



Utica College

RN-BS Nursing Handbook

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WELCOME

The nursing faculty and staff welcome you to Utica College. Nurses are increasingly involved in complex decision-making in today's dynamic health care system. In order to prepare you for professional responsibilities in the future, the breadth and depth of your education is essential. 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 as a Bachelor's prepared professional.

PURPOSE OF THIS HANDBOOK

The information included in this handbook has been chosen with two purposes in mind. First, it will serve as important information for the future. We want you 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 RN-BS program.

Second, the faculty and staff take seriously the responsibility of providing you with a quality education that will prepare you to think critically, communicate effectively, and assume the leadership of our profession now and in the future. You are the one ultimately responsible for taking full advantage of the program. This handbook provides you with the information necessary for you to take that responsibility.

Understand that changes in policies and procedures may be made periodically, and it is your responsibility to become familiar with them as well. Any questions that you may have regarding the policies and procedures should be referred to the Director of the Program, Nursing faculty, or the Chair of Nursing.

It is the policy and obligation of the College to keep in strict confidence all that pertains to any student and any student's affairs. Every person employed in the College shares this obligation. Therefore, information regarding the academic and private affairs of students is confidential and may be disclosed only by persons specifically authorized to do so and, in those cases, only to people who are authorized to receive such information.

If you have any questions or any suggestions that would make the book more helpful, please share them with the Director or Advisor:

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DEPARTMENT OF NURSING

Notice of Compliance

The Nursing Program offers the RN an opportunity to continue her/his education toward a baccalaureate degree in nursing. Learning experiences are designed to meet the educational, career, and personal needs of each student. New areas of knowledge build upon the student's educational and clinical experiences.

Utica College admits applicants without regard to race, religion, national origin, age, or gender. The College and its academic programs do not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal and state laws and regulations.

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.

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.

Goals

Goal 1: Provide Nursing Education in the context of liberal arts.

Goal 2: Integrate nursing theory, knowledge and clinical experience in preparation of a generalist practice.

Goal 3: Utilize within the nursing curriculum, evidenced based approach to nursing practice in a variety of settings.

Goal 4: Prepare leaders in nursing.

Intellectual Honesty Policy

In addition to the Utica College regulations regarding intellectual honesty (*Utica College 2007-2008 Undergraduate Catalog*), and the Code of Student Conduct (*Student Handbook 2006-2008*, pp. 76-78), the Department of Nursing faculty has developed the following policy statement:

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

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 Catalog* http://www.utica.edu/academic/catalog/Undergrad_Catalog_08_09.pdf, the *Utica College Student Handbook* <http://www.utica.edu/student/media/handbook.pdf>, and the *Department of Nursing RN-BS Student Handbook*.

Admission Criteria

- Applicant must be a graduate of an accredited associate degree or diploma program.
- Transfer credit is generally awarded for courses provided that the student has earned a grade of C or better. The following courses are required before entry in the BS-RN program:
 - Anatomy and Physiology I and II, passed with a minimum of C.
 - Microbiology, passed with a minimum grade of C.
 - Intro to Psychology, passed with a minimum grade of C.
- A maximum of 90 credits may be transferred from four-year institutions, and 60 credits from two-year institutions, depending on one's academic major. Of these credits, 30 credits will be transferred as nursing credits; (these 30 credits are included in the total 60 credits).
- Completion of a minimum 120 credit hours (67 credits general education and 53 credits nursing). Transfer credits are included in the total required 120 credit hours. At least 60 of the 120 credit hours must be taken in the liberal arts and sciences.
- A transfer evaluation will be completed by the Registrar at the time the student is accepted for admission.
- Those matriculating with an Associate's Degree or 57 credits from a regionally accredited Institution will be exempt from Components One and Two of the General Education Core.
- Once matriculated to the college any courses taken outside UC must have the permission of the director and a *Permission to Study* form must be completed and forwarded to the director to process. http://www.utica.edu/academic/registrar/permission_to_study.cfm
- Current New York State Licensure is required upon admission. A copy of the student's RN Registration Certificate must be on file in the Department of Nursing office.

