the same information as the institution's primary prevention and awareness program;
- Define the terms "awareness programs," "bystander intervention," "ongoing prevention and awareness campaigns," "primary prevention programs," and "risk reduction;"
- Require institutions to describe each type of disciplinary proceedings used by the institution in cases of alleged dating violence, domestic violence, sexual assault, or stalking; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; how the institution determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking; and the standard of evidence that will be used during the disciplinary proceeding;
- Require institutions to list all of the possible sanctions that the institution may impose following the results of any institutional disciplinary proceedings for an allegation of dating violence, domestic violence, sexual assault, or stalking;
- A student victim's past sexual conduct may not be used against them during a rape trial.
- A victim will not be forced to bear the expense of their own rape exams or for service of a protection order. The protection order will be recognized and enforced in all states, tribal and territorial jurisdictions within the U.S.
- Require institutions to describe the range of protective measures that the institution may offer following an allegation of dating violence, domestic violence, sexual assault, or stalking;
- Require institutions to provide students or employees who report being victims of dating violence, domestic violence, sexual assault or stalking with a written explanation of their rights and options, regardless of whether the offense occurred on campus, including written notification of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims both within the institution and in the community, and the availability of changes to academic, living, transportation, and working situations, or protective measures regardless of whether the victim reports to law enforcement.
- Focus attention on the needs of underserved communities, including creating legal relief for battered immigrants so that abusers cannot use the victim's immigration status to prevent

victims from calling the police or seeking safety and supporting tribal governments in building their capacity to protect American Indian and Alaska Native women.

- Require institutions to provide for a prompt, fair, an impartial disciplinary proceeding in cases of alleged dating violence, domestic violence, sexual assault, or stalking in which: (1) officials are appropriately trained and do not have a conflict of interest or bias for or against the accuser or the accused; (2) the accuser and the accused have equal opportunities to have others present, including an advisor of their choice; (3) the accuser and the accused receive simultaneous notification, in writing, of the result of the proceedings and any available appeal procedures; (4) the proceeding is completed in a reasonably prompt time frame; (5)the accuser and the accused are given timely notice of meetings at which one or the other or both may be present; and (6) the accuser, the accused and appropriate officials are given timely and equal access to information that will be used during information and formal disciplinary meetings and hearings.
- Define the terms "proceeding" and "result;" and
- Specify that compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act, commonly known as FERPA (1974).

Procedure

Reporting

Allegations of Prohibited Offenses may be reported to:

- Faculty and staff members may report to the Office of Human Resources or to the employee's immediate supervisor, manager, Department Administrator, or Program Director/Dean and can be contacted via 718-596-4300 or school email;

- Students may also make a report to the President of the student's school;

- All AMG employees are responsible employees and must report any information received of a Prohibited Offense;

A. AMG Compliance Line – 1 (718) 596-4300 (reports may be provided anonymously); and/or An AMG employee or student may also report any allegation of dating violence, domestic violence, sexual assault or stalking to:

- Police in the case of emergencies by calling 911.

- Local law enforcement and Public Safety will assist in emergent and non-emergent cases.

Information for Allegations Involving Third Parties

AMG's ability to take action against a person who is not a faculty member, staff member or student (a "Third Party") who is alleged to have engaged in conduct which violates the AMG Policy on Prohibited Offenses will depend on the nature of the relationship of the Third Party to AMG. AMG will determine the appropriate manner of resolution of allegations against Third Parties based upon AMG's commitment to a prompt and equitable process consistent with law and the AMG Policy on Prohibited Offenses.

Confidentiality

AMG recognizes the importance of confidentiality, which includes a request by a Complainant that his/her name not be shared with the Respondent, and/or that no investigation be pursued. A person whose rights under the AMG Policy on Prohibited Offenses have been violated may request that AMG comply with his/her desire for confidentiality, which may limit the extent to which AMG can respond effectively to the report. A request to preserve the confidentiality of any party involved in a report should be made to AMG. AMG will consider the request and inform the party of the extent to which confidentiality may be maintained. AMG will make all efforts to maintain confidentiality except where, in AMG's judgment, maintaining confidentiality would jeopardize the safety of members of the AMG community (including the Complainant) or where AMG is required by law to disclose the information (such as in response to a legal process).

Where AMG determines that a Complainant's request for confidentiality can be honored, AMG may nevertheless take other appropriate steps designed to eliminate the reported conduct, prevent its recurrence, and remedy its effects on the Complainant and the AMG community. Those steps may include offering appropriate remedial measures to the Complainant, providing targeted training or prevention programs, and/or providing or imposing other remedies tailored to the circumstances.

Where AMG determines that the Complainant's request for confidentiality cannot be honored, AMG shall take any appropriate interim measures and offer the Complainant an opportunity to utilize the processes available under the policy. If the Complainant does not wish to utilize those processes, we may proceed pursuant to the policy.

All participants (including the Complainant and Respondent, witnesses, advisors, investigators, and

appeal adjudicators) in any part of the processes set forth in the policy are expected to respect the sensitivity of the proceedings and circumstances giving rise to the report.

Advisors

Complainants and Respondents are permitted to have the assistance of one advisor throughout the processes described in the policy. The advisor's role in any meeting is limited to quietly conferring with the Complainant or Respondent through written correspondence or whisper. Advisors may not address any other participant, investigator, or decision-maker in writing or otherwise. Advisors shall not serve as witnesses during the processes described in the policy. The advisor may be any person, including an attorney. AMG reserves the right to exclude any individual assisting the Complainant or Respondent who does not follow the aforementioned guidelines or who is otherwise disruptive.

Interim Measures

At any time after the receipt of information covered by the policy, AMG may impose interim measures, including but not limited to, restrictions on contact between the Complainant and the Respondent, a leave of absence, changes to parking areas, exclusion from areas of campus, interim suspensions and/or academic schedule modifications. Complainants and Respondents may request changes to academic or working situations and will be informed as to what changes are reasonably available.

Supportive Resources

AMG encourages Complainants and Respondents to seek counseling and support available through resources listed in:

- AMG Anti-Harassment and Non-Discrimination Policy
- AMG Policy on Prohibited Offenses
- AMG Sexual Misconduct

Information for Complainant

Complainants will be treated with respect before, during, and after any process conducted under the policy. Complainants will be informed of AMG's processes under the policy as well as possible outcomes. AMG will communicate with the Complainant regarding the investigation as AMG deems appropriate. The alleged policy violation may also be criminal in nature, and Complainants have the right to report such conduct to the local police department or any other appropriate law enforcement agency. A criminal report, or lack thereof, does not impact AMG's investigative and disciplinary action under the policy. Additionally, regardless of whether a Complainant pursues a criminal complaint and/or the

options available under this policy, AMG may choose to investigate or take mitigating actions with respect to the reported policy violation and will take appropriate responsive action to uphold the integrity of its ongoing commitments described herein.

Remedies available to the Complainant hereunder include, but are not limited to, reasonable academic accommodation and request for a no contact order. AMG may take disciplinary action against the Respondent if determined he/she is responsible for committing a Prohibited Offense under to the policy, as well as any other action AMG deems appropriate and in compliance with institutional guidelines, school policies (as applicable), and the law.

AMG encourages Complainants to seek counseling and support available through the resources listed in:

- AMG Anti-Harassment and Non-Discrimination Policy
- AMG Policy on Prohibited Offenses
- AMG Sexual Misconduct

Information for Respondent

Respondents will be treated with respect before, during and after any process conducted under the policy. Respondents will be informed of AMG's processes under the policy as well as possible outcomes. AMG will communicate to the Respondent regarding the investigation as AMG deems appropriate. Note that alleged behavior may also be criminal in nature, and the Respondent may be subject to a criminal investigation by the appropriate law enforcement agency at the same time as an investigation by AMG under the policy. The Respondent can expect a presumption of innocence throughout any process conducted hereunder unless and until they are found responsible for a violation of the AMG Policy on Prohibited Offenses.

The Respondent has the right to (and is strongly encouraged to) seek counseling and support through AMG and local resources.

The Respondent may request changes to academic situations and will be notified as to what changes are reasonably available.

Complaint Resolution/*Facilitated Resolution*

In the event an investigation is initiated, the investigation and resolution will be tailored to the specific facts of the case, and will be prompt, fair and impartial. AMG expects truthfulness and cooperation from

all individuals involved in activities conducted under the policy. Any false information provided or obstruction into the investigation process by any party will be viewed as a serious violation of the policy and may subject the non-compliant individual(s) to discipline in accordance with the applicable institutional policy.

A. Time Frames

AMG will make all efforts to resolve complaints made under this policy within sixty (60 calendar days from receipt of the same. Certain circumstances may require extensions of this timeframe, which AMG may make in its sole discretion. An extension may be necessary in instances of complex cases, delays due to semester or holiday breaks, inclement weather, or other circumstances. This timeframe, and any exceptions thereto, will be promptly communicated to the Complainant and Respondent.

B. Investigation

An investigation will be conducted by an investigator(s) as determined appropriate by AMG. In AMG's sole discretion, a qualified external individual(s) may serve as an investigator(s). During an investigation, AMG may institute interim measures designed to minimize interaction or contact between the Complainant and Respondent.

C. Investigation Procedures

- An investigation under this policy may include some or all of the following steps:

    a. one or more meetings between the investigator(s) and the Complainant and Respondent (separately);
    b. review of any written submissions;
    c. interview of witnesses;
    d. collection of additional information and evidence; and/or
    e. a written description of the findings, including rationale, to the Title IX Coordinator/Deputy Coordinator.

- A preponderance of the evidence standard (is it more likely than not) will be used by the investigator(s) in making findings.
- The Complainant and the Respondent will be promptly and concurrently informed of the findings.
- During an investigation and until resolution of the matter, AMG may impose temporary restrictions, including but not limited to, restrictions on contact between the Complainant and the Respondent, a leave of absence, adjustments to academic schedules, or exclusion from areas of campus.

D. Possible outcomes may include some of the following:

- A designee may facilitate a resolution between Complainant and Respondent;
- Interim or indefinite measures;
- Counseling (student mental health services availability), education, other administrative actions deemed appropriate by AMG;

- **Sanctions of an appropriate nature for a finding of responsibility on the part of the Respondent, which may include but are not limited to:**
    - Students: administrative leave of absence, disciplinary actions including probation pursuant to the student handbook, drug / alcohol testing as appropriate, restricted access, monitoring, no contact order(s), suspension, and/or other educational sanctions including but not limited to expulsion. In the event the sanction of expulsion is deemed appropriate, the student subject to the sanction will have the right to appeal using a modified version of the process set forth in the student handbook which may be modified to the extent necessary to comply with applicable law.
    - Faculty: administrative leave of absence, letter of non-renewal, restricted access, monitoring, no contact orders, drug/alcohol testing, and/or other sanctions as determined appropriate by AMG and in accordance with applicable institutional guidelines and policies, up to and including discipline, suspension, or termination for cause. In the event the sanction of termination for cause is deemed appropriate, the faculty member subject to the sanction will have the right to appeal using the process set forth in the Faculty Handbook which may be modified to the extent necessary to comply with applicable law.

- Staff: administrative leave of absence, recommended counseling, restricted access, monitoring, no contact orders, drug/alcohol testing, and/or other sanctions as determined appropriate by AMG and in accordance with institutional guidelines, including but not limited to discipline, suspension, or termination. In the event the sanction of termination is deemed appropriate, the staff member subject to the sanction shall have a right to appeal using a version of the process set forth in the Staff Conflict Resolution Policy which may be modified to the extent necessary to comply with applicable law.

The Complainant and Respondent will promptly and concurrently be provided with a copy of the finding, rationale, and any sanctions by AMG.

Disciplinary Sanctions

Disciplinary sanctions will include conditions that are consistent with the nature of the offense at the discretion of the level one disciplinary committee. The following disciplinary sanctions may be imposed for violation of the Student Code of Conduct. One or more sanctions may be imposed depending upon the severity of the misconduct.

Disciplinary Warning: Verbal or written notice cautioning the student that his/her status as a student at the school is in jeopardy. The notice may include the loss of designated privileges and may counsel the student on the seriousness of the misconduct. Additional behavior of the same or similar type or misconduct of a different type will be cause for further disciplinary action by the school, up to and including dismissal.

Disciplinary Probation: Student status is in serious jeopardy with the school. The student's behavior has raised serious questions about his/her continued status as a member of the school community. The student is given a specific period during which he/she is on disciplinary probation. During this time, the student must meet all terms and conditions of probation including maintaining appropriate standards of conduct; failure to meet probationary terms and conditions may lead to extended probation, suspension, or dismissal from the school. A student under disciplinary probation may not hold an office in any organization recognized by the school for the duration of the probation. Other terms and conditions of disciplinary probation may include but are not limited to the loss of designated privileges.

Disciplinary Suspension: Involuntary suspension of the student from the school for a period.

Provisions for the student's reinstatement will be provided in the sanction letter.

Disciplinary Dismissal: Involuntary and permanent termination of student status at the school.

Interim Suspension: A student is subject to immediate suspension, if the charged student remains on campus, his/her alleged serious misconduct may jeopardize or threaten the safety of the student him/herself, any other member of the school community, or institutional property.

Referral to Authorities: Students who violate federal, state, or local law also may be referred to the criminal justice system for prosecution in addition to disciplinary action under school policy.

Mandatory Program Attendance: Requires attendance at one or more education or rehabilitation programs. For students found to be using drugs or alcohol in violation of the Alcohol and Other Drug Use During ON and OFF Campus Policy, a condition of continuance at the school may include the completion of an appropriate drug and alcohol education or rehabilitation program satisfactory to the school. See Substance Abuse policy for further information.

Monetary Restitution: Requires payment for damage, injury, abuse, or destruction of school property, equipment, or facilities; payment for the injury to or destruction of property to the appropriate person, department, or organization; repayment of misappropriated or misused school funds; or repayment through appropriate work requirement related to the offense.

Loss of Designated Privileges: May be imposed in addition to any other sanction. For example, loss of designated privileges may include restrictions on participating as a member or officer in a student organization recognized by the school; restrictions or participation in other specified school activities; restrictions on entering or remaining in specified campus area; or restrictions on use of school services or equipment.

Training

Individuals serving as investigators, under this policy shall receive training on the issues of sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and how to investigate process that protects the safety of the AMG community and promotes accountability. AMG may select faculty or other AMG employees or individuals to serve as an investigator as needed and in AMG's sole discretion. The Complainant and Respondent will be informed of the identities of the investigator(s).

Retaliation

Retaliation by or against anyone named or involved in a report or an investigation, or a process under the policy, is strictly prohibited. Reports of retaliation should be made immediately.

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. Bystanders are defined as individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.

If you or someone else is in immediate danger on campus, call AMG Public Safety at (718)596-4300 or 911. Below is a list of some ways to be an active bystander:

- Watch out for your friends and fellow students/employees. If you see someone who looks like they are in trouble, ask if they are ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction Strategies

With no intent to victim blame and recognizing that only perpetrators are responsible for sexual violence, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

- **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- **Try to avoid isolated areas.** It is more difficult to get help if no one is around.
- **Walk with purpose.** Even if you do not know where you are going, act like you do.
- **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be. If you see something suspicious, contact law enforcement immediately

(local authorities can be reached by calling 911 in most areas of the U.S.).

- **Do not allow yourself to be isolated** with someone you do not trust or someone you do not know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- **Do not leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you have left your drink alone, just get a new one.
- **Do not accept drinks from people you do not know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, do not drink from punch bowls or other large, commonly open containers.
- **Watch out for your friends, and vice versa.** If a friend seems out of it, is too intoxicated by alcohol they have had, or is acting out of character, get him or her to a safe place immediately.
- **Make sure your cell phone** is with you and charged and that you have cab money.
- **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Missing Student Notification Policy

There are no campus housing facilities at AMG campus, so a missing student notification policy is not mandated. When a student is absent 5 days in a row, the student's home is called, and messages are left to have the student contact the school to indicate a reason for absence. The missing student's emergency contact are also contacted by phone. This policy is separate from AMG's academic attendance polices.

