

Graham Hospital School of Nursing



2016-2017



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*Graham Hospital
School of Nursing*
210 W. Walnut, Canton, IL 61520



Approvals & Accreditations

Illinois Department of Financial and Professional Regulation

Accreditation Commission for Education in Nursing

Title 38, U.S. Code, Illinois Approving Agency

Memberships

National League for Nursing

National Coalition of Hospital Associated Schools & Colleges of Nursing



"107 Years of Excellence"

Faculty and Staff of the School of Nursing

Director

Susan Livingston, R.N.C., M.S.N.
M.S.N. - Bradley University, Peoria, Illinois
B.S.N. - Bradley University, Peoria, Illinois
Diploma - Graham Hospital School of Nursing, Canton, Illinois

Teaching Faculty

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M.S.N. - Bradley University, Peoria, Illinois
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Diploma - Graham Hospital School of Nursing, Canton, Illinois

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M.S.N. - Lewis University, Romeoville, Illinois
B.S.N. - Mount Mercy College, Cedar Rapids, Iowa

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B.S.N. - Illinois Wesleyan University, Bloomington, Illinois
Diploma - Lakeview College of Nursing, Danville, Illinois

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M.S.N. - University of Phoenix, Phoenix, Arizona
B.S. in English Education - Ball State University, Muncie, Indiana
Diploma - Graham Hospital School of Nursing, Canton, Illinois

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Ed. D. - Illinois State University, Normal, Illinois
M.S. - University of Illinois, Peoria, Illinois
B.S.N. - University of Iowa, Iowa City, Iowa

Kathy Williams, R.N., M.S.N.
M.S.N. - Walden University, Minneapolis, Minnesota
B.S.N. - OSF Saint Francis College of Nursing, Peoria, Illinois

Support Staff

Sember DeRenzy, Word Processing
Sandra Ihnes, Library Assistant
Janet Jackson, Print Shop Technician
Mary Kepple - Coordinator of Admissions, Recruitment, and Financial Aid
Lynette Murphy, Technology Coordinator
Michelle Quinones - M.L.S., Director of Library Services
Lynne Waldrop, Office Manager

A Message From The Director

Thank you for your interest in Graham Hospital School of Nursing. Founded in 1909, we are a three year (27 months) fully accredited diploma program which has maintained a 107 year tradition of educational excellence. Our graduates are respected for their broad base of theoretical knowledge and clinical expertise. Nursing education at Graham is enhanced by the school's relationship to Graham Hospital. Our direct link to a health care facility enables us to quickly recognize and respond to changes in the health care delivery system. The school has a long history of involvement in the use of community health care agencies as clinical sites for our students. Our graduates benefit from having a broad educational base as well as having additional college credits to transfer should they decide to pursue further education in nursing. The school has a cooperating agreement with Spoon River College to provide our support or general education courses. Many of our graduates have successfully completed baccalaureate, masters, and doctoral programs and are employed in a variety of settings. A low student/faculty ratio promotes personalized attention and the development of working relationships with instructors and staff. A fully equipped computer lab provides our students with the opportunity to utilize computer assisted instructional aids as well as word processing capabilities for completion of written course assignments. We continue to update our skills lab by adding new equipment and increasing the use of our simulation lab. The school currently has three simulation laboratories that include an adult Hal, Noelle birthing mother, pediatric Hal, and two Baby Hals. Nursing is an exciting, challenging career which can offer unlimited opportunities to practice in a wide variety of settings.

Susan Livingston, R.N.C., M.S.N.
Director, School of Nursing

Spoon River College Course Descriptions

		Credit	Lect.	Lab
BIO 200	Anatomy and Physiology	4	2	4

This course is a study of the structure and function of the human body. The systems studied include the integumentary, skeletal, muscular, and nervous. Lecture and laboratory. (L1-904L)

Prerequisite: High school biology within the past five years, or BIO 101, 105 or 155.

BIO 201	Anatomy and Physiology	4	2	4
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A continuation of Biology 200. Systems studied include the circulatory, respiratory, digestive, urinary, endocrine, and reproductive. Lecture and laboratory.

Prerequisite: BIO 200.

BIO 206	Principles of Microbiology	4	2	4
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Microbiology is a general survey of microorganisms with a detailed study of the biology of the bacteria, their metabolism, growth, and death. The course includes the general characteristics and methods of cultivation and identification of bacteria, their role in nature, agriculture, disease and sanitation. The course consists of lectures, demonstration, and laboratories. (L1-903L)

Prerequisite: BIO 101, BIO 105 OR BIO 155.

PSY 130	General Psychology	3	3	0
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General Psychology is an introduction to the scientific study and interpretation of human behavior in everyday life with consideration given to such topics as personality, emotions, motivation, learning, intelligence, sensation, and perception and group processes. (S6- 900)

PSY 236	Human Growth and Development	3	3	0
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This course is a study of the physical and psychological development from prenatal period through old age. Emphasis is placed on basic processes of learning and motivation and on the interactions of physical, intellectual, emotional, and social factors in the development of adjustment during these periods. Experiences will include the observing, recording and evaluating of behavior at the various stages of development. (S6-902)

Prerequisite: PSY 130 or P/I.

ENG 101	Composition I	3	3	0
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In Composition I, students write expressive, informative, and persuasive essays. Emphasis is given to developing an effective writing process that takes into account audience and rhetorical purpose. A research paper is required, and critical-thinking strategies are encouraged. (C1-900)

Prerequisite: ENG 091 with a grade of C or better, testing criteria or equivalent. *Students planning to graduate with an A.A. or A.S. degree are required to earn a C or better in this course.

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Graham Hospital School of Nursing 2016-2017 Academic Calendar

Fall Semester - 2016 (18 weeks)

August 2	Freshmen CPR Training (Pre-registration required) 8:30 am-12:30 pm
August 4*	Orientation/Registration
August 5*	Orientation/Registration
August 8	Classes Begin
August 8*	Welcome Picnic - All Students & Staff
August 19	Last Day to Drop
September 5	Labor Day (No Classes)
October 7	Mid-Term
November 21-25	Fall Break (No Classes)
December 16	End of Semester
Dec. 19-Jan. 8	Christmas Vacation

Spring Semester - 2017 (18 weeks)

January 9	Classes Resume
January 16	Martin Luther King Day (No Classes)
January 20	Last Day to Drop
February 20	President's Day (No Classes)
March 10	Mid-Term
March 13-17	Spring Vacation
March 20	Classes Resume
April 3*	Professional Issues Luncheon
April 14	Good Friday (No Classes)
May 18*	Senior Recognition Banquet
May 19	End of Semester
May 19	Commencement

* Attendance Mandatory

History of Graham Hospital School of Nursing

Graham Hospital and the School of Nursing are located in the southwest portion of Canton, Illinois, approximately three blocks from the downtown business district.

The original need for a hospital in Canton arose during an epidemic of typhoid fever in the winter of 1904 and 1905 when many residents became ill. A large house was leased on South Second Avenue to be used as a hospital and was called the Canton Public Hospital. A lack of funds closed this hospital within a year. The area residents were without hospital facilities until October 4, 1909, when the original structure of the Graham Hospital, a gift of Misses Alice and Caroline Graham, was formally opened and dedicated to the public. The school also began operating at this time.

The original structure had approximately 30 beds, with 12 beds plus room areas used as living quarters for student nurses, the supervisor, and faculty members. Six students graduated in 1913, the first graduation ceremony of the Graham Hospital School of Nursing. The Graham Hospital School of Nursing was approved by the Illinois Department of Registration and Education on October 18, 1923, as a three year diploma school. It has been accredited since 1968 by the National League for Nursing Accrediting Commission, now known as the Accreditation Commission for Education in Nursing.

