



Utica College

2015-2016 Nursing Handbook

For students matriculating prior to Fall 2016

July 2015

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WELCOME

The nursing faculty and staff welcome you to Utica College. The College's approach to education is based upon a philosophy dedicated to the cultivation of a liberally educated professional person. Each student is offered a unique blend of liberal arts and professional educational experiences. We encourage you to take full advantage of the variety of learning opportunities while pursuing your educational goal of becoming a professional nurse.

PURPOSE OF THIS HANDBOOK

This handbook is to be used in conjunction with the Utica College student handbook, and students are responsible for adhering to the content of both handbooks. Changes in policies and procedures may be made annually and communicated to students via the updated handbook. The current nursing department handbook can be found at <http://www.utica.edu/academic/hhs/nursing/handbooks.cfm>

The information included in this handbook has been chosen with two purposes in mind. First, an informed student is a better student. We want students to understand the educational goals and mission of the entire program in order to facilitate integration of individual course content into your overall view of the nursing profession.

Second, the faculty and staff take seriously the responsibility of providing students with a quality education that will prepare them to fulfill their responsibilities as a professional nurse. However, the student is the one ultimately responsible for taking full advantage of the program. This handbook provides students with the information necessary for them to take on that responsibility.

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NOTICE OF COMPLIANCE

Utica College is an equal opportunity, affirmative action institution, and accepts students and employs individuals without regard to race, creed, color, sex, pregnancy, ethnic or national origin, religion, marital status, age, sexual orientation, gender identity, gender expression, veteran status, disability, citizenship status, genetic predisposition, domestic violence victim status, or protected status under applicable local, state, or federal law. This nondiscrimination policy covers admissions, employment, and access to and treatment in Utica College programs, services, and activities.

This policy applies to all terms and conditions of employment including, but not limited to, recruiting, hiring, placement, promotion, termination, layoff, transfer, leave of absence, compensation, benefits, training, and social and recreational programs.

The Department of Nursing adheres to the statement of equal opportunity in every aspect of student recruitment, admission, and retention. It is the policy of Utica College to admit students who can benefit from the educational opportunities it offers and whom the College has the capabilities to serve. Students are admitted on the basis of their potential for intellectual, social, personal, and professional growth.

Gaining admission into, or continuation in, pre-professional and professional programs requires that students exhibit behavior(s) appropriate to practicing in a specific profession. Evidence of moral turpitude, inappropriate behavior, failure to abide by the Student Code of Conduct, failure to abide by the relevant profession's code of conduct, or other acts deemed unbecoming of a profession by the Administration of Utica College will result in denial of entry into a program or denial of continuation in a program.

Utica College welcomes the physically challenged and in compliance with Section 504 of the Rehabilitation Act of 1973 (as amended) and The Americans with Disability Act of 1990 (ADA), does not discriminate on the basis of handicap. Students are responsible for informing the faculty of any need for accommodations as identified by the coordinator of Learning Services, located in Academic Support Services.

DEPARTMENT OF NURSING

MISSION STATEMENT

The Department of Nursing, as an integral part of Utica College, is committed to the mission and values of the College. The mission of the Department of Nursing is to offer professional nursing education for the undergraduate student pursuing a baccalaureate degree. This mission prepares our graduates to meet the challenges of professional nursing practice and strengthens the quality of nursing care rendered to the consumer in a dynamic and global health care environment.

Because nursing programs must be accredited by the professional organization, registered by the state, and licensed by the state board of nursing, there are a number of mandates that drive the curriculum. The primary guidelines for baccalaureate nursing education are:

- American Association of Colleges of Nursing 2008 Essentials of Baccalaureate Education for Professional Nursing Practice
- Quality and Safety Education for Nurses (QSEN) initiative
- Institute of Medicine Core Competencies for Health Professionals
- NCLEX-RN test plan

Goals

Upon successful completion of the Utica College ABSN program, the graduate will have received extensive training in the following areas:

- Liberal Education Foundation: Assimilate theories and concepts from liberal education into generalist nursing practice.
- Leadership: Practice leadership concepts to deliver high quality health care.
- Professional Behavior: Incorporate professional standards of moral, ethical, and legal conduct into practice.
- Clinical Competence: Provide safe, competent entry-level care across the life span.

Admission Criteria:**Freshman Track**

- Required overall GPA of 85% or equivalent.
- Satisfactory completion of three years of science and mathematics on high school transcripts, with a required minimum grade of 85% or equivalent letter grade.
- Letters of recommendation and personal essay consistent with College application requirements.
- SAT or ACT required.
- Students must complete both General Education Core and major related courses with a GPA of 2.80 prior to beginning the nursing courses.

Transfer Track

- Qualify for admission to the College.
- Transfer students, either internal or external to the College, must have a cumulative grade point average of 2.8 or better with minimum grade of C+ in nursing and a minimum grade of C for major-related courses for admission to the nursing program. Applicants may receive individual consideration from the Nursing Admissions Committee.
- Students must complete both General Education Core and major-related courses with a GPA of 2.80 prior to beginning the nursing courses.
- Transfer students from another nursing program must also submit 2 letters of reference from nursing faculty in the transfer college or university **prior to acceptance into the nursing major.**

All students seeking admission to the nursing program shall adhere to all current departmental requirements.

Nursing Curriculum

At Utica College, the nursing program is designed to provide students with a liberal education as well as a professional foundation that integrates nursing theory with skills required for nursing practice. The program leads to a bachelor's of science (BS) degree in nursing. **During the first two years of the traditional undergraduate nursing curriculum, students will complete all General Education Core and prerequisite liberal arts and sciences courses. The nursing courses will be taken in four (4) semesters at the junior and senior level. Students must successfully complete all of the nursing courses in each semester before they can take courses in the next semester; they must follow the program sequence.**

Professional nurses are liberally educated practitioners who function as primary providers of health care services to individuals, families, groups, and communities. Nurses work collaboratively with physicians, social workers, therapists, and other health professionals. Graduates of the program have opportunities in a variety of settings including acute care, community agencies, home care, and schools. All students enrolled in clinical courses must hold current certification in CPR, Basic Life Support, have health and liability insurance, and meet the health requirements of the respective agencies. Transportation is the responsibility of the student.

The nursing program is fully accredited by the Commission on Collegiate Nursing Education (CCNE), and is approved by the New York State Education Department. Graduates are eligible to take the National Council Licensure Examination for Registered Nursing (NCLEX-RN).