NY STATE AID ELIGIBILITY REQUIREMENTS FOR THE TUITION ASSISTANCE PROGRAM - TAP

Students must:

- Meet the general federal eligibility requirements.
- Be a legal resident of New York State and have resided in New York State for at least 12 months immediately preceding the first semester for which Tuition Assistance Program (TAP) assistance is sought.
- Be enrolled and matriculated in an eligible program of study.
- Not be in default on repayment of State awards or on a student loan.
- Have proof of high school graduation.
- Maintain satisfactory academic progress according to standards prescribed by New York State.
- Maintain a 2.30 GPA after accumulating a total of 24 TAP points (an equivalent of 4 semester payments).
- Be matriculated full-time (at least 12 credits per semester) for receipt of a TAP award.
- Students with foreign high school credentials must pass a standardized test or a High School Equivalency test (GED) before they receive their first TAP award.
- Students with foreign high school credentials must have earned a total of 24 college credits to be exonerated from taking a standardized test before they receive TAP award.

STUDENT FEDERAL ASSISTANT/GRANT OR LOAN POLICIES

FINANCIAL AID

The Financial Aid Office is available to assist qualified students in paying for the cost of their education. Financial aid is designed to supplement the financial resources of the student and/or the student's parents. The types and amounts of aid awarded are determined by financial need as determined by the FAFSA, availability of funds, student classification, and academic performance.

REQUIREMENTS FOR FEDERAL FINANCIAL AID

Eligibility for most student financial aid programs is based on the demonstrated financial need of the student, registered credit hours, and/or the student's family. For federal and state financial aid programs, a student must:

GENERAL ELIGIBILITY REQUIREMENTS FOR FEDERAL ASSISTANCE

- Demonstrate financial need; this means that your cost of education is greater than your estimated family contribution.
- Be a student enrolled or accepted for enrollment in an eligible program at an eligible institution.
- Register for at least six credit hours of study (except for Pell Grants which can be awarded if you are registered for as little as one credit).
- Be a U.S. citizen or national, or an eligible non-citizen.
- Have a valid, correct Social Security Number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau).
- Be registered with Selective Service (for males between the ages of 18-25).
- Be enrolled at least half-time to be eligible for Direct Loan Program funds.
- Maintain satisfactory academic progress in school or career school.
- Sign statements on the Free Application for Federal Student Aid (FAFSA) stating that the student is not in default on a federal student loan and does not owe money on a federal student grant and the student will use federal student aid only for educational purposes.
- Must have a high school diploma or recognized equivalent such as a General Education Development (GED) certificate or completing a high school education in a homeschool setting approved under state law.
- Not have borrowed more than the annual or aggregate loan limits.
- Be in good academic standing and maintain satisfactory progress towards completing a degree.
- Provide documentation to verify the information on the FAFSA if it is requested.

IN ADDITION, A STUDENT'S ELIGIBILITY FOR FEDERAL FUNDS MAY BE AFFECTED BY SUCH FACTORS AS:

- Prior degrees earned

- Enrollment status
- Remedial course work
- Incarceration

Expected Family Contribution (EFC)

This is the amount the applicant, and (if applicable) the applicant's parents, are expected to contribute toward the cost of attendance.

This contribution is calculated by using federally legislated "needs analysis" guidelines. While same procedure is used for all applicants, the resulting expected contribution will vary due to factors like past and present income; savings, assets, and debts; family size and the number of persons STUDENT FINANCIAL ASSISTANCE 14 enrolled in post-secondary education; and special circumstances unique to the family (e.g., unusually high medical expenses, cost of secondary school tuition, dependent care expenses).

SELECTIVE SERVICE

SELECTIVE SERVICE SYSTEM - WHO MUST REGISTER

Category	Must Register	Not Required to Register	Documentation
All male U.S. citizens born after December 31, 1959, who are 18 but not yet 26 years old. Except as noted below:	X		
Members of the Armed Forces, on Active Duty		X**	A copy of DD Form 4
Cadets and Midshipmen at the Service Academies or Coast Guard Academy		X	
Cadets at the Merchant Marine Academy	X		

Students in Officer Procurement Program***		X**	
National Guardsmen and Reservists not on Active Duty (active duty for training does not constitute "active duty" for registration purposes	X**		

Delayed Entry Program Enlistees	X		
ROTC Students	X		
Separates' from Active Military Service	X**		
Males Rejected for Enlistment	X		
Civil Air Patrol Members	X		
Aliens** Lawful Nonimmigrants on visa (e.g., Diplomatic, and consular personnel and families, foreign students, tourists)		X	Should provide a copy of unexpired Forms I-94, I- 95A or Border Crossing Document I-85, I-186, I-586, I-444. If forms are expired or the legal status of the alien has changed, the alien must register.
Former Trust Territory Residents (Marshall Islands, Federated States of Micronesia, Palau)		X	Trust Territory I.D., passport, or visa
Permanent Resident Aliens	X		
Refugee, Parolee and Asylee Aliens	X		

Undocumented Illegal Aliens	X		
Dual National U.S. Citizens	X		
CONFINED MALES Incarcerated, hospitalized, or institutionalized for medical reasons		X**	If incarcerated, must have a letter from the head of incarceration facility. If hospitalized or institutionalized, must have physician's statement or letter from head of hospital or institution.
HANDICAPPED (PHYSICALLY OR MENTALLY) Able to function in public with assistance	X		
Not able to function in public		X	Physician's statement or sworn statement of the person who is responsible for the applicant's wellbeing.
Females		X	

NOTES:

1. Men aged 26 years or older that have not registered must submit a written request to the Selective Service System, General Counsel's Office, Washington, D.C. 20435, for an advisory opinion stating why you failed to register.

2. MUST register within 30 days of release unless already age 26 or already registered when released or unless exempt during entire period 18 to 24.
3. Students enrolled at: The Citadel, North Georgia School, Norwich University, And Virginia Military Institute.
4. Residents of Puerto Rico, Guam, Virgin Islands, and Northern Mariana Islands are U.S. Citizens, Citizens of American Samoa are U.S. Nationals and must register upon establishing residence in the United States.

FOR FURTHER INFORMATION

You may write to:

Selective Service System, Registration Information Office, P.O. Box 34638, North Suburban, Illinois 60197-4638 or you may call the toll-free number: 1-800-621-3308

FINANCIAL AID DEADLINES

Applicants are encouraged to complete the application process outlined herein promptly so as not to miss any of the mandatory or priority deadlines indicated below.

FINANCIAL AID DEADLINES

- Free Application for Federal Student AID (FAFSA)
- Must be submitted to the Financial Aid Office no later than the first day of class or June 30 of the academic year, whichever comes first.
- U.S. Department of Education Institutional Student Information Report (ISIR)
- Must be received by the Financial Aid Office by August 31or the last date of attendance, whichever comes first.
- New York State Express TAP Application (ETA)
- Must be submitted to the Financial Aid Office or mailed to the Higher Education Services Corporation no later than June 30 of the academic year.
- Federal Supplemental Educational Opportunity Grant Program (SEOG)
- The priority deadline for funding consideration is June 1, October 1, and February 1
- Federal Work-Study Program (FWS)

- Application deadlines are posted on bulletin boards throughout the college as positions become available.
- Application must be submitted 3 weeks prior to the class start.

FEDERAL PELL GRANTS

Federal Pell Grants usually are awarded only to undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree. You may be eligible to receive a Federal Pell Grant if you are confined or incarcerated and enrolled in an approved Prison Education Program, or are subject to an involuntary civil commitment upon completion of a period of incarceration for a forcible or nonforcible sexual offense.

Students Exiting Incarceration
Eligibility for Federal Student Aid

Once you are released, the eligibility limitations related to your incarceration will be removed. In fact, you may apply for aid before you are released so your aid is processed in time for you to start school.

Applying for Federal Student Aid

To apply for federal student aid, as well as most state and institutional aid, you must complete the FAFSA form online at fafsa.gov or on paper. If you're currently confined or incarcerated and you're applying for federal student aid when you will no longer be confined or incarcerated, find the FAFSA PDF at StudentAid.gov/resources. If you will be incarcerated for any part of the 2023–24 award year, find the FAFSA PDF at fsapartners.ed.gov/sites/default/files/attachments/2022-11/2324FAFSAenIncarcerated.pdf. You must print out and mail the FAFSA PDF for processing.

If you apply for federal student aid before you are released, use the mailing address of the facility where you are confined. After your release, you must update your mailing address at fafsa.gov or by calling the Federal Student Aid Information Center at 1-800-433-3243.

Students on Probation or Parole are Eligibility for Federal Student Aid?

Yes, if you are on probation or parole or living in a halfway house, you may be eligible for federal student aid.

Drug convictions no longer affect federal student aid eligibility. Starting July 1, 2023, if you are subject to an involuntary civil commitment for a sexual offense, you may qualify for a Federal Pell Grant.

STUDENT LOANS OVERVIEW

Loans are funds that must be paid back within a specified period after the student graduates or leaves school for any reason. Loans provide students and their families with flexibility because the money may be used for tuition and other expenses associated with school attendance. In addition, student loans usually carry lower interest charges than the standard commercial rates.

Just like any other loan, student loans must be repaid with interest. After you graduate you will be required to repay what you have borrowed. If you fail to meet the terms of the loan regarding repayment it will impact on your ability to borrow for a car, a home and other purchases in your future. If you have any questions about the repayment terms of a loan you should not sign the promissory note.

If you find that you will need to borrow money to pay for some of the costs of your school education, there are federal loans available to you. CUNY participates in the Direct Loan Program where students borrow directly from the federal government. Just like any other loan, these loans must be repaid with interest. If you have financial, need you are eligible for a subsidized Direct Loan and there is no interest charged as long as you maintain half-time (6 credits) enrollment in school. Most of your questions about Federal Direct Loans also called Stafford Loans can be answered at **AMG financial aid office**.

Receive entrance and exit counseling: First-time borrowers must complete an entrance counseling session before your first loan disbursement for useful tips and tools to help you develop a budget for managing your education expenses and help you to understand your loan responsibilities. Parent PLUS Loan borrowers do not participate in entrance counseling. You also must receive exit counseling before you leave school to make sure you understand your rights and responsibilities as a borrower. For exit and entrance counseling and further information on the loan process, visit www.StudentLoans.govand www.nslds.ed.gov.

Federal Direct Loans Subsidized Loan

This program enables students enrolled on at least a half-time basis to apply for a loan. Repayment begins 6 months after graduating, leaving school, or dropping below half-time.

While students are in school interest is subsidized by the US Department of Education. The

amount of each payment depends on the student's total indebtedness. The minimum monthly payment is $50. The interest rate is variable but can never exceed 8.25 percent.

Federal Direct Unsubsidized Loan

This loan is available to students regardless of their or their parents' income. The terms of the loan are the same as a Subsidized Loan, except that the student's interest is not subsidized by the Federal government while in school. The interest rate is variable but can never exceed 9.50 percent. Interest is charged on the loan from the day the loan is disbursed until it is repaid in full. Although the student is not required to make interest payments toward the loan while attending school, it is recommended that he/she does so if possible.

Federal PLUS Loans for Parents

PLUS, loans enable parents with good credit histories to borrow to pay the education expenses of dependent undergraduate students enrolled at least half-time. The Interest rate for Direct PLUS loans first disbursed is a fixed rate of 7.9%. Interest is charged on the loan from the date the first disbursement is made until the loan is paid in full. Repayment of the loan begins within 60 days after the final disbursement for the academic year and may extend up to 10 years. Parents may choose to defer payments on a PLUS loan until six months after the date the student ceases to be enrolled at least half time.

FEDERAL WORK-STUDY

Federal work study program provides student with part-time employment while the student is enrolled in school to help pay his or her education expenses. The student must seek out and apply for work-study jobs at the financial aid office. The student will be paid directly for the hours he or she works and the amount he or she earns cannot exceed the total amount awarded by the school for the award year. The availability of work-study jobs varies on campus, students are not allowed to work in the admissions or the registrar's office. There is no off-campus work study opportunity.

Private Educational Loan Programs

Alternative Loans (Private Education Loans) are offered through private lenders and are meant to provide additional educational funding only after a student and his/her family has exhausted all other sources of funding such as federal and state aid. These loans are not guaranteed by the federal government and may carry high interest rates and origination fees. All the loans require a credit check,

and most will require a cosigner if the borrower has little or negative credit history. AMG does not recommend any specific lender/programs. Contact the lender of your choice for details about their program and application process.

Before receiving a private education loan you need to print and fill out the Private Education Loan Applicant Self-Certification form <pdf> and submit it to the Financial Aid Office at your school.

FEDERAL PERKINS LOANS

Federal Perkins Student Loans are low interest loans for both undergraduate and graduate students with exceptional financial need. Your school serves as the lender. The program is being phased out over the next several years. Due to these only students who have already received Perkins Loans who remain in the same school in the same declared major will be eligible to receive loans in the future.

Funding available to lend to students is limited to the repayment of Perkins Loan funds by prior borrowers. To receive a Perkins Loan, you must enroll for at least 6 credits, be in good academic standing and be making satisfactory progress towards completing a degree.

To receive the loan, you must sign a promissory note and complete an entrance interview. When leaving school, you must attend an exit interview held on your campus.

The interest rate on a Perkins Loan is 5%. Perkins Loan borrowers are eligible to defer the repayment of the loan principal with no interest charged while enrolled for classes as at least a half-time student. Repayment begins nine months after dropping below half-time enrollment. Repayment can take a maximum of ten years. Payments are made to the school that gave you the loan or their designated collection agency.

REPAYMENT INFORMATION

Borrower Grace Periods

After you graduate, leave school, or drop below half-time enrollment, you have a period of time before you have to begin repayment. This "grace period" will be

- **Six months** for a Federal Stafford Loan (Direct Loan Program).
- **Nine months** for Federal Perkins Loans.

FEDERAL LOAN DEFAULT

To default means you failed to make your payments on your student loan as scheduled according to the

terms of your promissory note, the binding legal document you signed at the time you took out your loan.

If you do not make your loan payments, you risk going into default. Defaulting on your loan has serious consequences. Your school, the financial institution that made or owns your loan, your loan guarantor, and the federal government all can take action to recover the money you owe. Understand how missing a loan payment can be a problem, what default means and the consequences of default, and what you need to do if your loan is in default or if you think the default on your loan, is an error.

POSTPONING LOAN REPAYMENT (DEFERMENT AND FORBEARANCE)

Under certain circumstances you can receive periods of deferment or forbearance that allow you to temporarily postpone or reduce your federal student loan repayment. You will need to work with your loan servicer to apply for deferment or forbearance and be sure to keep making payments on your loan until the deferment or forbearance is in place.

These periods do not count toward the length of time you have to repay your loan. Interest may not accrue on subsidized direct loans during a deferment period, but you are responsible for paying the interest that accrues during deferment on an unsubsidized loan.

Most deferments are not automatic, and you will likely need to submit a request to your loan servicer, the organization that handles your loan account. If you are enrolled in school at least half-time and you would like to request an in-school deferment, you will need to contact your school's financial aid office as well as your loan servicer.

Your deferment request should be submitted to the organization to which you make your loan payments.

- Direct Loans and FFEL Program loans: contact your loan servicer.
- Perkins Loans: contact the school you were attending when you received the loan.

Financial Aid Student Rights/Responsibilities

Students have the right to:

- Know how financial need is determined, including the cost of attendance, and how family contribution is determined.
- Know how and when student assistance will be received.
- Request an explanation of the type and amount of financial assistance being received.
- Know the type, the interest rate, amount to be repaid, when repayment must begin, and

other cancellation and deferment provisions if the student has a loan.

- Discuss the financial aid package with a representative of the Financial Aid Office.
- Know how the school determines if students are making satisfactory progress and what happens if the student is not.
- Know what financial aid programs are available at AMG.
- Know the deadline dates for submitting applications for financial aid.
- Know how the financial aid will be distributed, how decisions on distribution are made and the basis for these decisions.
- Know how financial need is determined.
- Know what resources were considered in the calculation of need.
- Know how much of the determined need has been met.
- Know the school's refund policy.
- Know how the school determines satisfactory academic progress and the school's policy on
- failures relative to academic progress.
- Have their financial aid records held in a confidential manner, to have this information released only on their written consent, and to have their right to privacy protected by school policies and procedures.
- Receive student consumer information.
- Appeal to the Financial Aid Director if they are dissatisfied with their award; and
- Utilize the school's grievance procedure if they believe that policy or procedure has been violated in their regard.