Graham Hospital is the primary clinical facility utilized. Clinical experiences also occur in other area hospitals. Students participate in a variety of community agencies which gives exposure to the increasing home health aspects of health care. Students attend Spoon River College, three miles southwest of the city, for the general education courses in the curriculum.

The philosophy and objectives of this hospital-based professional nursing program are implemented throughout the curriculum. All nursing courses are taught by the instructional staff of the home school. Spoon River College courses are taught concurrently with the school of nursing courses.

All nursing courses include both classroom and clinical nursing experiences which allow students to apply knowledge gained in the classroom. Nursing courses build upon content from biological, physical, and psychosocial sciences.

Alumni

The School of Nursing has an active Alumni Association whose purpose is to support communication among the graduates of the School of Nursing and to promote nursing education by the active involvement of its members. The Alumni meet four times a year. The Alumni sponsor many activities and provide a scholarship for a student at graduation each year. New graduates are given a complimentary membership for one year.

Mission Statement

Graham Hospital School of Nursing will continuously achieve excellence in diploma nursing education.

Spoon River College Courses or Their Equivalent

BIO 200 Anatomy and Physiology (IAI L): 4 Credits

BIO 201 Anatomy and Physiology (IAI L): 4 Credits

BIO 206 Principles of Microbiology (IAI L): 4 Credits

PSY 130 General Psychology (IAI S): 3 Credits

PSY 236 Human Growth and Development (IAI S): 3 Credits

ENG 101 Composition I (IAI C): 3 Credits

ENG 102 Composition II (IAI C): 3 Credits

COM 103 Speech Communication (IAI C): 3 Credits

SOC 100 Introduction to Sociology (IAI S): 3 Credits

PHI 120 Logic and Critical Thinking (IAI H): 3 Credits

MAT 132 Statistics (IAI M): 3 Credits

HS 106 Nutrition I: 3 Credits

IAI L-Illinois Articulation Science (Lab Science Requirement)

IAI S-Illinois Articulation Social and Behavioral Sciences

IAI C-Illinois Articulation Communications

IAI M-Illinois Articulation Math



NUR 260 Nursing Care of Clients with 4 6 6
Psychosocial Problems

NUR 260 assists students in the study of the mental health-illness continuum throughout the life cycle. The nursing process, critical thinking and nursing research are utilized in selecting nursing diagnoses which direct specific nursing actions to assist the client in adapting productively to internal and external environmental stressors. Therapeutic interactions and communication skills continue to be explored and refined. Medication, professional standards and legal issues specific to mental health nursing are also evaluated. Clinical experiences demonstrating the application of individual, family milieu, and group treatment are provided in a variety of community settings.

Prerequisites: NUR 210 and PSY 236 with a grade of “C” or better.

NUR 310 Advanced Concepts in Nursing Practice 10 6 12

NUR 310 is designed to facilitate the utilization of advanced concepts of the nursing process for individuals, families, and groups experiencing illness. One focus of the course is evaluation of internal and external environmental stressors that affect the state of wellness. A second focus of the course is exploration of leadership/managerial roles of nursing. Students evaluate interdisciplinary interventions that are implemented to assist the client toward homeostasis. Leadership and management roles are applied to clinical experiences throughout the semester. Advanced nursing skills such as hemodynamic monitoring, care of the ventilated client, patient advocacy, and delegation are explored during the varied clinical experiences. Settings for clinical experiences include the intensive care unit, adult medical-surgical unit, extended care unit, and alternate clinical settings in different hospital settings. Starting week eight of the course, a capstone testing experience is provided by ATI that covers an in-depth content review. This will be scheduled during class and clinical time. Theory in the classroom will examine critical illnesses and nursing leadership theory.

Prerequisites: NUR 230, 240, 250, 260 BIO 206, SOC 100, MAT 132, ENG 101, ENG 102, COM 103, with a grade of “C” or better. Previous or concurrent enrollment in PHI 120.

Credit/Clock Hour Definitions

The semester hour is the unit of academic credit. Semester credit hour calculation is based on the number of theory and clinical hours (clock hours) in our 18 week semester. A clock hour is equal to 60 minutes. Theory and clinical hours listed in the course descriptions refer to clock hours per week.



Philosophy

Graham Hospital School of Nursing is a three-year diploma program that addresses the health care needs of the community by providing professional nursing education. The program provides comprehensive educational experiences that nurture growth in professional values, develops competencies in nursing, and prepares the graduate to contribute to a diverse society. The curriculum prepares the graduate to practice as a generalist independently or collaboratively with other health care providers.

Biological, physical, and psychosocial sciences are used to formulate nursing practice decisions. Nursing has a specialized body of knowledge and skills derived through research, supported by evidence, and delivered in an effective, efficient, and caring manner.

Nursing education provides the student with the opportunity to develop the knowledge and skills essential for beginning practice as a registered nurse in a variety of health care settings. Nursing contributes to the total health of populations by providing quality care to individuals, families, and groups as aggregates.

The nursing process is an analytical approach that guides nursing activities while individualizing care for client(s), families, and groups. Professional nursing is actualized through the roles of provider of care, communicator, teacher, professional member, leader, and client advocate. Nursing practice decisions incorporate legal, ethical, moral, and economic aspects to advance our communities' health.

Health is a dynamic state of functioning in which there is continual adaptation to internal and external stressors. These stressors can be from the physical, psychological, social, environmental, and/or spiritual dimensions. Health status is reflected by the extent to which the individual, family, or group has reached certain levels of adaptation within a multidimensional state of wellness. Wellness is an adaptive state encompassing the maximum potential of the individual, regardless of his or her state of health. Illness is a maladaptation or a breakdown in the ability of the individual, family, or group to cope with stressors in the environment.

Nursing is a caring profession whereby judgments are utilized in a variety of settings to assist man to attain, maintain, or regain an optimum level of wellness. Man's environment is both internal and external in nature and is understood as those interacting stressors that influence his or her state of health along the wellness-illness continuum. Man functions as a unified whole within the environment and communicates his or her needs through an interpersonal process. Man strives continuously to bring into balance those ever-changing environmental stressors. This inherent stress-adaptation process is an integral part of man's existence.

Man is a holistic, integrated being with inherent dignity and worth whose physical, cognitive, and psychosocial development progresses through the life cycle. Freedom of choice and informed self-determination are inherent rights and responsibilities of man. Nursing formulates decisions that recognize man's basic needs as a bio-psychosocial-spiritual being.

Education is a life-long process of planned and peripheral learning experiences, which results in the acquisition of knowledge, skills, judgments, and attitudes. Important aspects of this process include critical thinking, communication, and goal setting. The educators are facilitators of this process, assisting students to integrate theoretical knowledge and clinical experiences.

Learning is the emergence of new knowledge and/or patterns of behavior through active and dynamic interaction with the environment. Learning is affected by the individual’s values, needs, previous knowledge, experience, and reinforcement. Learning is best accomplished in an environment which encourages free exchange of ideas and experience between educators and students. The educators are responsible for guiding the student toward independent, safe nursing practice based on nursing process and creating an environment which allows for mutual personal growth, freedom of expression, dignity, and self-worth. The students are responsible for their own learning and, with guidance, evaluation of learning outcomes.

Program Goals

The graduate of this program will be able to:

1. Function as a beginning practitioner in a variety of health care settings providing nursing care for individuals, families, and groups.
2. Utilize the roles of provider, manager, leader, teacher, communicator, advocate, and professional team member to actualize professional nursing.
3. Deliver theoretically based holistic care throughout the life cycle.
4. Pursue professional life long learning.