Courses

Following is a description of the major and major-related course offerings required in the nursing program.

BIO 101 and 102 - Human Anatomy and Physiology (4 credits each)

These courses are offered in consecutive semesters and provide the student with the background necessary to understand the way the body normally functions.

CHE 211 - General Chemistry I (4 credits)

The study of chemistry is necessary for an adequate understanding of the physical and chemical properties of all matter. Concepts of acid base, organic, and biochemical structures are required for the appropriate understanding of specific treatment modalities.

BIO 203 - Microbiology (4 credits)

This course contributes to the student's understanding of pathogenic microorganisms, their role in disease, their inhibition and destruction, and principles and techniques of bacteriology.

BIO 205 - Human Nutrition (3 credits)

The application of nutritional principles by nurses is essential in health promotion and prevention and/or minimizing complications of illness. To accomplish these goals, nurses need a sound

background of nutrition.

PSY 101 - Introduction to Psychology (3 credits)

Whether you are working in an acute care agency, home health setting, or the community, your clients will demonstrate a variety of psychological strengths and needs. An understanding of psychological processes is necessary to adequately understand and respond to those needs.

**PSY 223 - Life-Span Developmental Psychology (3 credits) or
HLS 245 - Human Development Process (3 credits)**

In nursing practice, it is important to understand how normal psychosocial, neuromuscular, perceptual, cognitive, physical, and socio-cultural development proceeds in order to identify strengths and weaknesses in the development of clients across the life span.

SOC 151 - Human Society (3 credits)

Clients exist in a society and it is necessary that the nurse understand how sociological systems influence their behaviors and decisions. An understanding of how such systems operate also assists the nurse to make appropriate professional decisions within the working environment.

PHI 107 - Ethics (3 credits) or PHI 108 - Professional Ethics (3 credits)

Technology, economics, and changes in societal attitudes about life and death have helped to create some of the ethical dilemmas in health care. This course studies major ethical theories and examines ethical dilemmas encountered by health care professionals.

MAT 112 - Basic Statistics (3 credits) or

PSY 211 - Statistics in the Behavioral Sciences (3 credits)

It is important that nurses understand statistical methods and their application to research. This knowledge will facilitate understanding of nursing research literature and methodologies.

NURSING COURSE DESCRIPTIONS

Following is a description of the major and major-related course offerings required in the nursing program. Courses are listed with the relevant credit hour distribution—lecture, lab and clinical.

First Semester = 16 credits

NUR 311 Socialization to Professional Nursing (3) (3 Lecture)

Sets the foundation for professional practice that is built upon throughout the curriculum. Students are introduced to all aspects of the nursing profession, including an overview of nursing roles, theory, and professional practice.

NUR 321 Foundations for Nursing Care (4) (2 Lecture, 1 Lab, 1 Clinical)

Foundations of nursing practice and the nurse-patient relationship. The essential elements of caring, critical thinking, teaching, assessment, communication, and professionalism are addressed. Includes lab and clinical.

NUR 326 Health Assessment (3) (2 Lecture, 1 Lab)

Provides opportunity through classroom and laboratory sessions for students to learn the theories and skills involved with assessment of physical, psychological, social, cultural, and environmental aspects of clients across the life span.

NUR 332 Pathophysiology (3) (3 Lecture)

Basic principles and processes of pathophysiology including cellular communication, genetics, forms of cellular injury, fluid and electrolytes, acid-base balance, immunity, stress, coping, illness, and tumor biology.

NUR 346 Care of Populations and Communities (3) (2 Lecture, 1 Clinical)

Health of populations and communities through study of epidemiology, health promotion, and disease prevention across the life span. The influences of environment, genetics, culture, economics, and access to care are analyzed.

Second Semester = 17 credits

NUR 312 Leadership and Informatics in Professional Nursing (3) (3 Lecture)

Differentiates nursing leadership from nursing management and describes how nurses lead professionally. Additionally, this course will explore the impact of informatics and technology on nursing, patient care, and health care delivery.

NUR 365 Care of the Obstetric Population (8 weeks, 3 credits) (2 Lecture, 1 Clinical)

Focuses on maternal, paternal, fetal/neonatal, physiologic, and psychosocial responses to childbearing. Family theory provides framework for interpreting and understanding the way the family adjusts to pregnancy, birth, and the addition of the newborn.

NUR 366 Care of the Aging Population (8 weeks, 3 credits) (2 Lecture, 1 Clinical)

In-depth look at older adults who constitute a majority and growing proportion of people who receive nursing care. Includes learning strategies to assist the aging population to maintain optimal health with chronic illness.

NUR 371 Medical/Surgical Nursing Care I (5) (2 Lecture, 1 Lab, 2 Clinical)

Builds upon theoretical concepts, integrating the nursing process to facilitate individual and family adaptation to acute stressors within medical-surgical nursing. Common physiological and psychosocial stressors and related principles of care management are explored.

NUR 333 Pharmacology (3) (3 Lecture)

Information for safe, effective nursing care related to pharmacology. Covers actions, uses, administration alerts, pharmacokinetics, pharmacodynamics, adverse effects, contraindications, interactions with other drugs, herbs and food, and treatment of overdose and antidotes.

Third Semester = 16 credits

NUR 411 Management in Professional Nursing (Health Policy) (2) (2 Lecture)

Expands the knowledge of nursing management in practice, education, political, and community settings. It emphasizes the essential elements of management, including different management techniques and routine tasks such as budgeting, planning, supervision, and delegation.

NUR 421 Medical/Surgical Nursing Care II (4) (2 Lecture, 2 Clinical)

Focuses on increasing complexity of illness, nursing process in the adult population, complex physiological and psychosocial stressors, and related principles of patient care management.

NUR 423 Senior Nursing Care Seminar Lab I (1) (Lab)

Seminar based course which explores patient scenarios through case studies, laboratory experiences, and simulation. Students work in teams to analyze patient situations and develop critical thinking skills in the effective delivery of holistic patient care.

NUR 444 Care of Populations With Psychiatric Concerns (8 weeks, 3 credits) (2 Lecture, 1 Clinical)

The nurse-client relationship and therapeutic communication techniques as they relate to those with mental health considerations. Includes neurobiological processes and therapeutic techniques.

NUR 446 Care of the Pediatric Population (8 weeks, 3 credits) (2 Lecture, 1 Clinical)

The nurse's role in promoting adaptation in the childbearing family. Particular stressors include perinatal complications, well-child health promotion, and childhood illness.