Students have the responsibility to:

- Report any scholarship, fee waiver, loan, grant, employment earnings or other financial benefits received from any source other than AMG School of Nursing. Such benefits, if not already taken into consideration, may result in a revision or cancellation of other financial aid benefits.
- Provide all documentation requested by the Financial Aid Office or other agencies. • Read and
- understand all forms the student is asked to sign and maintain copies of them.
- Know and comply with all deadlines for application and reapplication for financial aid.
- Complete the Free Application for Federal Student Aid (FAFSA) correctly and submit it two to three months prior to the semester of intended attendance. A renewal FAFSA must be

completed each academic year.

- Follow up on any corrections or adjustments as requested.
- Accept responsibility for all loan promissory notes and other agreements that the student signs.
- Understand loan obligations and make repayment as required.
- Meet the eligibility requirements for financial aid;
- Complete all application forms required and submit them on time to the proper office;
- Provide correct and accurate information on all financial aid forms;
- Provide all requested information to the Financial Aid Director;
- Read and understand all forms before signing them and keep a copy of each one;
- Accept responsibility for all personally signed agreements;
- Be aware of and comply with the school's refund policy;
- Inform the Financial Aid Office of any change in name, address, enrollment status, financial circumstances, marital status, or course study;
- Have an entrance and exit interview with the Financial Aid Director if they receive a Federal Stafford Loan; and
- Sign a document indicating that they have received loan counseling prior to negotiating a loan check from Stafford Student Loans.

Dependent/ Independent Student Status

The terms "dependent student" and "independent student" as used for financial aid purposes have different meanings than when they are used for tax purposes. The criteria for determining the status of a student are set by the U.S. Department of Education. **ALL STUDENTS ARE DEPENDENT UNLESS ONE OF THE FOLLOWING EIGHT CONDITIONS APPLY**:

- The student was born before January 1, 1989.
- The student is an orphan or a ward of the court or both parents deceased.
- The student is a veteran of the U.S. Armed Services.
- The student is married.
- The student has children.
- The student has other legal dependents other than a spouse.
- The student is working on a master's or doctorate program.
- The student is currently serving on active duty.

- The student is or was an emancipated minor.
- The student is or was in legal guardianship.
- The student was determined homeless by the high school district.
- The student was determined homeless by the director of a shelter.
- The student was determined an unaccompanied youth.

If a student meets at least one of the above criteria, the student is considered "independent" for financial aid purposes and does not need to report parental information. If married, spousal information must be reported. If a student does not meet any of the above criteria, then that student would be considered "dependent" for financial aid purposes and parental data is required.

CHILD OF VETERANS AWARD

Description Awards are provided to eligible veterans and children of deceased veterans or service-connected disabled veterans. Must provide verification of enrollment and any other documents required by the Veterans Administration.

Award Amount varies.

Application Procedure Call (888) GI BILL1 (888-442-4551) or contact any regional Department of Veteran's Affairs for information and applications.

Application for Financial Aid/ Required Documentation

All students who wish to participate in federal and state-based financial aid programs must file a Free Application for Federal Student Aid (FAFSA) or FAFSA on the Web for each academic year. FAFSA worksheets may be picked up at the Financial Aid Office at BHSN. Renewal FAFSAs are mailed by the Department of Education to students who file a FAFSA in the previous award year. State Scholarship Programs use the FAFSA as the source of information in awarding grants and scholarships. Complete the FAFSA at www.fafsa.gov. The AMG School of Nursing school code is 042349. Further information and deadlines for completing the FAFSA are available on the school website.

Verification

After filing the FAFSA, the student may be notified if he/she has been chosen for a process called verification. Verification is a process governed by federal regulations and is used to ensure that the information reported by applicants on the FAFSA is accurate. If a student is selected for verification, he/she will be required to submit a copy of their own and spouse's most recent tax return transcript,

W-2s, and a verification worksheet. If the student is a dependent student, as determined by the FAFSA, he/she will also be required to submit his/her parents' tax return transcript in addition to his/her own. Among items verified are adjusted gross income, U.S. income tax paid, high school completion status, IRA deductions and payments, education credits, tax exempt interest income, household size, number of family members in school, child support, food stamps, identity, and independent student status.

Additional information may be required. The student signature on the FAFSA indicates willingness to provide proof of the information, if requested. Verification must be completed before any federal funds can be applied to students' accounts. Respond promptly to all requests for information. See the school website for information regarding how to order a free Tax Return Transcript from the IRS.

Financial Aid Priority Dates

Filing the FAFSA

- March 1 of the award year if attending summer semester.
- April 1 of the award year.

Responding to Verification Notification (if applicable)

- Promptly upon request.

Accepting or Declining Financial Aid Award Letter

- 14 days from receipt. Completing Online Loan Request
- May 1 of the award year if attending summer semester.
- August 1 of the award year if attending fall semester.

Submitting other required documentation (if applicable)

- Promptly upon request.

For AMG School of Nursing, all eligibility requirements for state and federal programs are followed. To be eligible for federal financial aid, attendance in class must be verified. Once attendance in class is verified, any refund checks to which the student is entitled will be mailed to the student.

Note: The VA requires veterans receiving benefits to attend all scheduled class meetings. Failure to do so may result in the loss of benefits and payback of veterans benefits already received for the semester in question. See the school website for additional information concerning the Veterans Administration and Standards of Progress.

REFUND AND WITHDRAWAL POLICIES

When a student applies for financial aid, a statement is signed that the funds will be used for educational purposes only. Therefore, if a student withdraws before completing the program, a portion of the funds received may have to be returned. AMG will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

RETURN TO TITLE IV FUNDS POLICY

This policy applies to students who **withdraw officially, unofficially or fail to return from a leave of absence or are dismissed from enrollment** at AMG. It is separate and distinct from the School refund policy. (Refer to AMG's refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds does not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received.

Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Date of Determination is the date that the institution determines the student has withdrawn from the program. For schools that are required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. For a student who withdraws while on a Leave of Absence the expected return date will be the date of determination for R2T4 purposes. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the "Date of Determination". **The Withdrawal Date for AMG is the Last Date of Attendance (LDA).**

AMG has 45 days from the date that AMG determines that the student withdrew to return all unearned

funds for which it is responsible. The AMG is required to notify the student if they owe a repayment via written notice.

AMG will advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, AMG will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

LEAVE OF ABSENCE or INTERRUPTIONS

If enrollment is temporarily interrupted for a Leave of Absence, students return to school in the same SAP status prior to the leave of absence. The students' contract period will be extended by the same number of hours and days taken in the leave of absence, because it would be impossible for the student to return at the same point as before they took the leave and therefore it will not be included in the cumulative attendance percentage calculation. AMG's Leave of Absence Policy specifies that all requests for a LOA must be in writing, signed, and dated. Before AMG grants a LOA, there must be reasonable expectation that the student will return from the leave. AMG requires that the student specify the reason for the LOA and the reason must be listed on the application. The student will only be allowed to take a leave for a maximum of 180 days in a twelve-month period.

Students who do not return from a Leave of Absence will be unofficially withdrawn from the school within 14 days after the return date and will have their last date of attendance as the last day they attended before the start of the leave. For a student who withdraws while on a Leave of Absence the expected return date will be the date of determination for R2T4 purposes. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the "Date of Determination".

Students who withdraw prior to completion of the course and wish to re-enroll within 180 days of the original official withdrawal date will return to the same SAP status as at the time of withdrawal.

All hours attended are considered attempted. Students are not permitted to withdraw from individual subjects. Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal.

WITHDRAWAL POLICY

Determining Student's Withdrawal Date

The R2T4 process cannot occur until the School learns that the student has completely withdrawn. The date the School determines the student withdrew (also referred to as the "date of determination") captures the point in time when the college could reasonably have been expected to know that a student withdrew.

For official withdrawals, this date is either the date the student began the withdrawal process or the date of their withdrawal notification to the registrar.

For unofficial withdrawals, this date is the date the college becomes aware that the student is no longer in attendance (usually after the end of the semester). NOTE: For a student who withdraws without providing notification to the school, the school must determine the withdrawal date no later than 30 days after the end of the earlier of (1) the semester or the period of enrollment (as applicable), (2) the academic year, or (3) the student's educational program.

Upon receipt of the withdrawal information AMG will complete the following:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record, and
2. Perform two calculations:
    a. The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the semester.

    b. Calculate the school's refund requirement (see school refund calculation).
3. The student's grade record will be updated to reflect his/her final grade.
4. The School will return the amount for any unearned portion of the Title IV, HEA funds for which AMG is responsible within 45 days of the date the official notice was provided.
5. If applicable, AMG will provide the student with a letter explaining the Title IV, HEA requirements. To include,

    a. The amount of Title IV, HEA assistance the student has earned. This amount is

based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.

b. Any returns that will be made to the Federal program on the student's behalf because of exiting the program. If a student's scheduled attendance is more than 60% of the semester, he/she is considered to have earned 100% of the Federal funds received for the semester. In this case, no funds need to be returned to the Federal funds.

c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.

6. AMG will supply the student with a ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study and intends to complete the semester. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the semester, the student's withdrawal date is the original date of notification of intent to withdraw.

UNOFFICIAL WITHDRAWAL

Any student that does not provide official notification of his or her intent to withdraw, fails to maintain satisfactory academic progress, fails to comply with AMG's attendance and/or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the School contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student's last date of academic attendance, the following procedures will take place.

1. AMG will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.

3. The student's withdrawal date is determined as the date the student notifies the registrar of his/her intent to withdraw.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. AMG will calculate the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation).
7. AMG will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
8. If applicable, AMG will provide the student with a refund letter explaining Title IV requirements:
    a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
    b. Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
        1. Supply the student with final student ledger card showing outstanding balance due the school and available methods of repayment.
        2. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

WITHDRAW BEFORE 60%

AMG will perform a R2T4 to determine the amount of earned aid through the 60% point in each semester. AMG will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

WITHDRAW AFTER 60%

After the 60% point in the semester, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. AMG will still perform a R2T4 to determine the amount of aid that the student has earned.

ORDER OF RETURN

AMG is authorized to return any excess funds after applying them to current outstanding Cost of

Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Federal Pell Grants for which a return of funds is required.
- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Perkins Loans
- Federal Direct PLUS loans
- Private Loans
- Academic Competitiveness Grants for which a return of funds is required.
- Federal Supplemental Educational Opportunity Grant (SEOG) for which a return of funds is required.
- National Smart Grants for which a return of funds is required.
- Federal Teach Grants for which a return is required.
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance
- State Tuition Assistance Grants
- The Student

Any loan funds returned because of the *Return of Title IV Funds* process will go into repayment based on the regular repayment terms of their promissory note.

EARNED AID

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

POST WITHDRAW

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. AMG may use a portion or all your post- withdraw disbursement for tuition and fees. For all other school charges, AMG needs your permission to use the post-withdraw

disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student. Both grants and loans must be disbursed within 180 days of the date of determination in a post-withdrawal disbursement.

INSTITUTION RESPONSIBILITIES

The School's responsibilities regarding Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

OVERPAYMENT OF TITLE IV, HEA FUNDS

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must decide with AMG or the Department of Education to return the amount of unearned grant funds.

STUDENT RESPONSIBILITIES IN REGARD TO RETURN OF TITLE IV, HEA FUNDS

- Returning to Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdrawal should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personnel at your school.

REFUND VS. RETURN TO TITLE IV

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that AMG may have to return to you due to a cash credit balance. Therefore, you may

still owe funds to the school to cover unpaid institutional charges. AMG may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what the School refund policy is, you may ask our Financial Aid officer for a copy.

RETURN TO TITLE IV QUESTIONS?

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

***This policy is subject to change at any time, and without prior notice.**

Satisfactory Academic Progress Policy (SAP)

Students who receive Federal Student Aid (FSA) must, in accordance with federal regulations, be in good standing and maintain Satisfactory Academic Progress (SAP) toward obtaining their degree or certificate.

There are three elements of Satisfactory Academic Progress (SAP) that all financial aid recipients must achieve to receive Title IV Federal Financial aid:

1. A qualitative measure of academic progress which is calculated using student's cumulative grade point average (GPA).
2. A quantitative measure or pace which uses an "attempted to earned credit ratio.
3. The maximum time frame in which students are expected to finish their program, which may not exceed 150% of the published length of the program measured in credit hours attempted.

Under Federal Title IV law, the school's SAP requirements must meet certain minimum requirements, and be at least as strict as the standards for Good Academic Standing. The policy applies to students receiving Federal Student Aid, the receipt of financial aid is a privilege that creates both right and obligations. The United State Department of Education requires every postsecondary institution receiving federal funds (Title IV) to have an academic progress policy that is used to determine eligibility for and continued receipt of federal funds. Title IV federal funds affected by this policy include the Federal School Work-Study program, Federal

Perkins Loans, Federal PLUS Loans, and Federal Stafford Loans. AMG also uses this standard to renew need-based aid. AMG has designed an academic progress policy that meets the requirements of both federal and state agencies. Students must

- Students must maintain a cumulative GPA of at least 2.30.
- Students not in the nursing program must maintain a cumulative PGA of at least 2.0.
- Students in the Nursing program must maintain at least 80 percent attendance.
- Students in the Non-Nursing program must maintain at least 80 percent attendance.

Frequency of SAP Evaluation

The Financial Aid office evaluates SAP for all financial aid recipients at the end of every semester. Your SAP will be evaluated annually, at the end of every spring semester. You will be notified via email in June if you are not meeting SAP. If you are meeting SAP, you are eligible for financial aid for the following academic year. All periods of the student's enrollment count toward this SAP evaluation, even the periods in which the students did not receive aid. After grades are posted, we check cumulative completion rate and cumulative GPA. Students must meet the following requirements to meet SAP:

- 2.3 cumulative GPA in the nursing program and 2.0 non-nursing. At the end of each semester a new SAP Status is assigned.
- **Good Standing**: The student met both the completion rate and GPA requirement. He/she is eligible to receive grants, work study and loans.
- **Warning:** SAP status assigned to a student who failed to meet SAP requirements immediately following a Good Standing status. He/she is eligible to receive grants, work study and loans. However, must raise his/her GPA and/or completion rate to good standing within one term to avoid FA Suspension the following term.
- **Probation: SAP** status assigned to a student who failed to meet SAP requirements immediately following a Warning status. He/she is eligible to receive grants, work study and loans.
- **FA Suspension**: SAP status assigned to a student who failed to meet SAP requirements immediately following Probation status. These students are not eligible for aid until they resolve their status via the appeal process.
- **Appeal Pending**: SAP status assigned to a student who needs to provide additional

information to complete their appeal.

- **Appeal Approved on Probation**: SAP status assigned to a student who failed to meet SAP requirements and who successfully appealed and had their eligibility reinstated. This status is manually assigned as the result of an approved appeal and functions the same as Warning (i.e., student is eligible for aid for the term but must raise their completion rate and/or GPA to minimum standards to avoid a subsequent FA Suspension).
- **Appeal Denied**: SAP status assigned to a student who failed to provide adequate documentation to support their circumstances, or it was not considered extenuating. Typically, the student will need to complete six credits using their own resources and appeal
- once the grades are posted. program length.

SAP Warning Status

AMG evaluates SAP at the end of each academic year semester. Failure to complete the minimum number of required attendances per program session or maintain the minimum GPA will result in the student being automatically placed on Financial Aid Warning for one semester. Students who are put on a Financial Aid Warning continue to receive Title IV aid for the next semester after they receive the warning status. The student's academic progress will be evaluated at the end of the Warning period. Students who fail to meet the minimum financial aid Satisfactory Academic Progress standards will be placed on Financial Aid Warning for the subsequent period of enrollment.

Students applying for financial aid will be placed immediately into **Financial Aid Warning** status if they did not meet SAP standards in the previous period of enrollment prior to applying for aid.

FINANCIAL AID PROBATION

If the institution approves the appeal, the student may be placed on probation after the institution evaluates the student's progress and determines that the student did not make Satisfactory Academic Progress during the warning or previous evaluation period. Probation will only be for one additional semester during which the student remains eligible for federal aid.