Curriculum Objectives

Upon completion of the curriculum, the student will be able to:

1. Demonstrate professional values in relationship to self, profession, and society.
2. Analyze theoretical and empirical knowledge from the biological, physical, and psychosocial sciences and nursing as a basis for formulating nursing practice decisions.
3. Utilize the nursing process in a variety of settings to provide health care to individuals, families, and groups throughout the life cycle.
4. Use the roles of direct provider of care, manager, leader, teacher, communicator, client advocate, and professional team member to coordinate, facilitate, and improve the quality of health and the delivery of health care in a variety of settings.
5. Analyze theoretical knowledge relevant to human adaptation to assist individuals, families, and groups experiencing change on the wellness/illness continuum.
6. Evaluate the internal and external environment to promote the optimum wellness of man.
7. Formulate nursing practice decisions that recognize man’s basic needs, inherent dignity, self-worth, holistic nature, and self-determination.
8. Use the process of critical thinking to enhance the acquisition of knowledge, skills, and attitudes.

NUR 230 Nursing Care of the Childbearing Family 4 6 6

NUR 230 is the study of the nursing care of the child-bearing family. Students are assisted in the application of concepts from the biological, physical and psychosocial sciences to the nursing care of these families across the wellness-illness continuum. Principles of normal growth and development of the female and the neonate from conception to the newborn period are emphasized as a basis for nursing care of clients with adaptive/maladaptive responses. Students are guided in the adaptation of the nursing process, therapeutic communication, teaching and critical thinking skills to the care of women, infants and their families. Current trends, legal, ethical and cultural issues of maternal and neonatal health are evaluated. Clinical experiences are obtained on acute care maternity inpatient units. Skills lab enhances the clinical experience by facilitating the development of nursing skills needed to care for mothers and newborn infants. Alternative clinical facilities and tours of facilities that offer varied services for women and infants are also experienced.

Prerequisites: NUR 210 and PSY 236 with a grade of “C” or better.

NUR 240 Nursing Care of Child Rearing Family 4 6 6

NUR 240 is a study of the nursing care of children from infancy to late adolescence. Students are assisted in the application of concepts from the biological, physical and psychosocial sciences and nursing to the pediatric population. Principles of normal growth and development are emphasized as a basis for the identification and care of children with maladaptive patterns. Students are assisted in the adaptation of the nursing process and skills in communication, teaching and critical thinking to the care of children and their families along the wellness-illness continuum. Evaluation of the role of the professional nurse in current trends, legal, ethical and cultural issues of pediatric health care is stressed. Clinical experiences are varied including: health promotion and screening activities at a well-child clinic, day care center, and schools; special education classrooms; a long-term follow-up clinic for children with chronic illness. A pediatric skills and simulator lab are available for instruction and practice of pediatric nursing procedures and clinical decision making.

Prerequisites: NUR 210 and PSY 236 with a grade of “C” or better.

NUR 250 Nursing Care of Clients in the Community 4 6 6

NUR 250 is designed to study the concepts and theories of community health and geriatric nursing. Students are assisted in the application of concepts from the biological, physical and psychosocial sciences using a population approach to wellness and illness in the community setting. Health needs, problems and cultural issues impacting on the community, and available community resources are discussed and evaluated. Students are assisted in the adaptation of the nursing process to the care of the adult and geriatric individuals, families and groups in the community. Communication, teaching and critical thinking skills are explored and practiced. Various roles of the professional nurse in community health and geriatric nursing are explored. Current trends, legal and ethical issues are also discussed. Clinical experiences are provided in a variety of community settings including: home health, hospice, school nurse, and public health. Students will engage in community activities that include program planning, health promotion, health screening, and health evaluation.

Prerequisites: NUR 210 and PSY 236 with a grade of “C” or better.

Graham School of Nursing Course Descriptions

		Credit	Theory	Clinical
NUR 110	Introduction to Nursing Concepts	7	6	3

Nursing 110 is designed to give the student a basic foundation of the concepts of man, nursing, wellness/illness, and environment. The student is assisted in applying principles from the biological and psychosocial sciences to promote the adaptation of the individual. Basic human needs, adaptation theory, and the nursing process are introduced as the student assumes the roles of professional team member and provider of basic nursing care. Skills lab allows the student to practice and refine basic nursing skills. Supervised clinical experience takes place in the episodic and extended care units.

NUR 111	Introduction to Nursing Care of the Adult Client	8	6	6
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Nursing 111 is designed to give the student an opportunity to promote the adaptation of the individual experiencing alterations in health status. The student is assisted in applying concepts and roles introduced in the preceding course. The nursing roles of professional team member, provider of care, communicator, and teacher are studied and utilized. Assessment skills are expanded to include the total body in a systematic plan to facilitate priority planning, documentation and evaluating of the nursing process. Skills lab allows the student to facilitate development of expanding nursing skills. Supervised clinical experience takes place in selected hospital units. To enhance the student's knowledge base, there are observational experiences in various hospital departments and community clinics.

Prerequisites: NUR 110 with a grade of "C" or better.

NUR 210	Nursing Care of the Adult Client in Illness	9	6	9
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Nursing 210 is a course designed to facilitate the student's utilization of the nursing process for individuals, families, and groups experiencing maladaptations in wellness/illness within the body's homeostasis and regulatory processes throughout the adult years. Skills lab completes the fluid and gas transport skills such as IV insertion and monitoring, chest tube care, and tracheostomy care. Students are introduced to EKG monitoring and evaluation during their clinical experience. These skills facilitate evaluation of the internal and external environmental effects on man. Pertinent assessments of and evaluation of the interventions for clients experiencing maladaptations are offered in all levels of care. Students are encouraged to utilize critical thinking while planning and executing care for their clients experiencing illness. Students communicate directly with other hospital departments to coordinate and improve the quality of health care provided. Students are guided in the teacher, care giver and communicator roles to enhance positive change on the wellness/illness continuum for their clients. Legal and ethical issues are explored in terms of client's right to know, right to refuse treatment/procedures, while maintaining confidentiality to facilitate man's inherent dignity, self-worth, and self determination. Clinical experience settings include various Graham Hospital departments and selected community clinics.

Prerequisites: NUR 111, PSY 130, BIO 200, BIO 201, HS 106 with a grade of "C" or better.

Admission

Students interested in admission to Graham Hospital School of Nursing must submit an application and arrange to have a pre-admission interview.

Applications are reviewed in March. Deadline for submission of all required application materials is February 15th for the March review. If a class maximum is not reached following the March review, additional applicants for admission will be considered at the discretion of the Admission, Retention, Promotion, and Graduation Committee. Applicants will be notified of their admission status in writing after the review dates.

Once the Freshman class is filled, a waiting list will be established for that year. Students who are placed on the waiting list and not admitted for the current year are not guaranteed admission the following academic year; they must reapply.

Application Procedure

The applicant must submit the following to the Coordinator of Admissions, Recruitment, and Financial Aid:

1. A completed application form and \$40.00 application fee.
2. Official transcripts from all high schools and postsecondary institutions. An official transcript is one that is mailed directly to the School of Nursing by high schools and colleges/universities.
3. ACT and/or SAT scores. (School code for ACT is 1171.)
4. Complete the TABE English Assessment test.
5. Three letters of recommendation using the provided Personal Reference Form. The applicant must also complete an interview with the Coordinator of Admissions, Recruitment, and Financial Aid.
6. A completed Essential Functions for Student of Nursing Form.
7. Graham Hospital Association makes a Uniform Conviction Information Act (UCIA) check on all new hires, which includes fingerprinting. This criminal background check includes students applying to Graham Hospital School of Nursing.
8. Applicants must also complete a drug screening test prior to final acceptance to Graham Hospital School of Nursing.