Matriculation Process

1. Fill out the Utica Online RN-BS Application online at:
<http://www.onlineuticacollege.com/contact-us/apply.asp>

A Program Manager from our On-line Admissions Office will contact you upon receipt of the application. They will guide you through all the necessary requirements and documentation needed.

You will need to submit:

- Copy of your Nursing License
- Original transcripts from all the Institutions you have attended. Your program manager will give you the address you need to have them mailed to.

Once this is all received, your file will be reviewed by the Nursing Director for acceptance into the program.

OTHER EXPENSES ASSOCIATED WITH THE NURSING MAJOR

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

NUR 201 - Health Assessment	\$30-\$40 WebCam
Distance Learning Fees.....	\$60/per online course
Estimated Textbook Cost (per semester).....	\$200-\$300

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. 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 two (2) nursing course may be repeated, and each of these courses may only be repeated once. Failure to achieve the minimum grade of C+ in the repeated course will result in academic dismissal from the nursing program.
 - b. All nursing courses must be passed before entering the clinical experience of NUR 475C-Nursing Management in the Community.
3. Major-Related Courses
 - a. A minimum grade of C is required for all major-related courses.
 - b. A student who achieves a grade of less than a C in a major-related course has One (1) opportunity to repeat the course. 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 may be suspended or requested to withdraw from the nursing major. (*Procedure for Probation, Suspension or Dismissal from the Nursing Program.*)
5. 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 to inform the faculty of any need for accommodations as identified by the Director of Learning Services.
6. A Degree Evaluation will be completed by your advisor of the nursing program. This is a way of auditing your record to ensure that all graduation requirements will be met on time. It is the responsibility of the student to check Banner and make sure all requirements are met and posted.
7. For graduation requirements, students are encouraged to review the College catalog at http://www.utica.edu/academic/catalog/Undergrad_Catalog_08_09.pdf Of specific concern to nursing students is the requirement that 60 credits are from the liberal arts and sciences.

***** For Students matriculating in or after Fall 2009 are also held to the following criteria:**

1. Nursing courses, Major-Related and Elective:
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. Failure to achieve the minimum grade of C+ in the repeated course will result in academic dismissal from the nursing program.
2. Major Related Courses:
A student who achieves a grade of less than a C in a major-related course has one 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 courses will result in academic dismissal from the 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 2009-201* found online at http://www.utica.edu/academic/catalog/Undergrad_Catalog_08_09.pdf .**Any student placed on college academic probation for two consecutive semesters will be suspended from the nursing program.**

Student Suspension 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 Nursing faculty takes action to suspend or dismiss the student from the Program. The student receives written notification of the faculty decision regarding suspension or dismissal. The student may appeal this decision to the nursing faculty and/or the Dean of the School of Health Professions and Education.

Suspension means that the student is denied the privilege of progressing further in the curriculum until requirements are met or the student is dismissed. The student's status in terms of the designated major is unchanged.

Dismissal means that the student has been officially dropped from the major. It does not affect the student's enrollment in the College. Students may apply for readmission to the Nursing Program at a later time, but readmission is not guaranteed.

Any student who has been suspended or dismissed from the Nursing Program may appeal that decision. Any student going through an appeals process is encouraged to request advice and counseling in the Office of Academic Support Services *early* in the process. Faculty takes an active role in supporting student appeals when appropriate, and provides the Division 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 Suspension or Dismissal

The process of appeal is as follows:

1. The student initiates a written appeal to the Program Chair within fifteen business days of notification of suspension 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 suspension or dismissal stands if written notification of appeal is not received by the Program Chair within fifteen business days of notification of suspension or dismissal.*
2. The full-time nursing faculty meet in special session to consider the case. The student, accompanied by an advocate if desired, addresses the faculty at the meeting. The faculty committee member involved may also, if desired, address the faculty at the meeting. The faculty may ask for further information or clarification at that time. After meeting with the student, the faculty 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 the full-time faculty member is involved in the appeal the faculty member must be recused from the discussion and the vote. The student is notified, in writing, of the Faculty Committee's decision within seven business days.
3. If the decision of the Faculty 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 faculty with instructions for further discussion and reevaluation, or may uphold the decision of the faculty, or may overturn the decision of the faculty 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 Academic Support Services. The student is responsible for seeking assistance from the Office of Academic Support Services 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.