The student will be placed on an academic plan to regain satisfactory academic progress status to continue to be eligible for federal aid beyond the initial probationary period, the student must either be meeting the cumulative attendance and grade standards as published by the school or be in compliance with any customized written academic plan.

FINANCIAL AID WARNING

This status may only be given to a student who was in compliance with the institution's SAP standards at the previous evaluation and will be applied only to students with a reasonable expectation of improvement in one semester.

If a student is making SAP at the end of the Financial Aid Warning period, they shall be returned to normal SAP status with no loss of Title IV eligibility.

A student, who has not improved his standing and still fails to comply with the satisfactory academic progress policy at the end of the Warning Period, will be ineligible for future aid disbursements. It is advisable for any student on warning status to meet with both a financial aid advisor and the program director or to ensure future satisfactory progress and aid eligibility.

The student may continue on a cash-pay basis with an approved payment plan. Arrangements for payment must be approved within ten school days after notification of loss of SAP.

Students who do not complete their program within the maximum timeframe of 150% lose eligibility for financial aid and are placed on Financial Aid Suspension status and the student aid will be cancelled. In addition, the standards used to evaluate academic progress are cumulative and therefore include all periods of the student's enrollment, including periods during which the student did not receive FSA funds.

In certain cases, students may be considered for a one-time exemption for extenuating circumstances. These circumstances include but are not limited to, death of a family member, student illness or injury, or other special circumstances. Progress requirements will not be waived more than once under most circumstances.

Financial Aid Suspension – Losing Title IV Eligibility

Students on Financial Aid Warning, who fail to maintain the minimum SAP standard during the Warning period of enrolment, will be placed on **Financial Aid Suspension** status for subsequent periods of enrollment. No financial aid will be disbursed during subsequent periods of enrollment until the student regains financial aid eligibility.

Students applying for financial aid will not be eligible for assistance and will immediately be placed on **Financial Aid Suspension** status if they did not meet the minimum financial aid SAP standards, based

on the two previous periods of enrollment prior to applying for financial aid.

Students who do not complete their program within the maximum timeframe lose eligibility for financial aid and are placed on Financial Aid Suspension status.

Reinstatement of Aid after Financial Aid Suspension Status

A student may regain eligibility for financial aid after Financial Aid Suspension status only by in the following ways:

- The student submits a written letter of appeal, and the Financial Aid Appeals Committee grants the appeal. The student is placed on Financial Aid Probation for the next period of enrollment and is eligible for Title IV aid during their Financial Aid Probation status. If the appeal is approved but the Committee has determined that the student will not be able to meet the SAP standards within the period of enrollment, then the student will be placed on Financial Aid Probation with an Academic Plan which if followed will ensure the student is able to meet the SAP standards by a specific point in time.

LEAVE OF ABSENCE or INTERRUPTIONS

If enrollment is temporarily interrupted for a Leave of Absence, students return to school in the same SAP status prior to the leave of absence. The students' contract period will be extended by the same number of hours and days taken in the leave of absence, because it would be impossible for the student to return at the same point as before they took the leave and therefore it will not be included in the cumulative attendance percentage calculation. AMG's Leave of Absence Policy specifies that all requests for a LOA must be in writing, signed, and dated. Before AMG grants a LOA, there must be reasonable expectation that the student will return from the leave. AMG requires that the student specify the reason for the LOA and the reason must be listed on the application.

Students who do not return from a Leave of Absence will be unofficially withdrawn from the school within 14 days after the return date and will have their last date of attendance as the last day they attended before the start of the leave. For a student who withdraws while on a Leave of Absence the expected return date will be the date of determination for R2T4 purposes. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the "Date of Determination".

Students who withdraw prior to completion of the course and wish to re-enroll within 180 days of the

original official withdrawal date will return to the same SAP status as at the time of withdrawal.

All hours attended are considered attempted. Students are not permitted to withdraw from individual subjects. Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal.

Appeal Process

Students who wish to appeal Financial Aid Suspension status must submit an appeal of Financial Aid Suspended status in writing to the Financial Aid Appeals Committee by the date specified in the Financial Aid Suspended notification letter. The committee will review the appeal and notify the students in writing of their decision within fourteen working days after the Appeals Committee meets and makes its determination. Appeals should include:

- Demonstration that the student understands the reason behind failure to meet the SAP requirements.
- Specific plans to rectify the student's current academic status.

The Financial Aid Appeals Committee will review the appeal and consult with academic advisers and other involved parties as warranted. If it is determined that the student will not be able to meet the SAP standards by the end of the next period of enrollment, but the Committee agrees that the student's grounds for appeal are reasonable and the student has a reasonable chance to succeed and graduate, then if the appeal is approved the student will also be placed on an Academic
Plan. Students will receive written notification of the decision. All decisions on such appeals are final.

Academic Plan

Students who lose eligibility and submit an appeal may be placed on an Academic Plan if the appeal is approved. The purpose of an academic plan is to support the student in bringing himself or herself back into compliance with the financial aid SAP standards by a specific point in time to ensure that the student will be able to successfully complete the certificate program. The academic plan will be specifically tailored to the student and may include milestones and specific requirements such as tutoring. Students on an academic plan are still responsible for meeting the SAP requirements in the subsequent period of enrollment and will lose eligibility if the SAP standards are not met and need to go through the appeal process to regain eligibility. The student's progress in their academic plan will be taken into account in any subsequent appeal process of financial aid eligibility.

FERPA Policy

The following guidance provides eligible students with general information about the Family Educational Rights and Privacy Act (FERPA)

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. Private postsecondary schools, however, generally do receive such funding and are subject to FERPA.

Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information unless the official had an official role in deciding that generated a protected education record.

Under FERPA, a school is not generally required to maintain education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an outstanding request by an eligible student to inspect and review education records, FERPA permits the school to destroy such records without notice to the student.

TUITION POLICY

Financing an education begins with proper planning. Therefore, all applicants are scheduled to meet with the financial aid personnel to develop a personalized plan to meet their educational expenses each semester. Financial aid assistance will be available in a variety of forms such as student

loans; to help students who meet the financial need criteria for eligibility. We will honor grants and scholarships that our students have been awarded by any organization. We will assist students to obtain student loans. Students who have obtained a school-assisted loan and withdraw from the program or the school, or have their enrollment terminated must notify the loan school of their withdrawal or termination. AMG will reimburse the loan institution for balance due in accordance with the refund policy. The student will be responsible for the balance.

Payment Options

Pay by Mail.

- Send a check or money order payable to AMG School of Nursing.
- Include the student's name on the check or money order.
- Address payment to: AMG School of Nursing Billing Office 110 Bridge Street, Brooklyn, NY 11201

Pay in Person.

- Payment may be made in person at the school office during business hours.
- Payment may be made by cash, check, or credit card (Visa, MasterCard, or Discover).

Pay by telephone.

- Payment may be made by telephone using a credit card (Visa, MasterCard, or Discover) at the school office during business hours.
- The telephone number for the main office is 718-596-5300.
- Have the following information when calling:

  Student's name.

  Credit card number.

  Expiration date.

  Amount of payment.

Pay online.

- Payment may be made through PayPal on the student portal using a credit card (Visa, Mastercard, or Discover).

Payment Terms

All charges for tuition and fees are collected through the Billing Office. Tuition and fee payment is due no later than the last day to Add/Drop classes each semester, or students may elect to participate in the payment plan. Should the tuition due date happen to fall on a holiday, the tuition payment will be due the day after the holiday that classes resume. The payment plan includes a processing fee and monthly payments, and the account must be paid in full by the end of the semester. Contact the Billing Office for information on the payment plan.

TUITION

The cost of the ADN program offered by AMG is in relation to the documented entry-level earning for this position. AMG's ADN is a 66 credits program.

The cost of the RN Bridge program offered by AMG is in relation to the documented entry-level earning for this position. AMG's ADN is a 34 credits program.

The cost of the PN program offered by AMG is in relation to the documented entry-level earning for this position. AMG's LPN is a 53 credits hours program.

The student is responsible for the additional cost and some of the additional costs may be required on the first day of class. Additional costs may include books, uniforms, professional liability insurance, CPR, transportation, medical clearance, and housing. Students who withdraw from the program may be able to sell the textbook back to the school if it is in excellent condition. The student workbook may not be returned.

Students can incur additional costs if damage is done to the school property or equipment. Students will have to pay the repair or replacement costs. These costs will have to be satisfied before additional instruction is given to the student. Students will need to meet all financial obligations before a certificate of graduation/completion is issued.

Students who have student loans and withdraw from the program or a course are responsible for notifying the loan institution of their withdrawal. This notification should be done in writing. It should include the date of withdrawal, the student's social security number and signature. Students should maintain a copy of this letter for their files.

Policy and Procedures for Documenting Student Accounts

Student Accounts:

1. A student account is created on Anthology upon admission to the institution, following the completion of necessary registration and enrollment procedures.
2. Any changes in student status, such as drops or adds to courses, changes in financial aid status, or withdrawal, must be documented immediately and reflected in the student account.

Financial Transactions:

1. Tuition and fees are documented in the student account at the start of each academic term. The charges are updated according to the student's course load and program of study.
2. All payments are documented upon receipt. This includes online payments, checks, and electronic transfers. Payment records include the amount, date, and method of payment, and updates to reflect the balance reduction.
3. Any refunds (e.g., for dropped courses, financial aid adjustments) are documented with the reason for the refund, the date issued, and the payment method used for the refund.
4. All student account records, including transaction histories, correspondence, and supporting documents (e.g., payment receipts, financial aid award letters) are securely stored in electronic and physical formats.
5. Financial aid records are maintained for a minimum of five years post-graduation, while other administrative records, like enrollment agreements, are kept for at least seven years. After the retention period, records are securely disposed of.

Access to Account Information:

1. AMG enforces a strict confidentiality policy to ensure that all personnel handling sensitive records adhere to FERPA (Family Educational Rights and Privacy Act) and other applicable privacy laws. Staff undergo annual training on confidentiality standards and data protection.
2. This system is accessible only by authorized personnel, such as administrators and specific faculty members, have access to the records, with permissions tailored to each role. This limits access to sensitive information based on job responsibilities and reduces the risk of unauthorized access.

Disputes and Adjustments:

1. If a student identifies discrepancies in their account, they must notify the Bursars Office. The office will review the account, investigate the issue, and provide a resolution.
2. Any adjustments, such as course withdrawals, refunds, or changes in financial aid status, will be documented in the student's account.

REFUND POLICY

If you are using federal student grants or loans, a private student loan, or other third-party funding, it is your responsibility to repay financial obligations if applicable. Some financial institutions require that refunds be paid back directly to the institution or organization in the event of a refund. Refund rates are not differentiated based on funding except as otherwise required by law.

Refunds are based on unused/unearned instructional time and are prorated.

- If you withdraw before class starts, you are entitled to a refund of 100% of tuition, but the registration fee is not refundable.
- If you withdraw from a course after classes begin for a semester, you are eligible for a prorated refund through the middle week of the term.

Refunds will be issued in the following scenarios. A student who receives a refund is still responsible for any remaining balance.

Students who officially cancel their courses prior to the first day of classes and up to five calendar days after signing the enrollment agreement are not liable to pay tuition and fees.

A. Students who never attend a course will be dropped from that course for nonattendance on the second Friday of the term and will not be liable to pay tuition and fees.
B. Students may withdraw from a course or the school through the designated date indicated on the academic calendar.
C. Students will have financial responsibilities for both official and unofficial withdrawals.
    - Student withdraws or is dismissed after classes begin, he/she is responsible for the registration fee, and a percentage of the tuition as shown on the below chart.
    - Students who withdraw from all courses during the term/semester may be eligible for partial tuition credit based on the current refund schedule.
    - Students who withdraw or are administratively withdrawn from the school must satisfy all financial obligations with the Bursar.
    - If a student drops an individual course(s) after the add/drop period and remains enrolled in the school, he/she will be responsible for 100% of the cost for each course dropped.
    - Students who withdraw from all courses prior to the end of the term/semester may be subject to the return of federal and state aid and private loans for the current term/semester and may risk the loss of future federal and state aid (see Title IV Refund and Satisfactory Academic Progress (SAP) policies).

- Students who fail to notify the school of their intent to withdraw are held responsible for all tuition, fees, and charges owed to the school according to the published refund schedule.
- Failure to attend and/or to notify a school official of withdrawal from classes does not constitute an official notification. It is best to hand deliver or email the withdrawal letter and have a copy signed by the registrar coordinator or mail the letter by Certified Mail. Please refer to the Withdrawal and Nonattendance policy.
- The date of withdrawal for a student who is on approved Leave of Absence (LOA) shall be the last date of attendance before the leave begins.

D. Students who are administratively withdrawn from a course may be eligible for partial tuition credit based on the current refund schedule.

Students who are withdrawn from all courses prior to the end of the term/semester may be subject to the return of federal and state aid for the current term/semester and may risk the loss of future federal and state aid (see Title IV Refund and Satisfactory Academic Progress (SAP) policies).

- Non-refundable fees include registration, lab, and technology fees.
- Refunds for students receiving federal financial assistance are subject to federal guidelines.
- All refunds and deposits that may be due to a student will first be applied to debts that the student owes the school.

Procedures

Cancellation prior to beginning of classes.

- Official notice occurs when the student notifies the program director, dean, academic advisor, or other school official of intent to cancel all classes.

Prorated Tuition Charges

For a 16-week semester:

If you withdraw:	Amount Refunded:
Before the start of the semester	100% of tuition
During week 2 of the semester	50% of tuition
During week 3 of the semester	25% of tuition
After week 4 of the semester	0% of tuition

All refunds based on the above policy are calculated by the Financial Aid Office manually. All refunds due to student shall be made within 30 days of formal cancellation by the student or formal dismissal by the school. The student is

notified of the results of the refund calculation and notified of his/her liabilities in writing. The Financial Aid Office must make a follow-up phone call. The financial aid office performs the Title IV refund calculation and determines student's and institution's liability for program specific return of overpayments to the Department of Education.

Students who have student loans and withdraw from the program or a course are responsible for notifying the loan company of their withdrawal. This notification should be done in writing. It should include the date of withdrawal, the student's social security number and signature. Students should maintain a copy of this letter for their files.

Unpaid Balances

Students with outstanding balances may not register for classes, receive grades, or receive a diploma or transcript of grades. Students with unpaid balances, regardless of payment form, may be sent to a third party for collection after 90 days. Students are responsible for collection fees and are advised that collection activity may be reported to credit agencies.

What other costs are there for this program?

The student is responsible for the additional cost and some of the additional costs may be required on the first day of class. Additional costs may include books, uniforms, professional liability insurance, CPR, transportation, medical clearance, background checks if required, NCLEX and housing. Note that this information is subject to change.

Finance:

What financing options are available to help me pay for the program?

Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financial plans.

ACADEMIC YEAR

AMG operates year-round and the academic calendar includes three 16-week semesters in the fall, spring, and summer. This scheduling structure allows a student to begin at any of these entry points and complete a degree program or Certificate in less time. For financial aid purposes, AMG's academic year consists of two semesters and 24 credits.

All courses are structured in terms of semester hours of credit. A semester credit is an academic unit applicable toward a degree or certificate offered by AMG. It is granted after the satisfactory completion of a course over a 16-week period, which requires at least 16 hours (of 60 minutes each) of instruction per credit. Many courses offered at AMG include a combination of lecture,

lab and clinical.

CLASS SCHEDULES

To meet the needs of a diverse student population, AMG offers classes five days a week within the following timeframes:

DAYS OF THE WEEK	SESSION TIME
Morning Session Monday through Friday	**9:00 am to 2:30 pm**
Day Session Monday through Friday	**2:30 pm to 6:00 pm**
Evening Session Monday through Friday	**6:00 pm to 10:30 pm**
Weekend Session Saturday and Sunday **(Optional, reserve only for clinicals)**	**9:00 am to 6:00 pm**

Full time class schedules typically include two to three classes per day. Clinicals may be scheduled around other classes and in coordination with the off-campus facility. The School is closed on legal holidays, during the Thanksgiving and Christmas recess, and during breaks between semesters in the fall, spring, and summer. The academic calendar printed in this catalog specifies the exact dates.