*Minimum Requirements for Admission **

1. The applicant must have graduated from a state approved high school, with a cumulative G.P.A. of 2.75 on a 4.00 scale, or have obtained a GED, and received a grade of "C" or better in each of the following courses at either high school or college level (1 unit equals 1 year of high school or 1 semester of college):
 - A. English 3 units
 - B. Algebra. 2 units
(2 years of high school or one semester intermediate college algebra)
 - C. Geometry 1 unit
(1 year of high school or one semester college geometry)
 - D. Biology. 1 unit
(High School within last 5 years or college BIO 105/or equivalent)
 - E. Chemistry. 1 unit
 - F. Social Sciences 2 units

2. The applicant must have an ACT composite of 20 or a SAT score of 940.
3. The applicant must achieve a score of 12th grade reading level on the TABE English Assessment Test.
4. Consideration will be given to applicants who do not meet the above requirements but have demonstrated success on the college level by completing at least seven transfer credits, including a science, with a 2.75 GPA.
5. The applicant must have a favorable Criminal Background Check from the Illinois State Police and a negative drug screening done by Graham Hospital.

*All applicants need to be aware that meeting standards at the minimum level does not insure admission to the school.

6. Acceptance
 - A. A letter confirming or denying admission will be sent to the applicant.
 - B. Upon acceptance of admission a non-refundable fee of \$75.00 is required.
 - C. The Cumulative Health and Immunization Report (school form) must be completed by July 1st.
 - D. Current American Heart Association Basic Life Support (BLS) card - Health Care Provider.

Support Courses

Students seeking admission to Graham Hospital School of Nursing apply directly to an accredited college of their choice for the completion of support courses. While students may attend any college, the School of Nursing has established a cooperative relationship with Spoon River College for the purpose of providing support courses.

An applicant may be admitted into Spoon River College by one or more of the following ways:

1. Documenting graduation from an accredited high school.
2. Transferring from another college or university.
3. Providing proof of successful completion of General Educational Development (GED) or equivalent examination.
4. Special admissions situations will be reviewed on an individual basis by Spoon River College.

Application Procedure For Spoon River College

1. All applicants (credit, non-credit, and audit candidates) must submit online a completed application form to the Admissions Office, Spoon River College, 23235 N. County 22, Canton, Illinois 61520. Contact the Admissions Office for appropriate procedures or visit the website at www.src.edu.
2. An optional Associate in General Studies degree may be awarded through Spoon River College. A student must be enrolled in Spoon River College and meet all requirements for graduation. Contact Spoon River College for details.



GRAHAM HOSPITAL SCHOOL OF NURSING RECOMMENDED CURRICULUM PLAN

FALL SEMESTER

YEAR 1

NUR 110 Introduction to Nursing Concepts (7 credits)

SRC COURSES:

ENG 101 Composition I (3 credits)
 PSY 130 General Psychology (3 credits)
 BIO 200 Anatomy & Physiology (4 credits)

YEAR 2

NUR 210 Nursing Care of the Adult Client in Illness (9 credits)

SRC COURSES:

BIO 206 Principles of Microbiology (4 credits)
 PSY 236 Growth and Development (3 credits)

YEAR 3

**NUR 250 Nursing Care of Clients in the Community (4 credits)
 **NUR 260 Nursing Care of Clients With Psychosocial Problems (4 credits)

SRC COURSE:

COM 103 Speech Communications (3 credits)

**Courses are interchangeable and may be taken either 2nd Semester 2nd year or 1st Semester 3rd year.
 IAI H-Illinois Articulation Initiative Humanities

TOTAL SRC Courses = 39 hrs.

SPRING SEMESTER

NUR 111 Introduction to Nursing Care of the Adult Client (8 credits)

SRC COURSES:

ENG 102 Composition II (3 credits)
 BIO 201 Anatomy & Physiology (4 credits)
 H.S. 106 Nutrition (3 credits)

**NUR 230 Nursing Care of Childbearing Families (4 credits)
 **NUR 240 Nursing Care of Childrearing Families (4 credits)

SRC COURSES:

MAT 132 Statistics (3 credits)
 SOC 100 Introduction to Sociology (3 credits)

NUR 310 Advanced Concepts in Nursing Practice (10 credits)

SRC COURSE:

PHI 120 Logic and Critical Thinking (3 credits)

IAI F-Illinois Articulation Initiative Fine Arts
TOTAL Nursing Courses = 50 hrs.

Accreditation

Graham Hospital School of Nursing is approved by the Illinois State Department of Financial and Professional Regulation and has been accredited since 1968 by the National League for Nursing Accrediting Commission, now known as Accreditation Commission for Education in Nursing (ACEN), an accreditation reserved for quality educational programs in nursing. ACEN has granted accreditation through 2021. The ACEN's phone number is 1-404-975-5000, and their address is 3343 Peachtree Road N.E., Suite 850, Atlanta, Georgia 30326. Formal complaints regarding Graham Hospital School of Nursing may be made to the Accreditation Commission for Education in Nursing (ACEN).

The reports from the Illinois Department of Financial and Professional Regulation and the Accreditation Commission for Education in Nursing (ACEN) accreditation are available for review. Requests to review the report are made by contacting the Director of the School.

Standardized Testing

Standardized tests are given to assess academic performance. Achievement tests are given at the end of the selected courses. These tests help evaluate the educational effectiveness of the school in comparison to other nursing programs in the country. Tests are given at the end of the senior year to measure overall achievement at the end of the curriculum.

School performance scores are available upon request from the Director of the School.



Readmission

Students who do not complete the nursing program, either through withdrawal or academic failure, may be allowed one readmission based on space availability and committee approval. It is recommended that no more than 12 months elapse between withdrawal and readmission. Students applying for readmission must submit a written petition and must meet all current admission requirements.

Readmission is competitive, and selection is based on the applicant's overall academic performance, on the current program objectives, on space availability, and on committee approval. As with initial admission, the most qualified applicants will be given first consideration for readmission.

Transfer Students

Transfer students from other nursing programs are accepted through completion of the regular admission criteria. Applicants are considered on an individual basis for course placement and must be enrolled in this school a minimum of one year prior to graduation.

Transfer students must meet the same requirements as those in the class to which they are seeking admission. The applicant is required to:

- a. Have completed comparable subjects and content courses, reviewed by appropriate faculty and the Admission, Retention, Promotion, and Graduation Committee.
- b. Submit official transcript(s) and course description(s) from previous nursing schools and colleges for transfer credit. Nursing credits must have been earned within the past 3 years.

Transfer of Credit Policy

At Graham Hospital School of Nursing, credit is given for support courses that were completed at a college or university other than Spoon River College (SRC), if one of the following is true:

1. The Illinois Articulation number for the course matches with the SRC course Illinois Articulation number.
2. The student has an official evaluation of their transcript completed by SRC with courses listed that are accepted, or on the student's SRC transcript courses accepted from another institution will be listed.

Students that intend to take Anatomy and Physiology & Microbiology at SRC must abide by their current prerequisite for these courses: high school biology within the past five years or BIO 101 or 105 or equivalent.

Transfer courses must be relevant to the curriculum plan of Graham Hospital School of Nursing.

Graham Hospital School of Nursing requires a grade of "C" or better on all transfer courses.

Review of a course that a student believes is comparable to a SRC support course is done by the Admission, Retention, Promotion, and Graduation Committee. This is done by comparing the course descriptions of the two courses. The student is notified if the course will be accepted in lieu of the SRC course.

Courses completed at a college on quarter hours are converted to semester hours.

International Student Application

International students must meet the same admission qualifications as other students in the program. Transcripts from secondary schools and/or postsecondary institutions must be official, recorded in English, and sent directly to the School of Nursing. To receive federal financial aid, the school must have a valid student aid report on record stating that citizenship status has been confirmed by Homeland Security and that they meet the citizenship requirements for federal student aid.

Advance Placement of LPNs

Advance placement of LPNs is based on space availability.

Applicants who have graduated from practical nursing programs may be eligible for advanced placement after satisfactory completion of the following:

1. Application procedure (see page 9).
2. Official transcript from LPN program attended.
3. Evidence of current LPN licensure.