Readmission Following Suspension or Dismissal from the Nursing Program

A student may apply for readmission to the Nursing Program when all conditions for suspension or dismissal have been satisfied.

A student who has been suspended from the Nursing Program receives a letter presenting the specific criteria necessary for reinstatement to the Program. When the requirements for reinstatement have been fulfilled, the student must provide written evidence to the program Chair.

The nursing faculty meets to determine whether the requirements for reinstatement 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 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 2008-2009*).

Permanent Dismissal from the Nursing Program

A student engaging in the following acts, *at any time*, is dismissed from the Nursing Program and application for readmission is not considered:

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

Readmission After Taking One or More Semesters Off:

A re-admission form must be completed online at this link:

http://utica.edu/academic/registrar/readmission_info.cfm

Please do this 2 months before the start of the semester you would like to return. This will ensure that you will be active in the system, and able to register for the courses you need.

Grading Policy

A. Academic Grading

The Nursing Program's 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%
C	=	73 – 76%

Unacceptable grades:

D+	=	67-69%
D	=	63-66%
F	=	62%

* Incomplete (I) grades may be granted according to the College policy (see College catalog).

Courses

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

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.

ANT 415 - Cultures, Health and Healing (3 credits)

A culture is composed of individuals who share a set of learned values, beliefs, practices, and information. It is important to understand the effects of culture on health and beliefs and the practices related to illness and healing.

BIO 113- Human Genetics (3 credits)

This course considers fundamental principles of human genetics and the social, medical, and moral issues raised by current research in such areas as race, behavior, intelligence, and genetic engineering,

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.

HLS 445 - Clinical Research (3 credits)

As a nurse, you will need to have a working knowledge of research concepts in order to understand the literature in your profession, the importance of research-based nursing interventions, and to advance the profession of nursing through your own research endeavors. Pre-requisite MAT 112.

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.

NUR 201 - Health Assessment and the Nursing Process (3 credits)

A nurse spends much of practice time assessing patients in various settings. This course provides settings/opportunities to learn assessment of physical, psychological, social, cultural, and environmental aspects of well individuals.

NUR 351- Conceptual Framework for Nursing Practice (3 credits)

Theoretical foundation for RNs entering the nursing program. Concepts of stress/adaptation systems, human interaction, critical thinking, problem-solving and decision making

NUR 345- Clinical Pharmacology: Application to Practice (3 credits)

This course provides the students with a review of pharmacological agents used in the health care practitioner practice setting. Reality-based scenarios will be used to promote application of drug knowledge.

NUR 472 - Trends and Issues in Professional Nursing (2 credits)

This course continues the socialization of nursing student to their professional role expectations. The course is conducted in a seminar format, with issues past and present as they impact on the practice of professional nursing the center of discussion.

NUR 474 - Community Health Nursing (3 credits)

This course provides the student with a greater understanding of the resources available in the community for the total care of patients in a variety of settings such as homes, clinics, schools and industries. Significant emphasis is placed on measures to prevent illness and maintain the health of chronically ill persons.

NUR 474C - Community Health Nursing – C (1 credit): Independent clinical project for in-depth exploration of community needs and resources, and nurses’ role in a community setting

NUR 475 - Nursing Management in the Community (3 credits)

This course introduces the student to the role of the nurse manager. Basic theoretical knowledge of concepts of management is addressed.

NUR 475C - Nursing Management in the Community – C (1 credit): Independent clinical project for in-depth exploration focus on patient care management with an opportunity to explore the role of nurse manager. Theories and principles of management are applied to nursing practice.