HLS 445 Clinical Research (3) (Lecture)

Research methods employed in clinical settings. Quantitative and qualitative methods; research designs related to clinical situations.

Fourth Semester = 13 credits

NUR 412 Trends in Professional Nursing (5) (3 Lecture, 2 Clinical)

Focuses on preparation for the transition from student to professional baccalaureate generalist nurse. Trends and issues regarding nursing education, research, and practice are analyzed within a historical, social, and multicultural systems framework.

NUR 465 End-of-Life and Palliative Care Practice (2) (Lecture)

Physical, psychological, social, and spiritual concerns of patients and families as they relate to pain and comfort care, and end-of-life decisions.

NUR 471 Advanced Medical/Surgical Nursing (5) (3 Lecture, 2 Clinical)

Integration of theoretical, clinical, and professional concepts to provide care for patients with complex health issues. Emphasis on assessment, differential diagnosis, pathophysiology, pharmacology, critical thinking skills, and clinical judgment.

NUR 473 Senior Nursing Care Seminar Lab II (1) (Lab)

Nursing care, communication within healthcare teams, delegation of care, and cultural, legal, and ethical implications. The role of the registered professional nurse as leader in the management of patient care.

Total required nursing credits = 59

Clinical hours = 588

Lab hours = 225

Sequence of Courses

The following sequence of courses is an appropriate sample for those students who enter the nursing program as freshmen. See UC Undergraduate Catalog for pre and co-requisites.

Freshman Year		Freshman Year	
Fall Semester:		Spring Semester:	
BIO 101	4	BIO 102	4
ENG 101	3	ENG 102	3
PSY 101	3	SOC 151	3
Core	3	Core	3
Core	<u>3</u>	Core	<u>3</u>
	16		16
Sophomore Year		Sophomore Year	
Fall Semester:		Spring Semester:	
BIO 205	3	BIO 203	4
CHE 211	4	PHI 107/108	3
HLS 245/PSY 223	3	STATS	3
Core	3	Core	3
Core	<u>3</u>	Core	<u>3</u>
	16		17

**Please note the College requirements for writing competency as outlined in the College catalog.

***127 credits are required for graduation; 60 of these credits must be in the liberal arts and sciences.

Transfer Students**

For transfer students without transferable nursing credits, the baccalaureate nursing curriculum at Utica College includes a minimum of four (4) semesters of study in nursing. All General Education Core and major-related courses must be fulfilled before entering the nursing courses.

**Determination of transfer credit for nursing courses completed at another institution will be made conjointly between the College Registrar and Chair of Nursing.

INTELLECTUAL HONESTY POLICY

In addition to the Utica College regulations regarding intellectual honesty (*Utica College 2015-2016 Undergraduate Catalog*), and the Code of Student Conduct (*Student Handbook 2015-2016*), the Department of Nursing faculty has developed the following policy statement:

The faculty and students of the Department of Nursing believe that the ethical behavior in the American Nurses' Association Code for Nurses implies the highest standards of honesty and integrity, and applies equally to nursing students and practicing nurses. All aspects of the Department of Nursing life and culture are designed to further the achievement of these standards.

Students should maintain intellectual honesty at all times. Students who engage in plagiarism or cheating may receive an “F for Cheating” for the course on their transcripts. Students must do their own work on all tests and assignments. Any quoted or paraphrased phrases or sentences from published material, Internet sources, or other individuals’ work must be correctly referenced. Students may not resubmit their own previously graded work when retaking a course or for a grade in a different course without faculty approval. Resubmitting earlier work will be considered self-plagiarism and treated as any other form of academic dishonesty.

CONFIDENTIALITY STATEMENT FOR STUDENTS

All students are required to be familiar with and comply with the Standards of Professional Behavior while enrolled in the Utica College nursing program. Confidentiality is a critical element to a professional health care provider and compliance is required by law in order to protect the privacy rights of patients. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) mandates standards that ensure privacy and security of patients’ health information, as well as electronic medical records. Students are required to know these privacy rules and will comply at all times.

- Students in clinical have access to protected health information (PHI) of patients on a “need to know” basis and it is solely for use within the scope of duties relating to patient treatment.
- Students may only access the PHI of patients if they are directly participating in their treatment.
- Students may not record PHI of patients (such as name, social security number, date of birth, etc.) on forms which are turned in for clinical or class assignments. PHI will not be removed from the health care facility. This includes oral, written, and electronic disclosures.

- Students may never discuss PHI in public or inappropriate areas to include but not limited to hallways, elevators, restrooms, cafeterias, etc., or with friends/family at any time.
- Failure to protect PHI may be considered a violation of a patient's right to privacy. Properly dispose of documents containing PHI by discarding them in assigned containers marked for proper disposal; do not throw these documents in the trash.
- If a student is unsure whether his or her actions will be in violation of these policies, he or she must consult the instructor *prior* to taking action with the PHI.
- Any student in violation of these policies may be terminated from a clinical position, fail the class, and/or be removed from the nursing program, depending on the circumstances of the violation.

Social Media Policy

Nursing students may not video or audio record at any time in a clinical setting. They may not post any material that could potentially violate patient confidentiality on social media sites. Students may be subject to disciplinary action by the school and the clinical agency for comments that are either unprofessional or violate patient privacy. HIPAA regulations apply to comments made on social networking sites, and violators are subject to the same prosecution as with other HIPAA violations.

There has been an increase in the use of electronic communication and social media methods within businesses, healthcare environments and academic learning institutions. It is important when using these types of communication methods to be mindful of consequences of their use. See below for a list of guidelines derived from [National Council of State Boards of Nursing Social Media Guidelines](#) (2011):

- Recognize obligation to maintain privacy and confidentiality
- Do not disseminate information that will degrade or embarrass the patient
- Do not transmit patient related information
- Do not post information that could reasonably identify the patient
- Do not refer to patients in a disparaging manner
- Do not take photos or videos of patient, unless authorized
- Maintain professional boundaries
- Consult employer policies
- Report breaches of confidentiality of privacy
- Be aware of employer and hospital policies on the use of computers, cameras, and other electronic devices etc.
- Do not post disparaging remarks about students, faculty or staff members

American Nurses' Association Code of Ethics for Nurses (2015)

1. The nurse, practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community or population.
3. The nurse promotes, advocates for, and protects the rights, health and safety of the patient.
4. The nurse has authority accountability and responsibility for nursing practice; makes decisions: and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe quality health care.
7. The nurse in all roles and settings advances the profession through research and scholarly inquiry, professional standards development and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations must articulate nursing values maintain the integrity of the profession and integrate principals of social justice into nursing and health policy.