Applicants who are eligible for licensure may petition to waive the licensure requirement.

4. Satisfactory completion of BIO 200 and BIO 201 (Anatomy & Physiology), PSY 130 (Gen. Psychology), H.S. 106 (Nutrition), or their equivalent with a grade of "C" or better.
5. Satisfactory completion of adult physical assessment by one of the following options:
 - a. Completion of approved physical assessment course from another institution.
 - b. Self-study with satisfactory demonstration of adult physical assessment.
6. Current American Heart Association Basic Life Support (BLS) card- Health Care Provider.

Credit for Prior Learning

Applicants who have met the criteria for advanced placement with satisfactory completion of the adult physical assessment requirement shall receive 15 nursing credits toward the completion of our diploma program and will enter the program at the 2nd year, taking NUR 210 during the fall semester. Applicants who have met the criteria for advanced placement without satisfactory completion of the Adult Physical Assessment requirements shall receive 7 nursing credits toward the completion of our diploma program and will enter the program at the 1st year, second semester, taking NUR 111.

Advance Placement of C.N.As

Applicants who are certified nursing assistants may be eligible for advanced placement after satisfactory completion of the following:

1. Application procedure (see page 9).
2. Official transcript from CNA program.
3. Evidence of passage of the nurse aide competency examination.

Applicants who meet advance placement criteria have the following options:

1. Elect not to attend NUR 110 during the class sessions when CNA material is presented.

or

2. Audit CNA sessions of NUR 110 (see Audit Policy).

Applicants should discuss these options with the NUR 110 instructors at the start of the academic year.

After successful completion of NUR 110, students can apply to the state to test for their CNA license.

than 5 consecutive days are excluded. Examples of the Return of Title IV Funds policy are available upon request from the Office of Admissions, Recruitment, and Financial Aid.

If any funds remain after the return of the Title IV aid, they will be used to repay state funds, private or institutional aid. If there is an unpaid balance, then all aid sources will be repaid before any funds are returned to the student.

If funds are released to a student because of a credit balance on the student's account, then the student may be required to repay some of the federal grants.

Program Effectiveness

32.9% was the withdrawal rate for the 2014-2015 academic year.

12% was the withdrawal rate for the 2015-16 academic year.

61.3% or 19 of 31 students in the class of 2015 graduated.

83.3% or 25 of 30 students in the class of 2016 graduated.

100% of those reporting were employed within 6 months of graduation. 87.5% of the graduates were employed in a hospital setting. 12.5% were employed in a nursing home. Graduate satisfaction and employer satisfaction statistics are available upon request from the Director of the School.

The NCLEX-RN pass rate for the Class of 2015 was 94.7%. The NCLEX-RN pass rate for first-time test-takers was 84%.

The state average NCLEX-RN pass rate for first-time test-takers was 86% and the national average was 85%.

BSN Completion Programs

Although there are several types of BSN completion programs available to Graham graduates, including online programs, Graham Hospital School of Nursing has a specific articulation agreement with Methodist College, Peoria. The School of Nursing also has informal articulation agreements with several other programs, including Schools of Nursing at Western Illinois University in Macomb, and Eastern Illinois University in Charleston.

Please contact the Coordinator of Admissions, Recruitment, and Financial Aid or the Director of Graham Hospital School of Nursing for further information.



Uniforms

Students are responsible for the purchase of a white uniform, white nursing shoes, white lab coat, official school navy polo shirt, khaki colored pants, and student patches. Students may purchase their uniforms at any uniform or medical supply store. Please see student handbook for dress code.

Books and Professional Supplies

Graham Hospital School of Nursing books and supplies may be purchased through the Graham Hospital School of Nursing library. Fees for books and supplies can be added to the student's billing with their permission. In the case of withdrawal from Graham Hospital School of Nursing, books and supplies are considered an institutional charge and will be refunded according to the refund policy listed in the School Catalog and Financial Aid Handbook.

Refunds

Upon the first day of the semester, students are considered to be enrolled for the full semester. If a student chooses to withdraw, the student must see the Coordinator of Admissions, Recruitment, and Financial Aid and complete a Course Withdrawal Form indicating withdrawal from Graham Hospital School of Nursing and/or Spoon River College courses. The withdrawal date is established by the student's attendance record.

Institutional Refund Policy

The institutional refund policy exists for calculating the refund of institutional charges which include tuition, fees, nursing books, supplies, and room charges if applicable.

Week of Semester	Refund Percentage
Prior to Add/Drop Date	100% (minus enrollment deposit)
3rd week	80%
4th week	60%
5th week	40%
6th week	20%
7th week	0%

The student's allocation of any refund is distributed only after the requirements of federal and non-federal aid programs are satisfied. See Financial Aid Return of Title IV Funds Policy for additional information.

Return of Title IV Funds Policy

The Higher Education Amendments of 1998, Public Law 105-244 mandate the way funds paid toward a student's education are to be calculated when a recipient of Title IV funds withdraws. The federal "Return of Title IV Funds" formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student.

The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of a Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Stafford Subsidized and Unsubsidized student loans, or Federal Plus loan. A statutory federal formula is applied through the 60% point of each semester to determine the amount of the Title IV funds a student has earned at the date of withdrawal. After the 60% point in the semester, a student has earned 100% of Title IV funds. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of more

Full and Part-time Status

A full-time student is defined as a student who is registered for 12 or more semester hours per academic semester. A student who is registered for less than 12 hours is considered part-time.

Students should remain aware of the five year limitation for completion of the nursing course sequence.

Academic Regulations

Upon completion of a course, a grade will be assigned by the instructor. The basis for the grades will be described in the course syllabus. Grades provide a base for academic evaluation and determine academic standing.

Scholastic Standards

Students will be notified of grades earned each semester. The School of Nursing uses the following grading system:

Grade	Scale	Grade Point	Performance Level
A	94-100	4	Superior
B	87-93	3	Above Average
C	80-86	2	Average
D	73-79	1	Below Average, not passing
F	0-72	0	Unsatisfactory, not passing

Clinical Grades: S-Satisfactory, U-Unsatisfactory

Credit/No Credit

I	Incomplete - Temporary grade
W	Withdrawal from course of school
WP	Withdrawal from course of school passing
WF	Withdrawal from course of school failing

A grade of incomplete is not granted automatically and may be given at the discretion of the instructor based upon the following criteria:

1. The student has completed at least fourteen weeks of a semester course or seven weeks of a nine week course, with a minimum theory grade of "C" and satisfactory clinical performance.
2. The student is unable to complete the course and/or other assignments due to illness or a family emergency. The Admission, Retention, Promotion, and Graduation Committee, with input from the instructor(s), will determine whether an absence due to illness is excusable. Written physician verification will be required for the student's permanent file.

A contract will be signed by the student and instructor showing the requirements to be completed before the "I" can be removed. **The student has one month from the date noted on the contract to complete all required work.** After one month an "I" becomes an "F" if the student has not met the specifications of the contract. A student may request to advance to the next nursing course, but will be required to withdraw if the "I" is not removed with a minimum grade of "C".

A student earns a final grade for each course according to the grading scale. A grade of "C" (2.00) must be attained in all nursing courses. In all nursing courses, the clinical performance is evaluated as satisfactory or unsatisfactory. If the student's clinical performance is satisfactory, the grade for the course is the theory (lecture/discussion) grade. An unsatisfactory in the clinical area results in a failure ("F" grade) for the course.

A student who earns a grade of “D” or “F” in a nursing course can apply to repeat the course only once. Once a student repeats a course, that option is not available for any other nursing course. All credit hours and grade points will appear on the permanent transcript. Repeated courses will be reflected on the transcript with an (R). The grade received on the repetition of the course will replace the first grade in the calculation of the cumulative grade point average.