Classes will be in session to meet all regulatory standards. In case of extreme weather or emergencies, the closing of the School will be made available to the School community over the internet and the School's website and by phone as an option on the automated phone menu. Schedules for delayed openings due to inclement weather will also be posted on the School's website.

COURSE LOAD

To be considered full time during the regular academic year, students must register for a minimum of 12 credit hours. For most full-time degree students, the recommended academic load per semester is 15 to 18 credit hours. After the first semester, students with a GPA of 3.5 or above may attempt an overload of more than 18 credit hours per semester with prior approval. However, such a heavy load is generally not recommended.

Each credit taken over the recommended program schedule of the student's particular curriculum is charged an additional overload tuition fee at a per-credit-hour rate. To register for more than 18 credits in a single semester, a student must obtain permission from his or her Dean. Students are advised to give themselves sufficient time to prepare adequately for all of their courses and to engage in extra-curricular activities on campus as well.

REGISTRATION

The Registrar's Office assists students in matters related to their registration for classes, including adding/dropping courses and withdrawal from classes during the semester. AMG students have the option of online registration for their courses through the AMG website's student portal. The Registrar's Office will continue to provide students with information regarding their academic status for employment, insurance, financial aid, and veteran benefits. Students can also obtain additional copies of class and course schedules, unofficial academic records and request official transcripts from the Registrar's office along with other pertinent items including eligibility for graduation.

Students must register for classes during the designated registration period to attend and receive credit for any course. The student must also make appropriate arrangements with Financial Aid and the Bursar offices to meet his or her financial obligations to the School.

Students are advised to register during Open Registration for Continuing Students week to get the most convenient schedule. Students will be charged late fees to register for classes in the designated late registration period. Late registration is permitted for students who have completed all requirements and are in good academic standing. The School reserves the right to cancel courses or scheduled sections of courses at its discretion.

Prior to the registration process, students must check to see if they have "holds." "Holds" indicates that there is an obligation to fulfill with one or more departments on campus. Such obligations can be financial, health services, academic advising, or a disciplinary violation. If a department has put a hold on a student, that student is not able to register. To clear a hold, a student must go to the department issuing the hold to find out what must be done to fulfill the obligation(s). Only the department that issued the hold can remove it.

A student is not allowed to register until all holds are cleared, no exceptions.

To prepare for the start of classes, students should note the classroom locations, which are printed in the class schedule as well as in the online schedule of courses. If a room assignment is not listed, students must check with their student service department for updates. All room assignments are subject to change.

GUIDELINES FOR WORK AND CREDIT LIMITS

While AMG recognizes that many students work at least part-time in order to meet their expenses during the academic year, studies indicate that students' academic performance suffers if they work more than 20 hours per week while taking twelve credits or more in any given semester. Therefore,

the School recommends that a full-time student not work more than 20 hours per week. If personal financial considerations render that impractical, then it is recommended that such students register for fewer than 12 credit hours to avoid conflict between study and work hours which may lead to a less than satisfactory academic performance.

Students may be permitted credit overloads in subsequent semesters after they establish a history of good academic standing and a cumulative GPA of 3.5 or more in the first semester of their program. The recommended ratio of credits to hours of work is indicated in the table below:

Number of Credits	Maximum Hours of Work Per Week
15+	20
12	25*
9	30
6	Work full-time.

STUDY TIME

It is expected that students spend at least two hours outside study for each hour spent in class. In Nursing it is also important for students to practice skills to perform them safely in the hospital.

Policy and Procedures for Maintaining Up-to-Date and Accessible Instructional Materials

Purpose:

The purpose of this policy is to establish clear procedures for ensuring that instructional materials used in nursing programs at AMG (including textbooks, student guides, software, and courseware) are up-to-date, relevant, and readily accessible to students and faculty consistently. This process is critical to maintaining the quality of education and ensuring compliance with accreditation, certification, and regulatory standards.

- The curriculum committee: ensure that all instructional materials are aligned with the program's curriculum, educational goals, and accreditation requirements.
- Library Services: Ensures that updated versions of textbooks and online resources are available for student use and provides support for access to digital resources.
- IT Department: Ensures that ATI testing platform and Brightspace function as required for the curriculum.

Procedure for Ensuring Materials is Up-to-Date:

- Textbooks are reviewed each academic year to ensure materials are still current with the latest evidenced-based practices and clinical guidelines.
- Materials will be updated based on any changes in regulatory or accreditation requirements such as updates from NCLEX or changes in national nursing standards.
- New editions of textbooks are assessed to determine if change offers improvements to the curriculum.

Selection:

- AMG reviews and selects primary and supplementary texts, software, and courseware annually to ensure alignment with curricular objectives and educational goals. Selection involves the curriculum committees evaluating materials for relevance, accuracy, and alignment with industry standards.

Software and Courseware Updates:

- Software and courseware licenses are reviewed annually by the IT Department to ensure they are current and include the latest updates and security features.
- Our Courseware platform, ATI, is regularly updated by their respective vendors. Faculty will check for available updates prior to each semester to ensure students are working with the most current versions.
- Our Software platform, Brightspace, is regularly reviewed by IT support to troubleshoot any technical issues related to software access, login credentials, or technical difficulties.
- All software and courseware are backed up in secure cloud storage.

Ensuring Availability

- Faculty will provide students with a list of required textbooks and materials by the first week of each semester. Students will be informed of any changes to materials.
- The faculty and IT department provide students with an orientation on how to access digital resources, including e-books, online learning modules on the ATI platform.

Evaluation

- The Curriculum Committee conducts an annual review of all instructional materials used in AMG's nursing program. Feedback is solicited from faculty, students, and staff regarding the adequacy, accuracy, and accessibility of materials. Any areas of improvement or updates identified during this review are addressed promptly.
- **Accreditation Compliance**: All updates to instructional materials are documented and monitored to ensure that the nursing program meets accreditation standards set by agencies such as our Programmatic Accreditation (New York Board of Regents) and New York Board of Nursing.

DEGREE PROGRAMS

AMG offers AS (Associate of Science). This program requires the successful completion of 66 credits. The primary objective of all AMG's program is preparation for job entry immediately upon completion of the program. While the A.S. degrees can be transferred to a baccalaureate degree institution, specific course transfers are subject to the discretion of the receiving institution.

AMG FACULTY

The learned and experienced men and women who comprise the faculty of any college are its principal resource. The quality and even the character of a student's experience with an institution are largely determined by the caliber of the faculty. But for students to experience the benefits derived from association with the faculty, they must have the opportunity to meet and to get to know them. That opportunity exists at AMG. Unlike many other institutions with large classes, AMG's classes generally do not exceed fifty -five students. There is ample opportunity for faculty and students to get to know one another and establish partnerships in learning. Academic and student advisors assist the student to clarify personal goals and to develop strategies to accomplish them. The advisor works with the student to plan a course of study consistent with those goals and reviews that plan with the student at least twice each year. In doing so, the advisor/mentor draws on his or her considerable knowledge of AMG's mission.

AMG SCHOOL OF NURSING ASSOCIATE OF SCIENCE IN NURSING (GENERIC ADN)

COURSE OVERVIEW

ASSOCIATE OF SCIENCE IN NURSING PROGRAMS (GENERIC ASN) TOTAL CREDIT 66

The Nursing associate degree program prepares students to work as entry-level nurses in doctors' offices, acute care and rehabilitation settings, long term care facilities, ambulatory and community centers, medical centers, and hospitals, among others. The applied science portion of the program has two major components: the theory/didactic/lab component and the clinical component. The general education portion of the program includes coursework in Anatomy and Physiology, English, math, introduction to psychology, development psychology, microbiology, and nutrition. Emphasis in this portion of the program is placed on enhancing students' academic and interpersonal skills.

The program has a total of 66 semester credits, with 30 credits in Liberal Arts Sciences and 36 credits in Nursing courses.

ADN Course Description

NUR 101 Pharmacology **3 Semester Credits**

This course is designed to provide students with a foundation in clinical pharmacology on which to build. Key concepts in clinical decision making and medication safety are discussed. The course emphasizes pharmacological concepts, drug-body interactions, and nursing care measures to ensure safe and efficacious medication administration and patient education. Develop a foundation for clinical decision-making and medication safety. Emphasis is placed on advanced medication therapy, medication administration in patients with multiple morbidities, specialty medications, and medication administration across the lifespan and with special patient populations.

Prerequisite: all General Education courses except BIO 150 and Fundamentals of Nursing

NUR 102 Fundamentals of Nursing **8 Semester Credits**

This course will focus on the concepts, skills, and attitudes fundamental to professional nursing practice within a framework of clinical decision-making. The course provides opportunities to develop the competencies necessary to assist individuals in meeting their health care needs, with emphasis on safe, legal, and ethical issues pertaining to the nursing process. The course will emphasize critical thinking, the establishment of a culturally sensitive therapeutic nurse-patient relationship, the development of the student's beginning comprehension of the patient's physiologic and psychological responses to health and illness, key skills in delegating duties to practical nurses and unlicensed assistive personnel, and an understanding of the patient's Self-Care Deficits at various points on the health-illness continuum. Students will have lab experience in the nursing skills and simulation laboratory, and clinical experience at a clinical facility where assessment skills can be practiced. At the conclusion of this course, students will demonstrate competency in performing nursing skills for individuals with common health alterations.

Prerequisite: NUR 101 and all General Education coursework towards degree progression except BIO150

Co-requisites: Clinical to be taken parallel with theory

NUR 210 Medical Surgical I **7 Semester Credits**

This course will focus on the chronic problems of adult patients associated with common, non-emergent disorders. The acute aspects of these diseases are also discussed. Selected general medical-surgical settings will be used for clinical practice in the management of patients in which students will learn nursing interventions appropriate to their care. Students will have an opportunity to demonstrate effective interpersonal communication skills with patients, families, and members of the

healthcare team. Pharmacology principles and rationale are expected during supervised medication administration. Individualization of patient care is developed through the formation and implementation of patient-centered care plans. The student is expected to function progressively as a contributing member of the nursing team while caring for assigned clients with needs of varying complexity in the acute care setting. Nutrition, pharmacology, communication, and cultural concepts are integrated with the nursing process and Self-Care Deficit Theory to form the foundation of comprehensive care planning. Students will have lab experiences in the Nursing Learning Laboratory and clinical at the various hospital, where health assessment skills can be practiced. Clinical experiences provide learners the opportunity to apply psychomotor skills, psychosocial concepts, communication, legal and

ethical responsibilities, and the nursing process to provide safe, quality, patient centered nursing care for adult patients.

Prerequisite: NUR 101, NUR 102, and all General Education courses

Co-requisite: Clinical to be taken parallel with theory

NUR 223 and 224 Nursing Care of Special Population I **6 Semester Credits**
Childbearing and Pediatrics
Co-requisite: Clinical to be taken parallel with theory

This course is designed to familiarize students with the normal physiologic processes for nursing care and actions in the care of the childbearing woman, the newborn, and the family. There is specific emphasis on scientific bases for maternal child nursing, nursing process in nursing care, communication in providing safe and effective care with inter-professional collaboration, integration of evidence-based practice, education of the child-bearing family, critical thinking, and the impact of cultural diversity related to childbearing families.

Prerequisite: NUR 102
Co-requisite: Clinical to be taken parallel with theory

NUR 232 and 233 Nursing Care of Special Population II **6 Semester Credits**
Mental Health and Geriatrics
Co-requisite: Clinical to be taken parallel with theory

This course emphasizes the major concepts related to mental health and illness across the lifespan as well as the unique physiologic and psychosocial needs of the older adult. Healthy aging of the older adult patient is emphasized. This course will also focus on acute and chronic care for the geriatric patient in diverse and ever-changing health care delivery settings. There is emphasis on communication with patients, families, peers, and other members of the inter-professional health care delivery team in a variety of health care delivery settings.

Prerequisite: NUR 102
Co-requisite: Clinical to be taken parallel with theory

NUR 240 Medical Surgical II **7 Semester Credits**
Co-requisite: Clinical to be taken parallel with theory

This course is the second of a two-course sequence in which the focus is on acute problems with associated emergent disorders and their effect on the adult patient. Chronic, long-term impact associated with these disorders is also addressed. The use of effective interpersonal communication skills with patients, their families, and members of the health care team is expected. Pharmacology principles and rationale continue to be applied during supervised medication administration. Students will develop and implement patient-centered care plans. The student is expected to function progressively as a contributing member of the nursing team while caring for assigned clients with needs of moderate complexity in the acute setting. Clinical assignments will be made that will provide an opportunity for students to enhance critical thinking and priority setting skills. Nutrition, pharmacology, communication, and cultural concepts are integrated with the nursing process and Self-Care Deficit Theory to form the foundation of comprehensive care planning. Learners are challenged to use critical thinking skills guided by established professional standards, guidelines, competencies, and best practices. Clinical experiences provide learners the opportunity to apply psychomotor skills, psychosocial concepts, communication, legal and ethical responsibilities, and the nursing process to provide safe, quality, patient centered nursing care for adult patients.

Prerequisite: NUR 210, and all General Education courses
Co-requisite: Clinical to be taken parallel with theory

NUR 250 Transition to Nursing Practice **2 Semester Credits**

This course is designed to transition the learner to the role of registered nurse through the application of principles of nursing management, leadership, delegation, and supervision as well as the exploration of trends, issues, legal, and ethical factors impacting nursing and healthcare delivery systems. Learners are challenged to synthesize previously learned knowledge from general education and nursing courses as they integrate critical thinking skills and apply clinical judgment to provide competent, safe, quality, patient-centered care under the supervision of a preceptor and/or clinical faculty member. Learners will also be required to collaborate with patients, families, and members of the interdisciplinary healthcare team, effectively communicate, incorporate the use of information technology, and demonstrate professional behaviors and leadership skills while in the clinical setting. This course emphasizes on a as a nurse leader where the nurse will learn that they are an example to others—either positive or negative. It may be necessary for you to adopt

characteristics from a variety of leadership styles based on the situation at hand. Regardless of the leadership activity needed, it is important to act with integrity, to set realistic goals, to communicate clearly and often, to encourage others, to recognize the successes of your team members, and to inspire them to provide the best of care. Ultimately your actions will be reflected by your staff in the care they give to your residents each day regardless of which style you practice.

This course will be taken during the last semester concurrently with Medical surgical nursing. The capstone course must be successfully completed before the student completes the program and sits for the NCLEX. Please note that each AMG student is required to take our Capstone Course. Students must successfully pass all courses to pass capstone. If a student fails Medical Surgical Nursing and passes capstone, they will have to obligatory repeat both courses. The course is evaluated based on content exams that constitute 90% of the grade and an external standardized exam, constitute 10% of the final grade. A cumulative grade of a 77 must be obtained to successfully pass the course.

Prerequisite: All NUR courses

Mandatory NCLEX Review Participation

During the thirty (30) day period in which graduates are awaiting processing and receipt of Authorization to Test (ATT) for the NCLEX examination, graduates are required to participate in the institution's designated NCLEX review course.

This review course will be provided at no additional cost to the graduate.

Attendance Requirements

- Attendance is mandatory for all scheduled review sessions.
- Graduates must participate in live review sessions, practice testing modules, and remediation assignments as assigned.
- Absences must be documented and approved in advance, except in cases of emergency.