ACADEMIC RULES AND REGULATIONS

Students are ultimately responsible for their academic program. All students are required to read and comply with the Department of Nursing and College requirements. These rules and regulations are found in the *Utica College Undergraduate Online Catalog*, the *Utica College Student Handbook*, and the *Department of Nursing Student Handbook*.
<http://www.utica.edu/academic/hhs/nursing/handbooks.cfm>.

Grading Policy

The Department of Nursing's grading policy is defined by a numerical rating system as follows:

Acceptable Grades – Pass

A	= 94 – 100%
A-	= 90 – 93%
B+	= 87 – 89%
B	= 83 – 86%
B-	= 80 – 82%
C+	= 77 – 79%

Unacceptable Grades

C	= 73-76%
C-	= 70-62%
D+	= 67-69%
D	= 63-66%
F	= 62% and below

* Incomplete (I) grades may be granted according to the College policy (see College Catalog).
A minimum of C+ (77%) must be achieved to successfully pass a nursing course.

Grading of Clinical Experiences

All clinical experiences are graded on a Pass/Fail basis. A grade of Pass is achieved when the student consistently meets or exceeds clinical expectations and has met clinical course objectives satisfactorily. The student must pass the theory, lab, and clinical components to pass the course.

Retention

Success in the nursing curriculum requires that students demonstrate the knowledge, skills, and professional behaviors expected of an entry-level registered nurse. Knowledge and skills are examined in a variety of formats including written assignments, testing, and clinical observation.

The faculty at Utica College strive to provide a successful educational experience for every student. Each student is required to meet the following criteria in order to remain in the nursing program:

The student must:

- Complete **all** General Education Core and major-related courses prior to progression into upper-division nursing courses.
- Achieve and maintain a minimum 2.8 cumulative G.P.A. in order to progress into upper-division nursing courses.

- Achieve and maintain a minimum cumulative G.P.A. of 2.8 in all major-related courses.
- Have earned 65 credits prior to entering the nursing courses.
- Demonstrate the professional and ethical behaviors required for successful performance of professional nursing practice as noted by faculty and clinical instructors.
- Successfully complete **all** of the nursing courses in a semester before moving on to the next semester of courses.
- Adhere to established course sequence in nursing major.
- Adhere to Utica College academic rules and regulations (see Undergraduate Catalog).

Retention Criteria

1. Students are expected to be aware of prerequisite course requirements. Prerequisites will not be waived.
2. A minimum grade of **C+ (77%)** will be required for all nursing courses. A student who achieves a grade of less than a C+ in a nursing course has one opportunity to repeat the course. **A maximum of one nursing course may be repeated.** Progression in the nursing program is based on seat availability in the course. Failure to achieve the minimum grade of C+ in the repeated course will result in academic dismissal from the nursing program.
3. Major-Related Courses
 - a. A minimum cumulative G.P.A. of 2.8 is required in major-related courses.
 - b. A minimum grade of C is required for all major-related courses
 - c. A student who achieves a grade of less than a C in a major-related course has one (1) opportunity to repeat the course. A maximum of two major-related courses may be repeated. Failure to achieve the minimum grade of C in the repeated course will result in academic dismissal from the nursing program.
4. Students who are placed on academic probation by the College will be dismissed from the nursing major.
5. A student who withdraws from any nursing course jeopardizes his or her progression in the program.
6. **Students are expected to maintain standards of professional behavior within academic and clinical settings. The student who fails to meet these standards may be subject to dismissal from the nursing program and/or the College. Expected behaviors include but are not limited to:**
 - a. Attend all classes, labs, and clinical experiences, and arrive on time. In the case of illness or an emergency, the appropriate faculty member must be telephoned **prior** to class/lab/clinical.

- b. Prepare for class/lab/clinical according to course requirements identified in each course syllabus.
 - c. Complete all assignments according to the time frame posted in the syllabus.
 - d. Demonstrate respect and courtesy toward faculty, staff, and fellow students.
 - e. Demonstrate honesty and integrity in all academic and clinical settings.
 - f. Contribute to the educational growth of self and fellow students.
7. Students may declare a minor. Minors usually require additional 15-21 credits and, therefore, may not be feasible for some students. If a student is interested in declaring a minor, s(he) is encouraged to discuss this with his/her advisor. See Utica College Catalog for guidelines.
8. It is the responsibility of the student to check Banner and make sure all requirements are met and posted. A junior review will be completed by your advisor during your junior year of the nursing program. This junior review is a way of auditing your record to ensure that all graduation requirements will be met on time.
9. For graduation requirements, students are encouraged to review the College Catalog. Of specific concern to nursing students is the requirement that 60 credits are from the liberal arts and sciences.

Testing Policy

All material provided within the course, and all class activities, lectures, and PowerPoint presentations, are testable on the exams.

1. Examinations are to be taken when scheduled.
2. An excused absence is one that has been arranged with the permission of the Program Director or course faculty prior to the scheduled exam. Unexcused absence from a test will result in a zero (0).
3. If an excused absence is granted and prior arrangements are made, a make-up test will be allowed. The make-up test will be based on the original test objectives and the format of the test will be at the discretion of the instructor. Make-up tests must be taken within one week of the originally scheduled exam. Failure to do so will result in a zero for the examination. The student is allowed one excused makeup exam without penalty. If the student has more than one excused absence, the exam may be made up, but the maximum score allowed is a 90%.
4. Students must arrive on time for the examination. Any student who arrives late for a test, can be denied entry into the classroom and the test. If a student is experiencing an

emergency and will be late for the exam, the student must contact the course faculty prior to the start of the exam. The student may be allowed to take the exam but will not be granted extra time for the exam.