A student who receives below a “C” in a support course must repeat the course prior to enrollment in the nursing course for which this is a prerequisite.

If a student withdraws during the first week, no grade will be recorded. After the first week, a grade of “W” will be recorded. Students cannot withdraw after two-thirds of the course is completed. Students withdrawing after the course midterm will have the grade “WP” or “WF” recorded on their transcripts. Students can only apply once to repeat a specific course for which a “W”, “WP” or “WF” has been given. A student who leaves without completing the process of notifying the institution of the intent to cease attendance (unofficial withdrawal) will receive an “F” for the course.

Students will be notified of grades earned each semester. Official grades are withheld if the student has unpaid school charges, library fines, pharmacy charges, or incomplete health requirements. Mid-term nursing course grades are issued only to students who are doing unsatisfactory work at that time.

Promotion Policy

To be eligible for promotion to the next level or course, the student must:

1. Maintain a cumulative grade point average of 2.00 or above.
The cumulative grade point average is defined as the total of all grade points received for courses listed in the school curriculum plan divided by the total number of credit hours.
2. Complete course prerequisites or their equivalent with a “C” or better.
3. Submit a completed End-of-School-Year Checklist (including financial obligations) at the end of each academic year.

When a student fails to maintain a cumulative and semester grade point average of 2.00 or above due to a grade in a support course, the student will be placed on financial aid warning until the end of the following semester. A probationary period is considered one semester. In order to be removed from financial aid warning, a student must obtain a cumulative and semester GPA of 2.00 at the end of the warning period.

Failure to resolve financial aid warning status will result in mandatory withdrawal from the School of Nursing.

Graduation Requirements

To be eligible for graduation, each student must:

1. Satisfactorily complete the required nursing courses within a five-year calendar period.
2. Complete non-nursing support courses as stated in school catalog.
3. Settle financial account with the accounting department of the hospital.
4. Complete and return the End-of-School-Year Checklist to the Admissions, Recruitment, and Financial Aid Office.
5. Have a minimum cumulative GPA of 2.00.
6. Complete Community Service Requirement.

2016-2017 Financial Cost Information

TUITION AND FEES

Tuition*

Nuring Courses	\$490.50 per credit hour*
SRC Courses	
General Education Courses	\$150.00 per credit hour
Science Courses	\$170.00 per credit hour
On-line Courses	\$180.00 per credit hour

Fees

Activity Fee	\$200.00 per semester
Technology Fee/Testing Fee	\$335.00 per semester
Graduation Fee (Seniors only)	\$250.00 spring semester

Dormitory

Single Room	\$1210.00 per semester
Double Room	\$ 891.00 per semester
Housing Deposit	\$ 50.00 fall semester

Estimated Nursing Books

Freshman Level	\$750.00 per semester
Junior Level	\$ 50.00 fall semester
	\$500.00 spring semester
Senior Level	\$300.00 spring semester

* Students who enter Graham Hospital School of Nursing are guaranteed the same tuition rate for three continuous academic years. Nursing courses are 7 to 10 credits per semester.
SRC courses are 3 to 10 credits per semester, depending on the curriculum plan level and if some courses have already been completed. SRC tuition will change according to SRC rates each year..

** Meal expense is not included in the above figures.

Meals are available at a discount from the Hospital Cafeteria.

Upon receipt of final acceptance, all entering students are required to pay a non-refundable \$75.00 enrollment deposit to insure a place in the entering class.

Tuition at Graham Hospital School of Nursing is comparable to other hospital-based diploma programs. The Coordinator of Admissions, Recruitment, and Financial Aid maintains catalogs from other schools which include tuition and fees.

Billings

Approximately 4 weeks after the start of each semester, two copies of the billing form are provided to each student. Upon receipt of the two copies of the billing form, the student is to:

- Sign and return one form to the Office of Admissions, Recruitment, and Financial Aid.
- Retain one form for a personal record.

All student aid, including loans, is applied directly to the student account. If a balance remains, students may utilize a payment plan to pay the balance. The payment plan will allow students to make three equal monthly installments due no later than the 1st of the month. Fall semester payments are due October, November, and December. Spring semester payments are due March, April, and May. Payments not received by the due date will be assessed a \$25 late fee. The payments should be paid to the cashier in the Business Office on the main floor of the hospital. If the billing reflects a credit due, students will receive their credit check from the Financial Aid Office.

Students will not be furnished an official report of grades, a transcript of credit, receive a diploma, or be permitted to register for another semester until all financial obligations to the school are paid.

Students who withdraw from or fail the program with tuition amounts outstanding will immediately owe the balance of tuition plus interest. The interest will accrue on the unpaid portion of the tuition at the rate of 10% from the date of withdrawal.

Listed below are the steps involved in the application procedure:

- ✓ Step 1 Complete the Free Application for Federal Student Aid (FAFSA). You can apply for student aid electronically at www.fafsa.gov. Be sure to follow the instructions and answer all required questions carefully.
- ✓ Step 2 Complete the Graham Hospital School of Nursing Financial Aid Application and return it to the Coordinator of Admissions, Recruitment, and Financial Aid.
- ✓ Step 3 If you filed electronically and provided a valid e-mail address, you will get an e-mail within three to five days. The e-mail contains a secure link so you can access your Student Aid Report online. If you apply by mail, it will take about two to three weeks for your FAFSA to be processed and for you to receive a SAR in the mail. Graham Hospital School of Nursing will receive the report electronically. Information received from these documents is used to determine need eligibility for funds. All information is held in confidence. Information will not be released without consent of the student. Students will be notified of any documentation needed by the Office of Admissions, Recruitment, and Financial Aid. Documentation may include, but is not limited to, verification worksheets and other income information.
- ✓ Step 4 After all information is submitted to the Office of Admissions, Recruitment, and Financial Aid, you will receive a financial aid award letter listing the amount of assistance offered to you. You must sign and return the school copy of the award letter to the Office of Admissions, Recruitment, and Financial Aid indicating your acceptance or refusal.

Satisfactory Academic Progress Requirements

According to Federal and State guidelines, students must maintain satisfactory academic progress in order to be awarded financial aid. Financial aid recipients must satisfy the quantitative as well as qualitative measurements in their progress toward completion of their degree. This policy applies to each financial aid recipient, whether a previous aid recipient or not. The policy is outlined in the Financial Aid Handbook. Copies of the policy are also available in the Financial Aid Office upon request.

Financial Aid Appeal Policy

Students have a right to appeal their financial aid decisions and must follow the guidelines listed under financial aid appeal in the Financial Aid Handbook.

Financial Aid Policy with Spoon River College

A consortium contract is signed by Spoon River College and Graham Hospital School of Nursing. The agreement states that any student enrolled in Graham Hospital School of Nursing and Spoon River College (for nursing support courses) will only receive financial aid through Graham Hospital School of Nursing.

Licensure Eligibility

The graduate of this program is eligible to apply to take the National Council Licensure Examination (NCLEX) for licensure as a registered professional nurse. In the state of Illinois, applicants must provide information on convictions of any criminal offenses in any state or federal court, personal history of any past or present chronic illnesses that would interfere with the ability to practice, dishonorable discharge from the service, and loss of professional license or permit. Graduates must be fingerprinted and include the receipt with the application for testing.

Audit Policy

Requests for auditing a theoretical and/or lab component of a course will be considered on an individual basis. Clinical component may not be audited.

Withdrawal from Course

Students intending to withdraw from a course must complete the appropriate form available from the Office of Admissions, Recruitment, and Financial Aid.

Withdrawal from School of Nursing

A student who is planning to withdraw from the School of Nursing must complete the school withdrawal form which is available from the Office of Admissions, Recruitment, and Financial Aid.

Failure to Progress Form

A student who fails to meet the requirements to progress in the program is asked to complete this form which is available from the office of Admissions, Recruitment, and Financial Aid.