Liberal Sciences to be taken by (Generic ASN)

Course Number	Course Title	Semester Credits
BIO140	Anatomy & Physiology I and Lab	4
BIO 142	Anatomy & Physiology II and Lab II	4
ENG 101	English Composition I	3
COM 150	Speech and Communication	3

MAT 101	Med Math	3
PSY 101	Introduction to Psychology	3
PSY 201	Developmental Psychology	3
BIO 150	Microbiology and Lab	4
	TOTAL	**27**

Nursing Courses for (Generic ASN)

Course Number	Course Title	Semester Credits
NUR 101	Pharmacology I	3
NUR 102	Fundamentals of Nursing Per Week: 4 hours of lecture and 4 hours of lab and 6 clinical	8 (4 credits lecture, 2 credits lab at 2:1, and 2 credits clinical at 3:1)
NUR 210	Medical Surgical Nursing I Per Week: 4 hours of lecture, 2 hours of lab, 6 clinical	7 (5 credits, (2:1) (2 credits clinical 3:1)
NUR 223	Nursing Care of Special population I: Childbearing Per Week: 2 hours of lecture, on the same day as Pediatric for 16 weeks	3 (2 credits lecture, 1 credit clinical 3:1)
NUR 224	Nursing Care of Special population I: Pediatric 2 hours of lecture, on the same day as Maternity for 16 weeks.	3 (2 credits lecture, 1 credit clinical 3:1)
NUR 232	Nursing Care of Special population II: Mental Health Per Week: 2 hours of lecture, on the same day as Geriatrics for 16 weeks	3 (2 credits lecture, 1 credit clinical 3:1)
NUR 233	Nursing Care of Special population II: Geriatrics Per Week: 2 hours of lecture, on the same day as Mental H. for 16 weeks	3 (2 credits lecture, 1 credit clinical 3:1)
NUR 240	Medical Surgical Nursing II Per Week: 4 hours of lecture, 2 hours of lab, 6 clinical	7 (5credits,) (2 credits clinical 3:1)
NUR 250	Transition to Nursing Practice	2
	TOTAL	**39**

Cohort Sequence of Classes/ Program Lay-Out

Course Number	SEMESTER I	CREDITS
BIO 140	Human Anatomy & Physiology I and Lab	4
ENG 101	English Composition	3
COM 150	Speech and Communications	**3**
MAT 101	Math for Allied Health	3
NUR 101	Pharmacology	3
	Total	**16**
Course Number	**SEMESTER II**	**CREDITS**
NUR 102	Fundamentals of Nursing	**8**
BIO 142	Human Anatomy & Physiology II and Lab	4
PSY 101	Introduction to Psychology	3
	Total	**15**

	SUMMER SEMESTER III	CREDITS
BIO 150	Microbiology and Lab	4
NUR 210	Medical Surgical Nursing I	7
PSY 201	Developmental Psychology	3
	Total	**14**

Course Number	SEMESTER IV	CREDITS
NUR 223	Nursing Care of Special Population I Childbearing 2.5 hours of Classroom on the same day as pediatric for 15 wks.	3 (7 weeks Clinical, 6 hrs. a day)
NUR 224	Nursing Care of Special Population I Pediatric 2.5 hours of Classroom on the same day as Maternity for 15 wks.	3 (7 weeks Clinical, 6 hrs. a day

NUR 232	Nursing Care of Special Population II Mental Health 2.5 hours of Classroom on the same day as Geriatric for 15 wks.	3 (7 weeks Clinical, 6 hrs. a day
NUR 233	Nursing Care of Special Population II Geriatrics 2.5 hours of Classroom on the same day as Mental Health for 15 wks.	**3** (7 weeks Clinical, 6 hrs. a day
	Total	**15**

	SEMESTER V	**CREDITS**
NUR 240	Medical Surgical Nursing II	7 (11 weeks two days classroom, and 1 day clinical)
NUR 250	Transition to Professional Nursing Practice/ Concept Synthesis Capstone	2(5 weeks)
	Total	**9**
	Grand Total **Length of Program: 2 Years**	**66**

BRIDGE NURSING PROGRAM

ASSOCIATE DEGREE IN SCIENCE NURSING BRIDGE PROGRAM **TOTAL CREDIT 34**

To foster career mobility, AMG recognizes previous knowledge learned by students who have successfully completed the practical nursing program. Upon admission into the LPN to RN Bridge program, the student will be awarded up to 34 credits for core courses. The breakdowns of the credit content are as follows: 18 credits for liberal sciences, 7 credits for nursing fundamentals and 9 credits for liberal arts. **Applicants would have to take Pharmacology, Medical Surgical I and II, Nursing Care of Special Population I: The Childbearing Family and Nursing Care Population II: Geriatric and Mental Health, at the RN level**). Liberal Sciences are Anatomy and Physiology I and II 4 credits each, Microbiology 4 credits, Introduction to Psychology 3 credits and nutrition 3 credits. Liberal Arts are English Composition 3 credits, Speech Communication 3 credits, and Med Math 3 credits. Students will be required to take an LPN to RN Role Transition Seminar. Applicants are required to take standardized entrance exams that assess competency and knowledge in reading, math, as well as nursing knowledge in dosage and calculation and fundamentals of nursing. Applicants will be able to transfer directly into the second year of the RN program.

Theory classroom learning will be reinforced by hands-on practice in our clinical learning laboratory which offers the ability to practice using mannequins and patient simulators. In addition, students will

participate in clinical experiences in healthcare settings where they will apply knowledge gained to provide safe, patient-centered care.

LIBERAL SCIENCES to be taken by ASN BRIDGE

Course Number	Course Title	Semester Credits
PSY 201	Developmental Psychology	3
	Total	**3**

NURSING COURSES to be taken by ASN BRIDGE

Course Number	Course Title	Semester Credits
NUR 200	LPN TO RN Transition Seminar	**0**
NUR 201	Pharmacology	3
NUR 210	Medical Surgical Nursing I Per Week: 4 hours of lecture, 2 hours of lab, 6 clinical	7 (4 credits, 1 credit lab or simulation (2:1) (2 credits clinical 3:1)
NUR 223	Nursing Care of Special population I: Childbearing Per Week: 2.5 hours of lecture, on the same day as Pediatric for 16 weeks	3 (2 credits lecture, 1 credit clinical 3:1)
NUR 224	Nursing Care of Special population I: Pediatric 2.5 hours of lecture, on the same day as Maternity for 16 weeks.	3 (2 credits lecture, 1 credit clinical 3:1)
NUR 232	Nursing Care of Special population II: Mental Health Per Week: 2.5 hours of lecture, on the same day as Geriatrics for 16 weeks	3 (2 credits lecture, 1 credit clinical 3:1)
NUR 233	Nursing Care of Special population II: Geriatrics Per Week: 2.5 hours of lecture, on the same day as Mental H. for 16 weeks	3 (2 credits lecture, 1 credit clinical 3:1)
NUR 240	Medical Surgical Nursing II Per Week: 4 hours of lecture, 2 hours of lab, 9 clinical	7 (4 credits, 1 credit lab or simulation (2:1) (2 credits clinical 3:1)
NUR 250	Transition to Nursing Practice/ Concept Synthesis Capstone	2
	Total	**34**

Cohort Sequence of Classes/Program Lay-Out For the Bridge Program

Course Number	SEMESTER I	CREDITS
NUR 101	Pharmacology	3
NUR 210	Medical Surgical Nursing I	7
PSY 201	Developmental Psychology	3
	Total Credits	13
Course Number	**SEMESTER II**	**CREDITS**
NUR 223	Nursing Care of Special Population I Childbearing 2.5 hours of Classroom on the same day as pediatric for 15 wks.	3 (7 weeks Clinical, 6 hrs. a day)
NUR 224	Nursing Care of Special Population I Pediatric 2.5 hours of Classroom on the same day as Maternity for 15 wks.	3 (7 weeks Clinical, 6 hrs. a day
NUR 232	Nursing Care of Special Population II Mental Health 2.5 hours of Classroom on the same day as Geriatric for 15 wks.	3 (7 weeks Clinical, 6 hrs. a day
NUR 233	Nursing Care of Special Population II Geriatrics 2.5 hours of Classroom on the same day as Mental Health for 15 wks.	**3** (7 weeks Clinical, 6 hrs. a day
	Total	**12**

Course Number	SEMESTER III	CREDITS
NUR 240	Medical Surgical Nursing II	7
NUR 250	Transition to Professional Nursing Practice/ Concept Synthesis Capstone	2
	Total	**9**
	GRAND TOTAL	**34**

ADN Bridge Program will follow the 2nd Year Generic ADN Track. (Please see ADN second year Syllabus Outline).

NUR 200 LPN to RN Role Transition **0 Semester Credits**

This course will be a seminar to introduce learners to the transition from the role of practical/vocational nurse to registered nursing and provides a foundation for future nursing courses. An overview of the nursing program's philosophy and program student learning outcomes, as well as the roles and responsibilities of the registered nurse using established professional standards, guidelines, and competencies is provided. This seminar is mandatory for all LPN entering the RN bridge program.

Transition-Capstone Course Policy

The Capstone course will be taken during the last semester concurrently with Medical surgical nursing. The capstone course must be successfully completed before the student completes the program and sits for the NCLEX. Please note that each AMG student is required to take our Capstone Course. Students must successfully pass all courses to pass capstone. If a student fails Medical Surgical Nursing and passes capstone, they will have to obligatory repeat both courses. The course is evaluated based on content exams that constitute 90% of the grade and an external standardized exam, constitute 10% of the final grade. A cumulative grade of a 77 must be obtained to successfully pass the course.

Mandatory NCLEX Review Participation

During the thirty (30) day period in which graduates are awaiting processing and receipt of Authorization to Test (ATT) for the NCLEX examination, graduates are required to participate in the institution's designated NCLEX review course.

This review course will be provided at no additional cost to the graduate.

Attendance Requirements

- Attendance is mandatory for all scheduled review sessions.
- Graduates must participate in live review sessions, practice testing modules, and remediation assignments as assigned.
- Absences must be documented and approved in advance, except in cases of emergency.

LICENSED PRACTICAL NURSING Total 53 Credit

Practical Nursing is a profession that provides high quality basic nursing care to individuals, under the direct supervision of a registered nurse or a physician. The practical nurse performs therapeutic and preventive nursing measures in a structured setting within traditional and alternative health care delivery systems. Critical thinking

skills are developed and utilized to identify actual and potential needs of individuals in their care. Practical Nursing education is a pathway for further progression within the nursing profession.

Student Learning Outcomes

In addition, the faculty has developed objectives stating the expected level of performance of students and of the graduates upon successful completion of the Practical Nursing Program in that the graduate of the program will be able to:

1. Utilize foundational knowledge of the nursing process effectively in providing nursing care for individuals across the lifespan.
2. Utilize comprehensive assessment data and assist the registered nurse to determine a nursing diagnosis of the individuals in a safe, legal, and ethical manner.
3. Utilize communication techniques effectively, including verbal or non-verbal, and electronic means, in interactions with individuals, family, and members of the health care team when providing basic nursing care for individuals throughout the lifespan.
4. Utilize critical thinking skills in formulating a plan of care and proving collaborative care for individuals with selected health alteration in a variety of settings, under the supervision of a professional nurse.
5. Demonstrate competency and proficiency during therapeutic nursing intervention in performing basic nursing skills for individual with common.
6. Demonstrate accountability in professional practices by complying with the scope of practices and roles of a practical nurse upon entry into practice.
7. Demonstrate respect for culturally diverse and religious beliefs while providing care to individuals with selected health alteration in a variety of settings.
8. Utilize teaching/learning principles to provide instructions to individual and family with health alterations.

PROGRAM OUTCOMES:

1. **Theoretical Competency:** 80% of students will meet the passing standard on all examinations including the standardized examination.
2. **Clinical Competency:** 80% of the employers and graduates returning survey will report satisfaction to ensure that the program objectives are being met
3. **Practical Nursing Graduation Rate:** At least 80% of students admitted to the program will graduate within 18 months of initial admission
4. **Pass Rate:** First time exam takers will average 85% or higher on NCLEX-PN
5. **Job Placement:** 90% or greater of those seeking employment are employed in nursing within 6 months of graduation

6. To provide qualified workers in the health care delivery system in the community and surrounding areas
7. At least 45% of graduates will participate in professional development activities
8. At least 80% of the graduates will rate the program as better than average

Liberal Sciences to be taken by PN

Course Number	Course Title	Semester Credits
BIO140	Anatomy & Physiology I and Lab	4
BIO 142	Anatomy & Physiology II and Lab II	4
ENG 101	English Composition I	3
MAT 101	School Math	3
PSY 101	Introduction to Psychology	3
BIO 150	Microbiology and Lab	4
	TOTAL	**21**

Nursing Courses to be taken by the PN

Course #	Course	Credits
PN- 113	Pharmacology and Dosage Calculation	3
NUR- 102	Fundamentals of Nursing Per Week: 4 hours of lecture and 4 hours of lab and 6 clinical	8 (4 credits lecture, 2 credits lab at 2:1, and 2 credits clinical at 3:1)
PN- 210	Medical Surgical Nursing I	5 (3 credits lecture, 2credits clinical 3:1)
PN-223	Nursing Care of Special Population I Maternity	2 (1.5 hours per week, .5 Clinical 3:1)
PN-224	Nursing Care of Special Population I Pediatrics	2 (1.5 hours per week, .5 Clinical 3:1)
PN 233	Nursing Care of Special Population II Geriatrics 2.5 hours of Classroom on the same day as Mental Health for 16 wks.	3 (2 hours per week, 1 Clinical 3:1)

PN 232	Nursing Care of Special Population II Mental Health 2.5 hours of Classroom on the same day as Geriatric for 16 wks.	3 (2 hours per week, 1 Clinical 3:1)
PN- 312	Medical Surgical Nursing II	5 (3 credits lecture, 2 credits clinical 3:1)
PN- 314	Concept Synthesis Capstone	1
	Grand Total Credits	**32**

Cohort Sequence of Classes/ Program Lay-Out

Course #	Course	Credits
	Semester I	
BIO 140	Anatomy & Physiology and LAB I	4
ENG 101	English Composition	3
Math 101	Math for Allied Health	3
PN- 113	Pharmacology and Dosage Calculation	3
	Total	**13**
	Semester II	
NUR-102	Fundamentals of Nursing	8
BIO 142	Human Anatomy & Physiology II and LAB	4
	Total	**12**
	Semester III	
BIO 150	Microbiology and LAB	4
PSY 101	Introduction to Psychology	3
PN- 210	Medical Surgical Nursing I	5
	Total	**12**
	Semester IV	
PN 223	Nursing Care of Special Population I Maternity 1.5 hours of Classroom on the same day as Pediatric for 15 Wks.	2 (1.5 hours a week) Clinical .5 hrs. a day
PN 224	Nursing Care of Special Population I Pediatrics 1.5 hours of Classroom on the same day as Maternity for 15 wks.	2 (1.5 hours a week) Clinical, .5 hrs. a day
PN 232	Nursing Care of Special Population I **Mental Health** 2 hours of Classroom on the same day as Geriatric for 15 wks.	3 (2 hours a week) 1 Clinical 3:1
PN 233	Nursing Care of Special Population I **Geriatrics**	3 (2 hours a week) 1 Clinical 3:1

	2 hours of Classroom on the same day as Pediatrics for 15 wks.	
	Total	**10**
	Semester V	
PN 312	Medical Surgical Nursing II	5 (3 credits lecture, 2 credits clinical 3:1) 5 (3 credits lecture, 2 credits clinical 3:1)
PN- 314	Transition to Nursing Practice Concept Synthesis Capstone	1
	Total	**6**
	Grand Total Credits	**53**

Course Descriptions

PN-113 Pharmacology **3 Semester Credits**

This course is designed to provide nursing students with a sound basis for the clinical application of pharmacology. The basics of core drug knowledge, including pharmacotherapeutics, pharmacodynamics and pharmacokinetics, with patient-related variables affecting pharmacotherapy are presented. Emphasis is placed on learning drug classification by categories affecting various body systems and disease states. Legal aspects of drug administration, including nursing safeguards are included. Students will understand drug dosage calculation and administration techniques, as the emphasis will be placed on mathematical computations of various forms of drug administration utilizing household, metric, and apothecary measurements.

Prerequisite: BIO 140

NUR-102 Fundamentals **8 Semester Credit**

This course is designed to introduce students to the fundamental concepts related to practical nursing across the lifespan and the role of the practical nurse. The nursing process is utilized to identify and provide the building blocks of nursing care in a variety of health care settings. Emphasis is placed on developing basic nursing skills needed in collecting data and implementing selected nursing interventions and technologies under the direct supervision of the registered nurse. Concepts presented include beginning professionalism, therapeutic communication, documentation, life-span considerations, and basic introduction to skills for supporting patient care, physical assessment, infection control, reinforcing patient education, safety, and nursing interventions. These concepts are presented and practiced in the skills lab and in the clinical area. Upon completion, the students should

be able to demonstrate beginning understanding of the nursing process to promote, maintain, and restore optimum health for diverse clients throughout the life span.