5. The only items students are allowed in the examination room are their identification badge and a writing utensil. Students may be asked for their identification prior to entering the examination room and anytime during the exam. Students may not talk to or otherwise communicate with any other student for any reason during the testing period.
6. If students need assistance, they may raise their hand to attract the attention of the proctor.
7. Students seen talking or access the internet during the exam may be asked to leave the room and forfeit their test. They will be assigned a F for cheating in the course. Students may not assist their fellow students with anything during the test. Doing any of the above constitutes cheating and poor ethical integrity. If caught, both students will be subject to the College academic dishonesty policy. All papers, including scrap papers, must be submitted to the instructor/proctor before leaving the classroom. No materials may be removed from the examination room.
8. During the med math test, students may use a calculator provided to them by the nursing faculty. All conversions and formulas must be memorized; no conversion/formula cards are allowed to be used during the test. Students will have three (3) attempts to achieve 100% on the med math test in NUR 321 and NUR 421.
9. One week (seven days) will be given between each med math test to allow for students to remediate with faculty and review on their own for the next test. Each test will have similar problems. Once a student obtains a 100%, he or she does not have to take any more med math tests in the course. If the student is unsuccessful on the third med math test in NUR 321 or NUR 421, the result will be a failure in the course.

Test Review Policy

A group test review will be done in person per the course schedule. Students may receive a student report containing individual exam details. This is an opportunity to visualize the test questions and answers. Individual questions will not be answered at this time. The only items allowed in the test review are the student report (if provided) and a writing utensil.

After the test review, students may schedule a meeting with their course faculty to review specific individual test questions based on their exam only. Students may only schedule this meeting with their faculty if they have attended the in-person review and received a student report. This review will not be done in person, but will utilize different synchronous communication strategies (i.e., phone) per faculty preference.

Test review can only be done regarding the exam up until the next exam. Previous exams will not be reviewed.

This policy may change at any time; students will be notified of such changes.

Dosage Calculation Assessment Competency Policy

Purpose

Safe and efficient administration of medications to patients is an important role of the professional nurse. In order to meet this goal, nursing students are required to successfully complete dosage calculation assessments. *Successful completion of this requirement at each level will allow the student to progress in the nursing curriculum.* Dosage Calculation Assessment will continue through the senior level.

Dosage Calculation Assessment

In preparation for the Dosage Calculation Test, the student will review assigned chapters in the designated text. Instruction and worksheets will be provided. It is the responsibility of each student to seek additional assistance as needed with this content from the instructor and/or laboratory coordinator during regularly scheduled open lab hours.

Students will be given a maximum of three (3) opportunities to pass the Dosage Calculation Test with a grade of 100% in NUR 321 and NUR 421. The first test will be administered in the appropriate course lab (see course syllabus for date). Failure to take the scheduled exam or an absence from the exam without prior notification to the instructor will result in the loss of an opportunity to take the exam. Failure to pass after three (3) attempts results in failure of the course.

Major Honors in Nursing

Admission to nursing major honors will be granted according to the College major honors policy (*Utica College 2014-2015 Undergraduate Catalog*). In the spring semester, individual advisors will provide a list of students at the end of their first semester of junior year who will potentially obtain a 3.4 cumulative average at the end of the semester. These students will be invited in writing to enroll in major honor courses in the junior and/or senior year. Students must enroll in at least one senior-level nursing course in order to earn major honors in nursing. One course can be selected from the junior level or both may be selected from the senior level in nursing. In accordance with College policy, the faculty member who participates in this program will be awarded one tutorial per student.

Each student will be required to submit a contract to the nursing faculty assigned to the tutorial. The form must be completed and signed by the student, appropriate faculty, and the Director of the College Honors Program. A copy must be kept on file in the School of Arts and Sciences, as well as the student's academic file.

Each student is required to attend all classes in the major course and sessions with the faculty tutor as assigned and agreed upon each week, or as often as necessary. A course contract regarding requirements and evaluation will be signed by student and faculty. A course project will replace an assignment in the course not to exceed 25% of the course grade. It should be noted that major honors in nursing offers the student an opportunity to excel in a subject area of choice within the context of the course to enhance student learning, and not add additional course requirements.

Procedure for Modified Progression or Dismissal from Nursing Program

Academic Probation

A student will be placed on College academic probation if his/her cumulative grade point average falls below 2.0. Academic probation is a College policy to which the Department of Nursing adheres. The Academic Standards Committee rules on all cases related to academic probation or dismissal according to the *Utica College Undergraduate Catalog 2014-2015*. **Any student placed on College academic probation will be dismissed from the nursing program.**

Modified Progression or Dismissal

Students in the nursing program are required to comply with specific requirements regarding progress in academic, clinical and behavioral criteria. When a student fails to meet these requirements, the student may be put on a modified completion schedule or dismissed from the program. The student receives written notification regarding this change in their progression. The student may appeal this decision to the nursing faculty and/or the Dean of the School of Health Professions and Education as outlined in this handbook.

- **Modified Progression** means that the student must retake and successfully complete the course they did not earn a C+ or better or grade of P before moving forward in the program.
- **Dismissal** means that the student has been officially dismissed from the nursing program.

Any student who has been placed on modified progression or dismissed from the Nursing Program may appeal that decision. Any student going through an appeals process is encouraged to request advice and counseling from the program director early in the process. Faculty take an active role in supporting student appeals when appropriate, and provides the Associate Dean of Nursing, School Dean and Academic Vice-President and Dean of the Faculty with suggested contingencies for reinstatement and progression toward successful completion of the Program.

Procedure of Appeal of Modified Progression or Dismissal

The process of appeal is as follows:

1. The student initiates a written appeal to the program director within fifteen business days of notification of program modification or dismissal. The appeal must include a petition containing a detailed description of the problem leading to the action, the student's explanation of the problem, and the reasons that the student feels that the decision is unfair, inappropriate, or inconsistent with the facts of the case. *No exceptions are allowed from this time frame. The program modification or dismissal stands if written notification of appeal is not received by the Program Director within fifteen business days of notification of program modification or dismissal.*
2. The department appeals committee meets in special session to consider the case. The student, accompanied by an advocate if desired, may address the faculty at the meeting. The faculty member involved may also, if desired, be accompanied by an advocate. The department appeals committee may ask for further information or clarification at that time. After meeting with the student, the department appeals committee meets in closed session and determines their decision to uphold or overturn the decision to suspend or dismiss the student from the nursing program. If a full-time faculty member is involved in the appeal, then the faculty member must be recused from the discussion and the vote. The student is notified, in writing, of the department appeals committee's decision within seven business days.
3. If the decision of the department appeals committee is unacceptable to the student, then the student may elect to appeal to the Dean of the School of Health Professions and Education.
4. The student is required to make an appointment with the Dean within fifteen business days of notification of the decision of the Nursing Faculty Committee.
5. The student will provide the Dean with all materials for review prior to the meeting. The Dean hears the case and evaluates the information presented. The Dean may send the case back to the department appeals committee with instructions for further discussion and re-evaluation, or may uphold the decision of the department appeals committee, or may overturn the decision of the department appeals committee and grant the appeal.
6. If the decision of the Dean is not acceptable to the student, the student may appeal to the Academic Standards Committee through the Office of Student Success. The student is responsible for seeking assistance from the Office of Student Success and is encouraged to do so early in any grievance, complaint, or appeal process.