Grade Reports

Grade reports are sent to the student at the end of each semester after a official transcript of support course grades is received.

Honors

At the end of each semester, students who have achieved a semester grade point average of 3.50 to 4.00 are named to the Director's Academic Honor List. Students who have a semester grade point average of 3.00 to 3.49 are named to the Nursing Honor Roll.

Graduation Honors

Graduation Honors are based upon the following cumulative grade point average:
3.50-4.00 Graduating with High Honors
3.00-3.49 Graduating with Honors



Other Policies

Appeal Process

A student has the right to appeal decisions regarding academic policies, financial aid policies, and disciplinary actions according to the procedure outlined in the Student Handbook and Financial Aid Handbook.

Academic grievances are defined as those pertaining directly to theory grades and clinical evaluations. Non-academic grievances concern those areas which are not directly related to the pursuit of knowledge or skills defined by the school curriculum. If the student believes he or she has been treated in an unfair manner in non-academic school related activities or disciplined for alleged misconduct not in an academic context, the student may file a non-academic grievance.

Attendance / Absence

See Student Handbook for attendance policy.

Civility Policy

See Student Handbook for civility policy.

Credit Transfer To Other Institutions

Policies on transfer of credit hours for the purpose of continuing education are established by the receiving institution.

Disability Support Services Policy

In order to initiate services, new students must complete the Student Request For Disability Support Services form, available from the Coordinator of Admissions, Recruitment, and Financial Aid, and submit appropriate documentation for verification of their disability. The type of accommodation may vary depending on the type of disability.

Identification Badge

Students will be issued an identification badge during orientation. This badge will be needed for a variety of purposes. The badge should be returned to the school upon withdrawal, leave of absence, or graduation. There will be a charge for replacing an identification badge/student tag.

Legal Name Change / Address Change

Legal name changes and/or address changes which occur during the program enrollment are to be reported in writing within one week to the Office of Admissions, Recruitment, and Financial Aid.

Maternity Notification

Students need to notify their clinical instructors upon suspicion of pregnancy for the safety of both mother and child.

- Have a valid Social Security Number
- Be making satisfactory academic progress
- Certify that you will use federal student aid only for educational purposes and certify that you are not in default on a federal student loan and that you do not owe money on a federal student grant
- Be registered with Selective Service (if required)

In Addition:

- Federal student loans must be repaid
- Students going to college less than half-time may be eligible for Federal Pell Grants and some other Federal student aid programs
- Students who have received a bachelor's degree are not eligible for Federal Pell Grants or FSEOG, but may be eligible for other federal student aid programs
- Students who are attending two schools in the same enrollment period can only receive financial aid at one of the schools
- Conviction of drug distribution or possession may make a student ineligible

Financial Aid Awards

The following sources of aid are available:

Federal

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Loans
- Federal Work Study Programs (FWS)
- VA Benefits

State

- Illinois Student Assistance Commission Monetary Award (ISAC)

Private

- Loans and scholarships from private sources, such as hospitals and health care agencies, service organizations, foundations, and civic organizations
- Gift aid awarded in recognition of outstanding achievement

Programs are outlined in more detail in the Financial Aid Handbook.

Financial Aid Application Procedure

Eligibility to receive need based aid is based on a difference between what the parent or spouse and student are expected to contribute toward an education at Graham Hospital School of Nursing and the cost of education. The family contribution is determined by a federally required formula that weighs factors such as income, assets, debts, family size, number in college, and recognized family expenses.

Awards are based on need as determined by the Free Application for Federal Student Aid (FAFSA). Students who request financial aid to attend Graham Hospital School of Nursing must list Graham Hospital School of Nursing's federal code number 008938 on their FAFSA.

Meals

Students may purchase meals in the cafeteria of Graham Hospital at a discounted rate. Meal tickets may be purchased in the school office for use in the cafeteria. Kitchen facilities are available to students who reside in the residence halls.

Student of the Month

Students nominate their peers by ballot. The Commendation Committee selects the Student of the Month from these nominations. The student receives meal tickets, a certificate, and a designated parking space for the month.

Student Orientation

A comprehensive orientation program is planned to provide dialogue between faculty and students, and to familiarize students with school and hospital policies. Attendance is required at all orientation activities.

Student Senate

The Student Senate is composed of all students. Student Senate officers are elected representatives. The democratic process is utilized to plan activities for the enrichment of student life. Student Senate standing committees are utilized to assist in the growth of the individual student, to create a sense of unity and fellowship, and to promote understanding and interest in professional organizations. A faculty advisor assists the Student Senate in its activities. Students are encouraged to join the National Student Nurses Association (N.S.N.A.), which acquaints students with professional, civic, and legislative responsibilities as well as the functions of professional nurse organizations.

Financial Aid

Academic Year

The School of Nursing operates on a semester system. Each semester is 18 weeks. The academic year begins mid-August and ends mid-May.

Purpose

The primary goal of the financial aid office is to help students achieve their educational goals through financial support and resources. It is the goal of the Office of Admissions, Recruitment, and Financial Aid to assist students to keep financial obligations at a minimum during their educational experience. Through federal and state resources, work-study, and loans, the school provides award packages which contain both gift and self-help forms of assistance. Priority consideration for funding is given to students who meet established deadlines for submission of aid forms. The financial aid package process insures effective use of funds available and provides fair and equitable treatment of all applicants.

96.3% of the students enrolled at Graham Hospital School of Nursing during the 2015-2016 academic year received some form of financial assistance either through state and federal grants, loans, or scholarships.

During the 2015-2016 academic year, a total of \$760,567.00 was awarded in federal and state financial aid, student loans, and miscellaneous institutional/outside scholarships.

The Coordinator of Admissions, Recruitment, and Financial Aid administers the financial aid program and assists students with information and counseling. All students are encouraged to file for financial aid.

Eligibility Requirements

- Have financial need (except for Unsubsidized Stafford Loans)
- Have a high school diploma or its recognized equivalent
- Attend a participating college as a regular student and be working toward a degree or certificate
- To be a U.S. citizen or eligible noncitizen

Medical Restriction

If a student has medical restrictions, a physician's written statement of verification is required and should be submitted to the clinical instructor. A copy will be maintained in the student's health file. In accordance with the clinical agency's guidelines regarding medical restrictions, the clinical instructor will notify the student whether a clinical absence will be required. Appeals will be handled through the Academic Grievance Procedure.

Privacy Act / Confidentiality

In accordance with the Family Educational Rights and Privacy Act of 1974, a student may inspect and review official education records, files, and data directly related to the student's attendance at Graham Hospital School of Nursing.

A comprehensive policy related to the utilization of student records is outlined in the Student Handbook. The policy is also briefly outlined in the Financial Aid Handbook.

Professional Liability Insurance

Graham Hospital maintains professional liability insurance covering students during all theory and clinical nursing courses.

Publications

Changes occurring after publication take precedence over published statements and will apply to current and new students.

Changes in published statements occurring after publications will be communicated to current students through electronic mailer or written notification in their mailboxes. Inserts containing changes will be added to existing publications.

The School Catalog, Student Handbook, and Financial Aid Handbook are available upon request.

Information regarding the school is also available at our website grahamschoolofnursing.org.

Each student signs an annual statement that they have read, understood, and agree to abide by the procedures and policies set forth in the School Catalog, Student Handbook, and Financial Aid Handbook.

Catalog

All prospective students receive an information packet that includes the School Catalog.

Student Handbook

Each student has access to a Student Handbook prior to the first day of class for use as a guide to student life. The handbook contains policies and rules for the school and hospital and bylaws of the Student Senate.

Financial Aid Handbook

A Financial Aid Handbook is received by all students. The Financial Aid Handbook contains information regarding policies and procedures for state and federal programs, student budgets, and packaging of awards.