Prerequisite: BIO 140, ENG 101 and PN-113
Clinical to be taken parallel with theory

PN- 210 Medical Surgical Nursing I **5 Semester Credit**

This course is designed to integrate knowledge and skills from previous nursing courses to develop a progressing knowledge base in medical surgical nursing across the lifespan. This course includes more advanced concepts related to the practical nurse's caregiver and discipline-specific roles. Fluid and electrolytes and acid/base concepts are introduced. Common medical surgical health deviations are reviewed with an emphasis on pathophysiology, health promotion and nursing interventions. Principles of communication, patient teaching, pharmacology, nutrition, and culture/ethnic/socially diverse concepts are integrated with these topics to develop critical thinking skills in patient care. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.

Prerequisite: All Liberal Science Courses, PN 113, and NUR 201
Clinical to be taken parallel with theory

PN-310 Medical Surgical Nursing II **5 Semester Credit**

These courses emphasize the practices of nursing as it relates to adults experiencing complex health deviations that are potentially life-threatening events. Within the context of the nursing process, the nursing students will utilize critical thinking skills, gain experiences in organizing prioritizing, and evaluating care for clients by assisting them to overcome those deficits, which interferes with self-care. The following topics will be covered in these courses: management of patient care, infection control, nutrition, fluids & electrolytes, cardiovascular systems, acid-base imbalances, gastrointestinal system, endocrine system, nursing oncology, connective tissue disorders, musculoskeletal, burns, sensory systems, and neurological systems.

Pre-requisite: PN- 113, NUR-201, and PN-210
Clinical to be taken parallel with theory

PN-223, 224, 232, and 233 Specialty Nursing Care **10 Semester Credit**

This course is designed to provide the foundation for entry level competence in psychiatric nursing across the lifespan and meet nursing needs of older adults in a variety of settings. Emphasis is placed on the aging process as it applies to normal developmental changes and alterations in health commonly occurring in the older adult; Interpersonal, behavioral, psychosocial and communication concepts provide the basis for effective and therapeutic psychiatric nursing. Emphasis is placed on

selected pathophysiology and related care using the nursing process. In combination this course will provide the foundation for entry-level competence in women and infant health. Critical thinking skills and evidence-based practice concepts are applied to multiple nursing scenarios. Emphasis is placed on developing nursing care for psychiatric, older adults and women with an uncomplicated or complicated pregnancy, the normal and high-risk infant, and women's productive and post-reproductive health and health deviations. Various developmental theories are presented to assist the student in analyzing growth and development from birth through older adults. Communication, legal-ethical concepts, patient education, and pharmacological, nutritional, and socio-cultural principles are integrated throughout the course.

Pre-requisites: PN-13, NUR-201, and PN-210
Clinical to be taken parallel with theory

PN-314 Transition to Nursing Practice Concept Synthesis Capstone Semester Credit 1

This course will be taken during the last semester concurrently with Medical surgical nursing. The capstone course must be successfully completed before the student completes the program and sits for the NCLEX. Please note that each AMG student is required to take our Capstone Course. Students must successfully pass all courses to pass capstone. If a student fails Medical Surgical Nursing and passes capstone, they will have to obligatory repeat both courses. The course is evaluated based on content exams that constitute 90% of the grade and an external standardized exam, constitute 10% of the final grade. A cumulative grade of 77 must be obtained to successfully pass the course.

Pre-requisite: Successfully complete the entire program with a grade of a 77 (C+) or higher.

Mandatory NCLEX Review Participation

During the thirty (30) day period in which graduates are awaiting processing and receipt of Authorization to Test (ATT) for the NCLEX examination, graduates are required to participate in the institution's designated NCLEX review course.

This review course will be provided at no additional cost to the graduate.

Attendance Requirements

- Attendance is mandatory for all scheduled review sessions.
- Graduates must participate in live review sessions, practice testing modules, and remediation assignments as assigned.
- Absences must be documented and approved in advance, except in cases of emergency.

Liberal Science Courses

Liberal Arts Sciences: AMG Liberal Arts Sciences courses are designed to strengthen the undergraduate curriculum across the school by engaging faculty, students, and administrators in the liberal arts requirements at the schools. AMG faculty strongly supports liberal arts and sciences as the basis of undergraduate education. Faculty are committed to periodic reassessment and review of their general education requirements to keep them strong and comprehensive, all faculty on campus will become aware of each other's liberal arts requirements. Faculty hiring will consider the needs of the general education curriculum and the importance of faculty participation in teaching those courses as well as overseeing the curricular process.

BIO 140 Anatomy & Physiology I and Lab **4 Semester Credits**

Human Anatomy & Physiology I Theory is the first course in a two-course series. The course surveys basic chemistry, biochemistry, cellular structure and physiology, heredity, and histology, and functional features of the integumentary, skeletal, muscular, and nervous systems and the general and specific senses. This course accompanies Lab, which consist of basic chemistry, biochemistry, cellular structure and physiology, heredity, and histology, and functional features of the integumentary, skeletal, muscular, and nervous systems and the general and specific senses. Lab is designed to be taken concurrently. This course explores the structure and function of the human body. It includes the study of cells and tissue, with focus on the integumentary, skeletal, muscular, nervous, and endocrine systems.

BIO 142 Anatomy and Physiology II and Lab **4 Semester Credits**

This course is a continuation of Anatomy and Physiology I. This course is a continuation of Human Anatomy & Physiology I – Theory and Human Anatomy & Physiology I – Laboratory. A study of the structure and function of the body is continued by examining the endocrine, cardiovascular, immune, respiratory, digestive, blood, urinary, and reproductive systems. The roles of water, electrolytes, and acid-base balance, as well as nutrition and metabolism, are also explored. This course accompanies Lab, which consists of the structure and function of the body is continued by examining the endocrine, cardiovascular, immune, respiratory, digestive, urinary, and reproductive systems. Lab is designed to be taken concurrently.

Prerequisite: BIO 140

ENG 101 English Composition **3 Semester Credits**

This course further introduces students to school-level writing and reading skills through critical

reading, group analysis, formal essays, and research projects. Proper paragraph and essay structure are emphasized throughout the course. This course also gives students practice in the essentials of writing, with an emphasis on persuasive writing and oral presentations. Extensive reading and writing are combined with oral presentations, class work and activities to encourage students to assess and respond from their own perspective to notable people, debates, and events in society. Students will learn to write powerfully and credibly.

PSY 101 Introduction to Psychology **3 Semester Credits**

This course will introduce you to the fundamental principles of psychology and to the major subjects of psychological inquiry. It has been designed to not only provide you with the tools necessary for the study of psychology but to present you with a sampling of the major areas of psychology research. The course begins with a short overview of how psychology developed as an academic discipline and an introduction to a number of the principal methodologies most commonly deployed in its study. The subsequent units are arranged around broad areas of research, including emotion, development, memory, and psychopathology. We will focus on well-substantiated research and current trends within each of these categories.

BIO 150 Microbiology and Lab **4 Semester Credits**

This course focuses on the study of microbiological concepts and techniques central to the health professions. This course provides an introductory study of microbiology with an emphasis on the nature and behavior of microorganisms, the interrelationships between microbes and the human host in health and disease, and the principles of prevention and control of infectious disease. Topics include anatomy and physiology of microbes, microbial classification, principles of microscopy, sterilization, disinfection, immunology, chemotherapy, epidemiology, disease transmission, pathogenicity, and virulence in relation to microbes. This course accompanies Lab experiments are designed to teach learners proper techniques in handling, observing, and identifying microbial cultures leading to a better understanding of microbial morphology, growth responses, metabolic activity, and distribution in selected environments. Lab is designed to be taken concurrently.

MAT101 Math for Allied Health **3 Semester Credits**

This course center on math using an easy-to-understand building-block approach designed to teach you how to correlate basic math concepts and algebraic tasks with everyday activities and eventually master the more complex calculations and formulas used by nursing and allied health professionals.

The ability to successfully perform math is a key to success in science and medical courses and is a necessary skill in today's competitive market. MAT 101 will overview the fundamentals of mathematics and algebra, and then will use those concepts to introduce more advanced topics. The logical problem-solving skills learned by algebra students will serve them in many other disciplines. This unique course walks you through essential math topics from Arabic and Roman numerals, addition, subtraction, multiplication, division, fractions, decimals, percentage, ratios, and proportions to conversion factors between household and metric measurement.

PSY 201 Developmental Psychology **3 Semester Credits**

This course centers on the scientific study of psychological changes across the lifespan (birth, infancy, childhood, adolescence, and adulthood). Students will examine the development of motor skills and other psycho-physiological processes; cognitive development involving areas such as problem solving, moral understanding, and conceptual understanding; language acquisition; social, personality, and emotional development; and self-concept and identity formation. Development will be considered from the biological, cognitive, and psychosocial perspectives.

COM 150 Speech and Communication **3 Semester Credits**

This course is an introduction to speech communication which emphasizes the practical skill of public speaking, including techniques to lessen speaker anxiety, and the use of visual aids to enhance speaker presentations. Civility and ethical speech-making are the foundations of this course. Its goal is to prepare students for success in typical public speaking situations and to provide them with the basic principles of organization and research needed for effective speeches.

Institutional Effectiveness

AMG School of Nursing is dedicated to continuous evaluation and improvement of its services and academic offerings, and student feedback is a critical part of the assessment process. Students may be asked to participate in assessment activities at the course, program, or institutional level. Various assessment techniques and methods may be used, including but not limited to surveys, interviews, focus/discussion groups, questionnaires, educational activities, and tests. Ultimately, the Institutional Effectiveness function strives to:

- Systematic plan of evaluation.
- Establish clear, measurable outcomes.
- Provide opportunities to achieve outcomes.
- Communicate data and outcome information.
- Develop data-driven continuous improvement strategies.

FREQUENCY OF THE PROGRAM

AMG School of Nursing recognizes that an education institution policy must offer reasonable expectation for successful completion of its nursing program.

ALL nursing programs will be offered in morning and evening sessions in the Fall and the Spring, which will enable students to complete the program within the published time frame.

Veterans Administration Education Service

The Veterans Administration Education Service is the organization within the federal Veterans Benefits Administration charged with administering the education programs designed for veterans, reservists, National Guard persons, widows, and orphans. The administration of these programs is accomplished through four regional processing offices (in Atlanta, Buffalo, Muskogee, and St. Louis). Application forms are available at all VA offices, active-duty stations, and American embassies.

Montgomery GI Bill - Active Duty (MGIB)

The MGIB program provides up to 36 months of education benefits. This benefit may be used for degree and certificate programs. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for ten years following the veteran's release from active duty. This program is also commonly known as Chapter 30.

Montgomery GI Bill - Selected Reserve (MGIB-SR)

The MGIB-SR program may be available to veterans who are members of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve, Coast Guard Reserve, Army National Guard, and Air National Guard. This benefit may be used for degree and certificate programs. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

Post-9/11 GI Bill - Chapter 33

In July of 2008, the Post-9/11 GI Bill was signed into law, creating a new robust education benefits program rivaling the WWII Era GI Bill of Rights. The new Post 9/11 GI Bill, which went into effect on August 1, 2009, provides education benefits for service members who have served on active duty for 90 or more days since Sept. 10, 2001. These benefits are tiered based on the number of days served on active duty, creating a benefits package that gives current and previously activated National Guard and Reserve members the same benefits as active-duty service members.

Reserve Educational Assistance (REAP)

REAP is a Department of Defense education benefit program designed to provide educational assistance to members of the reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. This new program makes certain that individuals who were activated after September 11, 2001, are either eligible for education benefits or eligible for increased benefits.

Veterans Educational Assistance Program (VEAP)

VEAP is available to those who first entered active duty between January 1, 1977, and June 30, 1985, and elected to make contributions from their military pay to participate in this education benefit program. The veteran's contributions are matched on a $2 for $1 basis by the government. This benefit may be used for degree and certificate programs. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

Survivors' and Dependents' Educational Assistance Program (DEA)

DEA provides education and training opportunities to eligible dependents of veterans who are permanently and totally disabled due to a service-related condition or who died while on active duty or as a result of a service-related condition. The program offers up to 45 months of education benefits. These benefits may be used for degree and certificate programs. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

Veterans Administration Vocational Rehabilitation and Employment Program

Veterans who have at least a 10 to 20 percent disability as a result of active service may apply for Vocational Rehabilitation. The Vocational Rehabilitation and Employment Program is the element within the VA that assists veterans with service-related injuries achieve suitable employment or enhance their ability to function independently at home and in the community. Program services may include educational training, such as certificates or two- or four-year college programs.

Programs for New York State Residents Child of Veterans Award the Child of Veterans Award is a financial aid program for students whose parent(s) served in the U.S. Armed Forces during specified periods of war or national emergency and, as a result of service, died or suffered a 40% or more disability, is classified as missing in action, or was a prisoner of war. The veteran must currently be a New York State resident or have been a New York State resident at the time of death if death occurred during or as a result of service.

Child of Veterans Award

Child of Veterans Award recipients may receive up to $450 each year without consideration of income or tuition costs. The tuition award may be granted for 4 years of full-time undergraduate study (or for 5 years in an approved 5-year baccalaureate degree program). A special application for the Child of Veteran Award must be filed with the New York State Higher Education Services Corporation (NYSHESC). Applications may also be obtained by contacting the Higher Education Services Corporation's Scholarship Unit at 1-888- 697-4372.

VA Chapter 31 and Chapter 33 – Assessment of Late Fees Policy

In accordance with Title 38 US Code 3679 subsection (e), AMG School of Nursing adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 GI Bill®® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. AMG School of Nursing will not:

- Prevent the student's enrollment.
- Assess a late penalty fee to the student.
- Require the student to secure alternative or additional funding.
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students are required to:

- Produce the VA Certificate of Eligibility (COE) or Form 28-1905 by the Last Day to Add/Drop class (per Academic Calendar).
- Submit a request to be certified.
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

STUDENT ACTIVITIES

Student Governance and Participation in Faculty and Course Meeting:

AMG offers students opportunities to have a voice in School functions through recognized campus student government associations and appropriate student groups and committees. Students' representatives will be encouraged to be on the program's curriculum and outcomes committee.

One Student representatives shall serve as participant members on each of the following committees:

a. Admission, Retention, and Graduation

b. Curriculum

c. Program Evaluation

d. Advisory Board

1. Election of student representatives to Standing Committees shall follow the mechanism outlined in the Student Handbook.

2. An alternate for each student to serve in the absence of the regular representative shall be elected by the same mechanism.

Election Procedures

1. Beginning with the first semester 2Nd year, the students enrolled in each semester will be requested to nominate one class member as a nominee for each committee (Committee on Admissions, Retention and Graduation, Curriculum Committee, Program Evaluation Committee and Advisory Board). Nominations will be accepted from the class in each semester.

2. These nominations will be requested prior to mid-term of each Fall Semester.
3. Nominations will be submitted to the School of Nursing Office where a ballot will be prepared.
4. During a designated period, each student will be provided one ballot for voting. Ballots will be distributed once, and additional ballots will not be distributed.
5. Completed ballots are to be returned to the School of Nursing office by a class member.
6. Ballots will be tabulated by the Student Advisory Committee to the Dean/Director or their designees.
7. The results will be posted on the bulletin boards in the School of Nursing Building. The student with the highest number of votes will be elected as the representative and two students with the next highest number of votes will be elected as the alternates.

8. The chairpersons of the committees (Admissions, Retention and Graduation, Curriculum, Instructional Resources, Program Evaluation) are to notify the student representatives and alternates of Committee meeting dates and times. They are encouraged to hold such meetings when students are not engaged in academic classes or laboratory sessions.

9. Students will serve for a one-year term.

National Student Nurses' Association (NSNA)

AMG School of Nursing Student are encouraged to become a member of the National Student Nurses' Association (NSNA). Membership information is available at www.nsna.org. The mission of this organization is to organize, represent, and mentor students preparing for initial licensure as registered nurses; promote development of skills that students will need to become responsible

members of the nursing profession; and to advocate for high-quality healthcare. AMG nursing students will have an opportunity to network with other nursing students at AMG School of Nursing and around the state.