7. The Academic Standards Committee will review the case relative to procedural issues only to ensure that due process has been followed.

A student who has been placed on a program modification from the nursing program receives a letter presenting the specific criteria necessary for progression in the program. When the requirements for progression have been fulfilled, the student must provide written evidence to the program chair.

The nursing faculty determines whether the requirements for progression have been satisfied. The student is notified in writing, within fifteen business days of that meeting, of the program faculty's decision to reinstate or dismiss the student from the nursing program.

Students who do not maintain standards for academic progress will be dismissed from the program.

Students who are dismissed from the college for academic reasons shall not be permitted to take any further courses at Utica College for at least one semester (see *Utica College Undergraduate Catalog 2015-2016*).

Immediate Dismissal from the Nursing Program

Immediate dismissal may be considered for students engaging in egregious acts of professional misconduct, including but not limited to:

- HIPAA violation
- Theft
- Physical violence or abusive behavior
- Falsification of documents
- Conviction of a felony

RULES AND REGULATIONS PERTAINING TO CLINICAL EXPERIENCE

Clinical experiences are designed to provide support and integration of the academic coursework. A nursing faculty member will provide direct, on-site supervision for clinical experiences except for selected clinical courses.

- 1. All students must provide their own transportation to clinical settings.
Parking at clinical facilities is at the student's expense.**
2. All students must meet orientation and health requirements for each clinical prior to clinical start date.
3. Cell phones can be used for emergencies only; otherwise, frequent use of cell phone may be included as a mark of unprofessional behavior.
4. Excused student absences from clinical will be evaluated by the course instructor relative to meeting course objectives. Recommended remediation will be determined by faculty with possible added input from the student. Implementation and completion of the remediation plan is the student's responsibility. The student must successfully complete the remediation plan outlined and agreed upon.
5. Unexcused absences from clinical (no call, no show) are an automatic failure for that clinical day and jeopardize a student's ability to successfully achieve the necessary outcome criteria to pass clinical.
6. Clinical experiences are graded on a pass/fail (P/F) basis. Outcome criteria for clinical evaluation are clearly stated in the course syllabus and clinical evaluation tool.
7. A student who is found to endanger the health/welfare of a client will be considered to have engaged in misconduct. **The following constitute cause for immediate dismissal from the clinical setting and failure of the clinical course, as well as dismissal from the nursing program:**
 - a. Coming to clinical under the influence of alcohol or illegal drugs.
 - b. Emotional or physical jeopardy. This includes any action by the student toward a patient, family/significant other of patient, or staff member(s) such as, but not limited to the following: threat to emotional and/or physical well-being; willfully harassing; physically, verbally, or emotionally abusing; use of intimidation.
 - c. Student actions incongruent with Utica College Nursing Department policies, actions incongruent with clinical partner organizations, actions inconsistent with course objectives, and actions inconsistent with the principles of patient safety, professional behavior, and ethics.

- d. Actions and behaviors that demonstrate persistent disregard for client, colleague, religious, ethnic, and cultural practices.
8. Students who commit acts judged by the clinical instructor to be unsafe may be dismissed from the clinical setting and/or course. Examples of unsafe acts include, but are not limited to:
- a. Error in medication administration.
 - b. Administration of a medication without having knowledge of the drug.
 - c. Inaccurate recording or failure to record medication administration.
 - d. Error in administration of intravenous fluids.
 - e. Failure to report changes in patient's condition.
 - f. Failure to seek supervision when necessary.
 - g. Failure to report and document nursing care.
 - h. Compromising patient care by inadequate preparation for clinical experience.
 - i. Breach of confidentiality.
 - j. Neglecting personal safety.
 - k. Creating or causing personal safety hazards.
 - l. Sleeping in the clinical area.
 - m. Disregard for clinical faculty instructions.

Upon the incidence of an unsafe act by a student, the clinical instructor will:

- i. Inform the student immediately of the unsafe act.
- ii. Provide the student with written documentation concerning the unsafe act.
- iii. Review the incident and counsel the student, recommending remediation as needed.
- iv. Place copy of incident report in student's academic file.
- v. Follow the policy for reporting an incident as required by the clinical agency or institution.

Responsibilities of Nursing Student

The student, with the support of the clinical instructor/preceptor and faculty course coordinator, has the responsibility for his or her learning and is expected to actively participate in the clinical learning experience. The student is expected to:

- 1. Prepare for each clinical experience as instructed.
- 2. Conduct himself/herself in a professional manner.
- 3. Maintain confidentiality of client information per Health Insurance Portability and Accountability Act (HIPAA) guidelines.
- 4. Adhere to nursing ethical standards congruent with the American Nurses' Association Code of Ethics.
- 5. Adhere to agency contractual agreements.

Placement of Students in Clinical Groups

For all clinical experiences, the nursing faculty assigns students to clinical groups. Students will register into their assigned clinical groups. **Any changes are subject to faculty review and may be granted only under exceptional circumstances.** Changes to clinical sites may incur an administration fee. Under no circumstances may students negotiate a clinical placement directly with the clinical setting.

For all *precepted* clinical experiences, students are assigned clinical experiences with a registered nurse preceptor. Students participate in clinical learning activities under the supervision of the registered nurse preceptor and the nursing faculty member responsible for the course. Preceptors are assigned through a joint process between the Department of Nursing faculty and the participating agency.

Student Absences

The clinical instructor, preceptor, and course coordinator **must be notified in advance** in the event that the student will be absent from clinical. Unexcused absences will result in a grade of F for the clinical experience. Please refer to the clinical grading rubric to determine how an absence can affect your final clinical grade.

Completion of the Clinical Requirement

In all cases, students *must complete the required number of clinical hours assigned to the course* through on-site clinical experience or completion of an assignment determined by the faculty member. All hours must be completed within the scheduled semester. If justified according to College policy, an incomplete grade may be assigned. An incomplete grade may prevent the student from progression in the program.