Sexual Harassment Policy

See Student Handbook for Sexual Harassment Policy.

Social Networking Policy

See Student Handbook for Social Networking Policy.

Student Rights

Academic and non-academic grievance policies are outlined in the Student Handbook.

The school provides for the protection of privacy for students and parents through adherence to the Family Educational Rights and Privacy Act of 1974, as amended.

Substance Abuse Policies

See Student Handbook for Substance Abuse Policies.

Tobacco Free Environment

Graham Health System are committed to the promotion of health through the treatment and prevention of disease, and for providing a safe and healthy environment for our physicians, staff, volunteers, visitors, and those we serve. Consistent with this commitment, Graham Health System recognizes the adverse health effects of tobacco products and second-hand tobacco smoke. For these reasons, the use of tobacco products in any form (i.e., cigarettes, electronic/battery operated cigarettes (e-cigarettes), cigars, chewing tobacco, snuff, pipes, etc) is prohibited on Graham Health System property. This includes land, buildings, parking lots, leased spaces; hospital owned vehicles; and privately owned vehicles, on Graham Health System property. Also included area sidewalks adjacent to the hospital and clinic buildings and parking lots. Buildings either leased or owned by Graham Health System are also covered under this policy.

Smoke-Free Policy

To provide a healthy environment for our patients, visitors and employees. Graham Health System is a "No smoking" facility. Smoking within the Graham Health System or on the premises is not permitted.

All new employees will be tested for nicotine use as part of their post offer, pre-employment drug screen. Those who test positive for nicotine use will not be hired. The applicant will be able to re-apply for a position after a 90 day period and will again be subjected to all pre-employment testing. If the applicant, after this 90 day period, is offered another position and again tests positive for nicotine, they will not be considered for future employment with Graham Health System for one year. This policy also applies to the summer extern program for students.

Transcripts

The school will send an official transcript to a designated agency or person upon receiving a signed request form and a \$5.00 fee. The school adheres to the Family Educational Rights and Privacy Act of 1974, as amended. Official transcripts are not released to those with indebtedness to the school or past due nursing and/or Stafford loans.

Transportation / Parking

Each student is responsible for his/her own transportation to and from classroom and clinical experiences. Parking is available in designated areas. Students utilizing the parking facilities must comply with hospital regulations. The hospital assumes no responsibility for vehicles.

Student Life

All student activities are planned to provide experiences for professional and personal development.

Class Organizations

Each class elects officers to assist in planning social and professional activities that are of interest to the class. Each class has a faculty advisor.

Community Service

Graham Hospital School of Nursing values service and giving back to the community. For future nurses, participating in community service activities provides a sense of personal

values and civic responsibility. Service activities are rewarding experiences for all persons involved. Graham Hospital School of Nursing has incorporated community service into the curriculum. Students will have the opportunity to provide a service to their community and at the same time gain a better understanding of the resources available.

Counseling and Guidance

The Coordinator of Admissions, Recruitment, and Financial Aid is available for individual guidance throughout the school year. Professional counseling for individual and family problems is not provided through the school, but students are eligible to use the Employee Assistance Program (E.A.P.). This is a free and confidential service to assist with solving problems that may interfere with work or school. Students may discuss counseling needs with a faculty member, advisor, Coordinator of Admissions, Recruitment, and Financial Aid, or the Director of the School of Nursing. Community resources are also available for counseling as needed.

Facilities and Housing

Resident students live in air-conditioned dormitory rooms, furnished with blinds, desk, chest of drawers, chairs, bed, small refrigerator, telephone, and cable TV access. Each dorm floor has a kitchenette, laundry facility, and large restroom area. Dormitory costs are listed on the fee schedule.

A deposit of \$50 will be assessed at the beginning of each year to students living in the residence hall. The deposit will be added to the student's fall billing. The student will receive a refund of the deposit after moving out if there is no damage to the property and it is clean upon inspection.

A library with current periodicals and texts is available for student use. Besides the resources available in the library, materials may be borrowed from other libraries via interlibrary loan through cooperative memberships with the Resource Sharing Alliance, OCLC, and Docline. Numerous health related databases are available to students online. The library also includes a computer lab which houses fifteen computers, all of which have high speed Internet access. The school also provides a study room with additional computers for student use. The study room and the computer lab are available for student use 24 hours a day, 7 days a week.

The school provides lockers, lounges, and a recreation room with a television for student use.

Mailboxes are provided for students and should be checked daily when on campus.

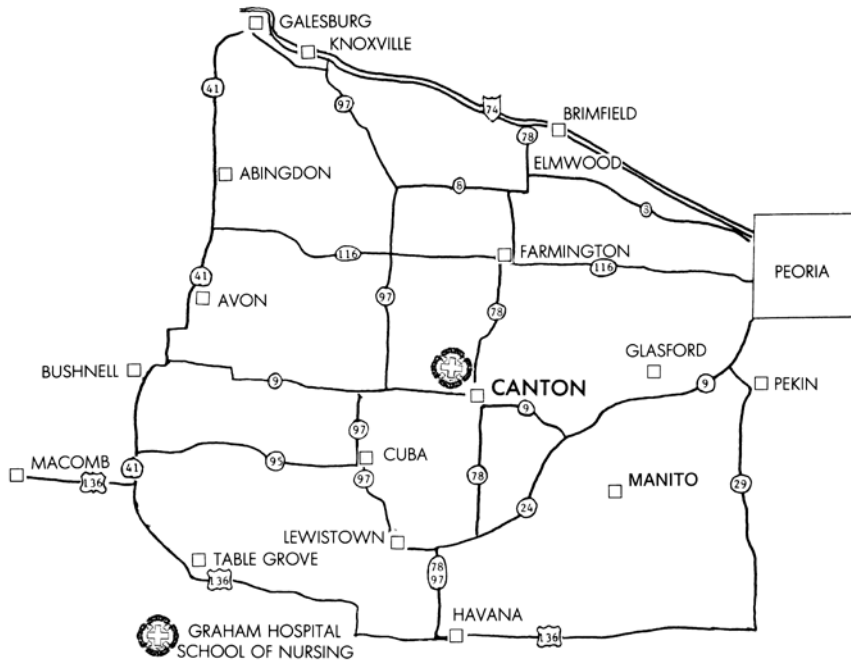
Faculty Advisement

Each student will be assigned a faculty advisor. Faculty advisors are available for individual guidance on academic and professional matters. Students are required to meet with their advisors at least once in the fall. Additional meetings can be arranged by either faculty or students at any time throughout the year.

Health Services

The student is expected to assume the cost and the responsibility for a preadmission physical examination and routine laboratory tests. The student is responsible for all health care costs and is encouraged to have health insurance. The student is responsible for reporting to the Coordinator of Admissions, Recruitment, and Financial Aid all health-related problems affecting his/her progress in this school.

Students may purchase prescription and non-prescription drugs for themselves at a reduced rate from the Graham Hospital Pharmacy. Students using the Graham Hospital Emergency Room will have the emergency room bill sent initially to the student's own health insurance company. Students who do not have insurance will need to complete the Financial Aid Application with the Business Office to apply for financial help on their bill. All health costs incurred are the student's responsibility, including injury-related incidents in clinical and class.



INFORMATION

Inquiries for information and application forms should be addressed to:

Coordinator of Admissions, Recruitment, and Financial Aid
Graham Hospital
School of Nursing
210 W. Walnut
Canton, Illinois 61520

Phone: 309/647-5240, ext. 2347 or 647-4086

Web address: grahamschoolofnursing.org

Notice:

Graham Hospital School of Nursing reserves the right to change any or all of the requirements, policies, curricular offerings, tuition and fees published herein. Changes occurring after publication take precedence over catalog statements and will apply to present and new students. Changes will be communicated to current students through electronic mail or written notification in their mailboxes.