Men in Nursing Association

The NYC men in nursing group is an official chapter of the American Assembly for Men (AAMN). It was formed in December of 2013 to support the personal and professional growth of men in nursing to increase the number of men in nursing. Meetings are held on a monthly basis at different location through the New York area to discuss different topics. Subject of discussion can vary depending on individual needs and may include career choice, employment opportunities for men, adjusting to classroom environment, and the benefits of becoming a male nurse. AMG School of Nursing students are encouraged to join this organization.

Health Related Volunteer Activities

Students are encouraged to provide health related volunteer service to organizations and individuals in need throughout the nursing program.

AWARDS

Students from the Nursing Program are eligible to apply for any of the many schools need-based awards and scholarships and may do so through contacting the Financial Aid Office.

In addition, the nursing faculty recommends students for special nursing awards such as:

The Director's Honor award for Excellence in Nursing

The Criteria for this award are Academic Excellence (3.5 Average and B or better in Pharmacology, Nursing Trends, Fundamental of Nursing and Medical Surgical Nursing, Initiative (Assume responsibility for own learning; is self-motivated and show leadership abilities.

The Macrina Hamilton Clinical Nursing Skills Award

The Criterion for this award is graduating senior student with a 3.0 or better GPA, with strong clinical performance and is integral part of the clinical team.

Team Player Award

The Criterion for this award is to recognize graduating senior students who have been identified by faculty and peers as being an integral part of the program. This graduate demonstrates a willingness to

go beyond what is expected to help peers, staff, didactic and clinical instructors.

AMG Nursing Student of the Month Award

Criteria for this award is intended to recognize exemplary student contribution monthly. The student will be nominated by the faculty completing the form provided. Applications are due by the 30 of each month. The student who receives the highest cumulative score will be declared the winner.

The Program Director or designee will tabulate the result to determine the student of the month. In the case there is a tie, the award will be shared.

Weight shall be given in the following are:

- Class participation (1-5 points)
- Academic Excellence (5 points)
- Excellence in Leadership (1-5)
- Appearance (1-5)

The student with the highest cumulative number will be designated as the Student of the Month

GRADUATION FEE

A graduation fee of 130 dollars will be due and payable to the Business Office once the Registrar's Office approves a student to state that he/she is eligible for graduation. The fee covers the cost of the diploma and other graduation expenses not paid for by the Institution.

APPLICATION FOR GRADUATION

Graduation exercises to award diplomas is held June of each year. It is the responsibility of the student to complete the application for graduation by established due dates. Applications may be obtained in the nursing office. The student should first see the Program Director to:

1. determine status regarding completion of curricular requirements.
2. obtain an Application for Graduation form; and
3. make an appointment with the Registrar.

When this form has been completed by the student and signed by the Director, the student meets with the Registrar, who will certify the student for graduation, when all graduation requirements have been met. The graduation fee must be paid at this time.

GRADUATION REQUIREMENTS for the RN and LPN NURSING PROGRAMS

To be eligible for graduation a student must:

1. Have proof of high school diploma or official transcripts on file with the Admissions/Records Office at AMG.
2. Successfully completed the entire nursing program.
3. Earn a grade of a 77 (C+) or higher.
4. Have no outstanding balance due to the Business Office. (Diploma/ certificate, or transcript of a record will not be issued to a student who has not made satisfactory settlement with the Business Office for all indebtedness to the Institution.)
5. Have submitted an Application for Graduation form, signed by the program director, to the Registrar's Office.
6. Pay graduation fee at the Business Office.

PINNING

The Pinning Ceremony is the culmination of hard work and perseverance in the Nursing Programs. This event is a tradition in the profession of nursing and historically has been a wonderful celebration of success.

The date for the pinning ceremony will be determined by the Program Director. A member of the faculty will be assigned as Class Advisor. The Class Advisor will work with the students and approve all plans for the pinning ceremony. Students will begin planning the pinning ceremony at the beginning of their final semester.

Policies and Procedures for Ensuring Clinical Site Availability

- The Clinical Coordinator and management and our legal department ensure that formal agreements or contracts are in place with all clinical sites. These agreements will outline the responsibilities of both the institution and the site, including supervision and evaluation procedures.
- Clinical Coordinators will maintain ongoing communication with healthcare facilities to ensure that there are enough sites available for all students.
- Faculty members will collaborate with placement coordinators to review student progress and ensure students are ready for placement.
- Clinical coordinators will be responsible for collecting necessary documents requested by sites to ensure student placement.

Placement processes will be reviewed annually to ensure that the program meets the demand for clinical sites. Any necessary adjustments will be made to maintain sufficient placements for all students.

This policy will be reviewed annually and updated as necessary based on feedback from students and faculty.

AMG Policy and Procedures for Collecting and Recording Licensure/Certification Examination Data

AMG is committed to maintaining comprehensive records of licensure and certification examination participation and outcomes for students and program graduates. This data is used to evaluate program effectiveness, identify areas for improvement, and ensure accountability to stakeholders.
Procedures
Student Information Collection:

- AMG's Registrar will maintain a comprehensive list of all students enrolled in programs that require examination for licensure. This list will include the student's name, program, and date of graduation.
- The Registrar office will collect data on students' eligibility to sit for the examination, ensuring they have met all necessary academic and clinical requirements.
- The Nurse Form 2PG is sent to the Board of Nursing for all students qualified to sit for examination.

Documentation of Results
Proof of Test Results: Students typically call to let AMG know if they pass the NCLEX, but NCSBN sends NCLEX examination results for all students including their name, their examination date, if they passed or failed, and whether it is their first or second attempt.

Record Maintenance: Test results are recorded in the institution's database and secured nursing confidentiality and compliance with FERPA regulations.

Monitoring and Analysis: The Academic Affairs Committee will review examination performance data quarterly to evaluate the effectiveness of the curriculum, clinical training, and the other program components in preparing students for licensure/certification exams.

- Pass rates and other relevant data are compiled into annual reports submitted to accrediting and licensing agencies as required.

Continuous Improvement

- Data trends are analyzed to identify strengths and weaknesses in program preparation.
- Changes to curricula, instructional methods, or support services are implemented as needed to improve student outcomes.

Getting the COVID-19 vaccine is a personal choice. Learn more about the vaccines from reliable health authorities like the CDC and FDA, linked below. And always consult with your physician

or other qualified health provider regarding any questions you may have about the COVID-19 vaccines.

CDC: Key things to Know About the COVID-19 Vaccines

CDC: Safety of COVID-19 Vaccines

FDA: Learn More About COVID-19 Vaccines from the FDA

NYSDOH: COVID-19 Vaccine: Safe, Effective, Free

REMOTE PROCTOR TESTING POLICY

It is the responsibility of all students to carefully read and follow all instructions included on the exam and the testing policies and procedures.

Testing Preparation Student Responsibilities
Students are responsible for self-testing the functionality of the system a minimum of one week prior to all Remote Proctored examinations so that any required troubleshooting can be accomplished. Students should check with their faculty members for available practice exams.

Students MUST establish identity using the acceptable method of identification.

Appropriate lighting is mandatory during the entire testing time.

Test Environment Requirements: The online testing environment should mimic the 'in class's testing environment, and MUST conform to the following:

Testing Area:

- Sit at a clean desk or table if available. In the event a desk is not available, you may utilize a seating bench (not on the bed or floor).

- Your face and ears must be visible at all times. Clothing that obstructs the view of the face and ears—such as hoods, hats, headbands, etc.—are not permitted. Students must be dressed in AMG school uniform.
- Maintain room lighting bright enough to be considered "daylight" quality. Overhead lighting is preferred; however, if overhead is not possible, the source of light should not be behind the test taker.
- Be sure the desk or table is clear of all other materials. This means the removal of all books, papers, notebooks, calculators, etc. is necessary unless specifically permitted in posted guidelines for that particular examination.
- No other computer monitors, screens or tablets should be on during the exam.
- No watches (any type) are allowed to be worn during the testing period or in the testing.
- In case of technical difficulties, a cell phone may be used to contact the instructor or technical staff during the exam. Cell phones should be brought into the testing environment in case the need arises to contact faculty/staff. The phone must be stored out of view, either face down on the floor beneath the desk/table or in a pocket, with all ringers, alarms, and notifications silenced.
- No writing should be visible on the desk or walls.
- No test items should be copied, saved, or shared during or following the exam.
- Screenshots of test information are prohibited.
- The following should not be on the desktop and/or used during the exam unless explicitly stated by the instructor:
    - Excel
    - Word
    - PowerPoint
    - Textbooks
    - Websites
    - Calculators
    - Cell Phones
    - iPads/Tablets

- All other materials and computer programs are prohibited.
- Exams must commence within **15 minutes**. If students are experiencing technical difficulties, they must contact the instructor. Failure to do so will result in a ZERO grade for not accessing the exam within the allotted time frame. (Not able to contact the instructor is not an acceptable excuse).
- Do not have a radio or television playing in the background.
- Do not talk to anyone else--No communicating with others by any means.
- No other persons except the test-taker should be permitted to enter the room during testing.

Behavior:

- Do not leave the room during the testing period at any time, unless specifically permitted in posted guidelines for that particular examination.
- Do not take the computer into another room to finish testing (exam must be completed in the same room.
- Ensure face / head is visible and fully captured by the video camera all throughout the duration of the examination.
- No use of headsets, ear plugs (or similar audio devices) are permitted. This includes Bluetooth earbuds.
- Do not use a phone. The only exception is to contact support staff or your instructor in the event of a technical issue.
- In case of unsolved technical difficulties, the examination is rescheduled within three business days. Date and time will be provided to the student.
- If a student is caught cheating, ATI Proctorial will send via email proof of the occurrence for further investigation. If the student is found to have cheated, the student will receive ZERO for the exam. If the student has a second incident, the student will fail the course and possibly be terminated from the program.

2024-2025/2025-2026

AMG SCHOOL OF NURSING

COST OF ATTENDANCE

LPN Program

DEPENDENT

Indirect cost	Per Academic Year
Room & Board= Housing and Personal	18,336.00
Transportation = Transportation	$ 3,432.00
Total Indirect Cost	**$,27,768.00**

Direct & Indirect Cost	
Total Tuition:	$ 16,250.00
Enrollment Fee	$ 600.00
Lab Fee	$ 750.00
Technology Fee	$ 100.00
Total Institutional Cost	$ 17,100.00
Total COA	**$ 39, 468.00**

2024-2025/2025-2026

AMG SCHOOL OF NURSING

COST OF ATTENDANCE

LPN Program

INDEPENDENT

Indirect cost	**Per Academic Year Amount**
Housing , Food and Personal	$ 25,560.00
Transportation = Transportation	$ 3,432.00
Total Indirect Cost	**$ 23,992.00**

Direct & Indirect Cost

Total Tuition:	$ 16,250.00
Enrollment Fee	$ 600.00
Lab Fee	$ 750.00
Technology Fee	$ 100.00
Total Institutional Cost	$ 17,100.00
Total COA	**$ 41,692.00**

2024-2025/2025-2026

AMG SCHOOL OF NURSING

COST OF ATTENDANCE

BRN/RN

DEPENDENT

Indirect cost	Per Academic Year
Room & Board= Housing and Personal	20,136.00
Transportation = Transportation	$ 3,832.00
Total Indirect Cost	**$,23,968.00**

Direct & Indirect Cost

Direct & Indirect Cost

Total Tuition:	$ 21,525.00
Enrollment Fee	$ 600.00
Lab Fee	$ 900.00
Technology Fee	$ 100.00
Total Institutional Cost	$ 22,525.00
Total COA	**$ 47,093.00**

2024-2025/2025-2026

AMG SCHOOL OF NURSING

COST OF ATTENDANCE

BRN/RN Program

INDEPENDENT

INDEPENDENT

Indirect cost	Per Academic Year Amount
Housing , Food and Personal	$ 22,360.00
Transportation = Transportation	$ 3,832.00
Total Indirect Cost	**$ 26,192.00**

Direct & Indirect Cost	
Total Tuition:	$ 21,525.00
Enrollment Fee	$ 600.00
Lab Fee	$ 900.00
Technology Fee	$ 100.00
Total Institutional Cost	$ 22,525.00
Total COA	**$ 49,317.00**

Course closing sections Policy

The closing section of a course transpires when a course reaches its maximum capacity, which is when room, regulatory or pedagogical limits established by the School in conjunction with Registrar Office have been met and the course section is closed.

This policy can be override when the registrar and other school officials determine the need for an additional course section. There must be a minimum of 10 students for this override to be approved, before the new course section can be opened.

TUITION

The tuition of the ADN program offered by AMG is $ 50,000.00 and is in relation to the documented entry-level earning for this position. AMG's ADN is a 66 credits program. The RN tuition is currently offered at a discounted price of 45,150.00.

The tuition cost of the RN Bridge program offered by AMG is 27,125.00 and is in relation to the documented entry-level earning for this position. AMG's ADN is a 35 credits program.

The tuition cost of the PN program offered by AMG is 32,500.00 and is in relation to the documented entry-level earning for this position. AMG's LPN is a 53 credits hours program.

TYPE OF FINANCIAL AID AVAILABLE TO STUDENTS:

Pell grant, maximum Federal Pell Grant 2025-2026 award year is 7,395.00.

Federal Student subsidized Loans 2025-2026, freshman 3,464.00, sophomore and beyond 4,454.00 per semester.

Federal Student unsubsidized Loans 2025-2026 is 5,938.000 per semester.

State Grants TAP 2025-2026 is 2,832.50 per semester.

Private Lenders as per need basis.

The percentage of students receiving State and Federal Grants:

The percentage of students receiving State grants is 60%
The percentage of Federal Financial Aid Loans is 90%
The percentage of Federal Pell Grant is 70%

AMG Policy and Procedures for Placement Services

The institution is committed to providing timely and effective placement services to support students and graduates in securing nursing employment opportunities. Placement activities are implemented and documented in accordance with institutional policies to ensure consistency and accountability.

Procedures

1. Implementation of Placement Services:
    - Placement coordinators oversee the placement activities and connect with employers to identify job opportunities and house open house.
    - Graduates are provided with career counseling and resume assistance.
2. Documentation:
    - Graduate employment verification is collected and stored for compliance and reporting purposes.
3. Management:
    - Regularly monitors placement data and ensures policies are implemented consistently.
    - Regular meetings are held with the placement team to review progress, address challenges, and make improvements.

This policy ensures that placement services are delivered effectively, supporting students' career success and meeting institutional goals.

Awarding a Degree Policy

Degrees are awarded upon the successful completion of the nursing program requirements, including coursework, clinical hours, and minimum 2.30 GPA. Students must fulfill all financial obligations and submit a graduation application. The Registrar verifies eligibility, and degrees are conferred after administrative approval.

AMG School of Nursing follows a systematic and thorough process to verify that students have met all degree requirements before they are recommended for degree conferral. This process ensures accuracy, consistency, and compliance with institutional policies and procedures.

Throughout the program, faculty advisors and program coordinators monitor student progress using the Anthology system to ensure students are on track to complete their coursework, clinical hours, and other requirements.

Students receive academic counseling to address any deficiencies and ensure timely completion of program requirements.

At the end of the final semester, the Registrar's Office conducts a comprehensive degree audit for each student. The audit verifies that the following degree requirements have been satisfied:

a. Successful completion of all required courses and credits.
b. Achievement of the minimum of 2.30 GPA requirement.
c. Completion of required clinical hours with a passing grade.
d. Fulfillment of any additional program-specific requirements.
e. Meet all financial obligations.

Once all degree requirements are confirmed, the registrar will verify the completion of all requirements. The Registrar prepares a final list of students eligible for degree conferral.
The list is submitted to the Dean for review and approval. The President provides final authorization for degree conferral.

Students are notified of their eligibility for degree conferral upon successful verification.

Diplomas and official transcripts are prepared and issued to students after the degree has been officially conferred. All documentation related to the degree audit, verification of clinical hours, and program completion is securely stored in the Anthology system and backed up to ensure accessibility and compliance with record-keeping policies.

In conclusion, through its multi-step verification process involving faculty, program directors, and the Registrar's Office, AMG School of Nursing ensures that students meet all academic and clinical requirements before being recommended for degree conferral. This process guarantees the integrity of the degrees awarded and aligns with institutional standards for academic excellence.