Uniform Policy

As representatives of the Utica College nursing program and the nursing profession, students are expected to behave and dress in an appropriate manner. The instructor and the agency have the prerogative to send students away from a clinical unit if they do not meet the appropriate dress criteria.

The purpose of the uniform policy is to identify personnel in agencies and to promote safety for both student and client in the prevention of cross-infection. The uniform is a representation of the Utica College Department of Nursing and therefore should be worn in all professional settings. All students should have a minimum of two (2) Utica College nursing uniforms, one (1) white lab coat, and a set of non-skid white closed toe uniform shoes.

Most agencies allow a white lab coat to be worn over the uniform. It is preferred that the Utica College Department of Nursing warming jacket be worn. Check the uniform policy for the agency.

The student uniform and student photo ID must be worn and visible when in the clinical area. It is understood that the uniform is clean, has no stains, and is not wrinkled. Under clothing must be white. Shoes must be white and clean, but may have light colored insignia.

Psychiatry/Community Health

Students will wear street clothes which portray a professional image with the college photo ID and flat, close-toed shoes. Jeans, “low-rider” pants, shorts, cut-offs, tank tops, or any other clothing that exposes the torso or under clothing is not acceptable.

Jewelry

1. A watch with a second hand must be worn with the uniform.
2. A plain wedding band may be worn, but in some settings must be removed when caring for patients in isolation and when working in the operating room, delivery room or nursery.
3. Only small post-type earrings are acceptable (limited to 2 per ear). No hoop or pendant earrings. Other body-piercings (eyebrows, nose, lips, tongue) are not acceptable.
4. No other jewelry is worn with the uniform; it has the potential for scratching clients and for harboring bacteria.

Grooming

1. It is assumed that high standards of personal appearance, neatness, and hygiene will accompany wearing of the uniform.
2. All hair must be off the collar and neat. Unnatural hair color (orange, blue, green, purple) is not allowed.
3. No nail polish or false fingernails (including acrylic nails) may be worn.
4. Fingernails may not extend beyond the fingertips; otherwise they can scratch clients and impede manual dexterity.
5. Makeup is to be moderate and unobtrusive.
6. Fragrances (perfume, cologne, after-shave) are not worn since they may induce discomfort, nausea, or an allergic reaction in clients.
7. Tattoos must be covered.

Health Clearance Requirements

The following **must be completed and documented six (6) weeks prior to** the first day of the clinical experience. Failure to meet these requirements will prohibit your attendance at clinical experiences. Health forms are available on the Utica College Nursing Website:

<http://www.utica.edu/nursing> lab. Student health records should be submitted to the Clinical Coordinator. These requirements **must** be updated as indicated:

- Physical examination within 1 year of beginning clinical and updated every 12 months
- Mantoux within one year - unless otherwise required every 6 months by the clinical site
- DT within 10 years

- Measles, Mumps, Rubella Titer
- Measles, Mumps, Rubella vaccinations if indicated by titer results
- Hepatitis B vaccine (includes a series of 3 injections (initial, 1 month, 5 months over a 6-month period)) or written waiver refusing vaccination
- Varicella (chicken pox) titer
- Flu vaccine annually
- Meningococcal Meningitis vaccine or signed refusal form
- **CPR/BLS Certification:** Cardiopulmonary resuscitation (CPR) certification is a prerequisite for all clinical nursing experiences. Certification Basic Life Support (BLS) for **Healthcare Providers** must be obtained through the **American Heart Association**, and be kept current throughout the nursing program.

Predisposing Medical Conditions

Prior to any clinical experience, it is in the student's best interest that he or she informs faculty of any predisposing medical condition that may compromise his or her health and safety and/or patient safety. Such conditions/treatments include but are not limited to pregnancy, medications which may alter alertness or judgment, etc. Confidentiality will be maintained and all reasonable accommodations will be made to facilitate student progress.

Bloodborne Pathogen Exposure

Strict adherence to barrier precautions and infection control practices that decrease the opportunity for blood to blood exposure for both health care personnel and patients is required. Any student who has an exposure to a bloodborne substance that places the student at risk **must seek medical care immediately while following the clinical agency policy and protocol**. Such exposure should first be reported to the clinical instructor who will direct the student for appropriate care. (All students are responsible for the personal medical care costs accrued.)

Latex Allergy Policy

Any student with a known latex allergy must notify the faculty to avoid placing the student at risk of an allergic reaction. Latex-free gloves will be made available in the nursing laboratory and in each clinical setting.

Alcohol and Other Drug Policy

It is expected that all students adhere to the Utica College alcohol and other drug policies as stated in the *Utica College Student Handbook 2015-2016*. It is the policy of the Department of Nursing that students be free of chemical impairment during participation in any part of their program including classroom, laboratory, and clinical activities. A chemically impaired student is defined as a person who, while in the classroom, laboratory, or clinical setting, is under the influence of, or has abused, either separately or in combination: alcohol, over-the-counter medication, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Students who are chemically impaired in the clinical setting may jeopardize the lives of their

clients. In addition, chemical impairment has a negative effect on the personal health of the student and may alter the student's ability to learn.

Health Insurance

All students enrolled in clinical experiences **must** have personal health insurance. Students may obtain such insurance through individual/family health insurance policies or through the College. Health insurance policy forms are available in the College Student Health Center.

Malpractice Insurance

Students must have professional liability (malpractice) insurance. The College participates in a group malpractice insurance plan in which the student will be included upon registration in clinical nursing experiences.

ESTIMATED COSTS ASSOCIATED WITH THE NURSING MAJOR

Uniform	\$125+
Photo ID Badge*	\$ 4.00
Stethoscope** (Sprague or Rappaport type, with bell, diaphragm, and pediatric adapter)	\$24.00-\$55.00

*The photo ID badge should be ordered through the Student Activities Office at least six (6) weeks prior to clinical experience (contact Student Activities x3036).

**It is essential that you buy a good stethoscope. You will use this for the remainder of your professional career, and the cheap ones do not permit reliable assessment.

Additional supplies may be purchased at any uniform or medical supply store.

In addition to tuition and fees for all students attending Utica College, the following fees are associated with the nursing major:

Laboratory Fees	\$50 per course with a lab
Group Malpractice Insurance Fee (annual)	\$18
Estimated Textbook Costs (per semester)	\$500+
Kaplan Testing* (per semester)	\$112.50

*The Department of Nursing has contracted with Kaplan Inc. to provide integrated testing. Kaplan's Integrated Testing program is comprised of a series of online tests designed to evaluate the nursing knowledge of students in an undergraduate program leading to RN licensure.

LABORATORY AND AUDIOVISUAL USE

Website – [http://www.utica.edu/nursing lab](http://www.utica.edu/nursing_lab)

The nursing program at Utica College offers its students the opportunity to practice, review, or refine clinical skills in the laboratory setting. Located in 2nd Floor Romano Hall, a variety of equipment and audiovisual materials is available for student use. The students may utilize the laboratory facilities by arrangement with faculty members and by attendance during open lab hours (consult hours posted on lab door). During scheduled open lab hours, the Laboratory Coordinator is available to assist with and supervise learning activities. The Laboratory Coordinator also provides access to audiovisual materials. Work-study students are available for assistance during additional open laboratory hours (varies per semester).

Guidelines for Student Use

To ensure that all students have equal opportunity to utilize the laboratory materials (including audiovisual aids), and to ascertain that the environment remains safe and conducive to learning, the following policies regarding laboratory use are in effect:

1. Non-nursing students may be present in the laboratory only with permission of an instructor in advance of the requested time.
2. Teaching aids (e.g., videos), blood pressure cuffs, stethoscopes, and other equipment are not to be removed from the laboratory.
3. Students will assume responsibility for conducting themselves in a safe manner during laboratory/activities.
4. Students will assist with necessary clean-up duties after laboratory use.

Additional Information

Audiovisual Materials:

The nursing program has many audiovisual holdings for student use. A current listing is available in the Nursing Laboratory. Any listing that is not on VHS tape will require advanced planning so that the appropriate audiovisual hardware can be obtained from the College Media Center.

ADDITIONAL INFORMATION

Communication

Electronic communication is the main form of communication at Utica College. All students are required to access their Utica College web mail for announcements, updates, and messages. The nursing bulletin board outside the School office should be checked regularly for course information, employment and financial aid opportunities, and general nursing information.

Background Check and Drug Testing

The Utica College Department of Nursing does not require a background check. However, individual institutions may require background checks, and therefore the background check and the costs associated will be the students' responsibility. Similarly, drug testing may be required by individual institutions, and will be the responsibility of the student.

Student Representation on Department of Nursing Committees

Students are invited to participate in the decision-making process in a variety of ways, one of which is to become a member of a Department of Nursing Committee. Student representatives are needed on the following committees: Curriculum, Evaluation, and Resources, as well as on the Nursing Advisory Board.

Student Nurses Association

The Student Nurses Association is a campus-based student-run organization open to all students in the Utica College Nursing Program. Its purposes are to promote interaction among students and professional persons, engage in activities that benefit the local community, and to promote a wider understanding of the nursing profession.

Advisor/Advisee Role and Functions

“Utica College believes that the role of the advisor is a critical, mentoring one. Students are assigned an advisor from their major at the time of their admission to the college” (*Student Advising Manual*, p. 1). Every attempt is made to maintain continuity by keeping the same advisor throughout your program. In order to maximize benefits of the advisor/advisee role, **it is recommended that students communicate with their advisor on a regular basis.** A student may request reassignment to a different advisor by contacting Gayle Kilborn, Secretary, Room 230, School of Health Professions and Education. The student must inform the previous advisor of the change. Students are responsible for knowing where their advisor's office is and introducing themselves.

All matriculated full-time students are required to meet with their advisor each semester prior to registering for courses. Upon selection of courses, the student advisor will provide the alternate pin

number for registration on-line. A different pin number will be assigned to each student. Subsequent course schedule changes will also require approval.

The faculty advisor will:

1. Assist the student in developing his/her course load for registration.
2. Meet with the student, as needed, particularly at mid-semester, concerning the advisee's academic status.
3. Discuss and assist with academic or related problems, making appropriate referrals for additional guidance and/or counseling.

The student advisee will:

1. Identify and contact his/her advisor during the orientation period or early in the first semester on campus. Each faculty member has voice mail, posted office hours, and a mailbox in the School office.
2. Discuss and confirm course selection for the registration process with the advisor.
3. Contact his/her advisor periodically during the semester relative to academic progress.
4. Be responsible for notifying advisors as soon as academic difficulties arise. *Do not wait until the end of the semester because it may be too late to offer adequate assistance.*
5. Discuss any problem that may potentially interfere with your academic progress. If your advisor is unable to assist you directly, he/she will refer you to an appropriate resource.
6. Be ultimately responsible for meeting all academic requirements of Utica College and the Department of Nursing.

Graduation Requirements

1. You must have satisfied all requirements listed for your major in the College Catalog.
2. You must have satisfied all requirements concerning standards of professional behavior listed in the *Department of Nursing Student Handbook*.

At the completion of the nursing program of study, students who have fulfilled all requirements will be awarded the Baccalaureate of Science Degree. Each student is eligible to wear the Utica College nursing pin **which is ordered by each student directly through the College Bookstore** (must be ordered at least six (6) weeks prior to graduation to ensure timely delivery). This represents to each student that she/he has satisfactorily completed the requirements of the nursing program and is eligible to take the licensing examination for registered professional nurses.

Professional Licensing Procedure

Upon fulfilling all academic requirements, the graduate is eligible to file an application with the New York State Board of Nursing (**or to any other state in which the graduate wishes to be registered**) to take the NCLEX-RN for licensure as a Registered Professional Nurse (RN). NCLEX-RN application packets and instructions for New York State are available at: www.op.nysed.gov.

Prior to graduation, students must submit the completed NCLEX-RN application form with the appropriate fee to the Department of Nursing for direct mailing.

Comprehensive Assessment and NCLEX-RN Pre-Testing

All nursing students are required to participate in the designated assessment and review program. The program involves assessment of critical thinking, assessment of nursing knowledge after selected nursing courses, and a comprehensive diagnostic predictor examination that is administered in the senior year prior to graduation.

In preparation for the NCLEX-RN, assessment testing will be required by all students in the spring semester of senior year. In addition, all seniors will participate in a **mandatory review** course. A Pre-RN review course (NUR 456-NCLEX Review; 1 credit) is offered during the spring semester of senior year and is highly recommended for NCLEX success.

It is strongly recommended that the NCLEX-RN Licensing Examination be completed within 90 days of graduation. Outcome data show that graduates who take the exam within this time period after graduation tend to have higher pass rates than those who choose to delay taking the exam.

Note: Students should be aware that a felony conviction may cause a state to deny licensure.