Required Nursing Courses (19 credit hours)

Credit Hours

NUR 351 Conceptual Framework for Nursing Practice	3
NUR 201 Health Assessment and the Nursing Process	3
NUR 345 Clinical Pharmacology	3
NUR 472 Trends and Issues in Professional Nursing	2
NUR 474 Community Health Nursing	3
NUR 474C Community Health Nursing-Clinical Practicum	1
NUR 475 Nursing Management in the Community	3
NUR 475C Nursing Management-Clinical Practicum	1

Required Major-Related Courses (18 credit hours)

Credit Hours

BIO 113 Human Genetics	3
ANT 415 Cultures, Health and Healing	3
SOC 151 Human Society	3
PHI 107 Ethics	3
Or	
PHI 108 Professional Ethics	3
HLS 445 Clinical Research	3
MAT 112 Basic Statistics	3
Or	
PSY 211/SOC 211 Statistics in the Behavioral Sciences	3

Other Options for Course Credit;

1. Experience Credit: Counted as transfer credit, for students practicing as an RN for a minimum of 2 years for up to 6 credits; paid tuition at the current RN-BS tuition rate. To be eligible, you must have 2 years of practice as a Registered Nurse. A maximum of 6 credit hours is allowed for experience credit form and the form should be submitted to your Advisor. After your Advisor has obtained the approval signature from the Director and Dean, you will be sent a billing statement. You will not receive the credit until your payment as been made.
2. Advanced Credit: Granted for National Certification through American Nurses Credentialing Center (ANCC); 3 credits; no fee; form to be submitted to the director along with copy of certification. *See acceptable list of certifications in the end of the Handbook.

Maximum total credits for Experience Credit and/or Advanced Credit may not exceed total of 6 credit hours.

Graduation Requirements

1. You must have satisfied all requirements listed for your major in the College catalog.
2. You must pass all nursing courses with a minimum of a C+
3. You must pass all major related with a minimum of a C.
4. You must have an overall cumulative average of at least 2.5.

5. **Your last 30 credit hours granted toward your Utica College degree must have been earned in residency (taken through Utica College) with matriculated status.**
6. You must have paid or satisfactorily adjusted all indebtedness due to the College..
8. You must be recommended by the faculty.
9. For the Bachelor of Science degree, a minimum of 50% of the hours required for graduation must be taken in the liberal arts and sciences (60 credits).

Application to Graduate

- Whether or not you plan to participate in a Commencement ceremony, you must apply for graduation a **minimum of TWO months** prior to the month in which you wish to graduate. The form may be completed on-line at http://www.utica.edu/academic/registrar/degree_application.cfm

Any questions you may have regarding Commencement, please contact the Registrar 315-792-3393 and they will be glad to assist you.

- If you filed for graduation in a previous semester, you must reapply, but will only be charged the graduation fee once.
- Degrees are conferred every May, August, and December.

This intent to graduate puts into place a review of student file to confirm that all program requirements have been met. **It is ultimately the student's responsibility to make sure all of the requirements have been met. Every student has access to student "Banner" record at any time, and it is suggested that this be done every semester. The date of graduation will be the semester all requirements are met.**

How to Register for Courses

It is very important that all students meet/communicate with the Director/Advisor PRIOR to each semester before registering for the next semester's courses. Although a program plan is initially completed; courses may change as far as offering dates, so continual updating of your plan is essential.

Three months prior to the start of the semester, you will receive an email from your advisor with the dates registration opens and closes. Along with the email, your Advising Form will be attached with the suggested courses you should register for. Students are required to register online for their courses. Your advisor will email you your PIN. If you need step-by-step How to Register Online instructions, please go the following link:

http://www.utica.edu/academic/iits/computerservices/helpsheets/online_registration.pdf

If you fail to register during the stated timeframe, you will need to contact Diane Pudney 315-792-3001 to register. You will need full payment or if you are using Financial Aid, your paperwork must be completed.

PLEASE BE SURE TO CHECK YOUR UTICA EMAIL FREQUENTLY FOR IMPORTANT INFORMATION.

OBTAINING A UTICA COLLEGE STUDENT ID CARD

You may request a Utica College I.D. card right from our website. The link is: <http://www.utica.edu/academic/uticaonline> Once there, in the upper right you'll find a link called: "Get My ID Card".

Computer Skills

It is necessary that all RN-BS nursing students be updated in the following computer skills in order to be successful in the program:

- A. Minimum software requirement: Microsoft Office 2003 or 2007 (Student Edition)
- B. Create, save, print text documents in Microsoft Word
- C. Navigate: Banner web, Angel (for all on-line courses); access, send and receive e-mail through using the Utica College webmail.
- D. Locate an internet web site given a URL site
- E. Use a internet search engine (google, Ask, Yahoo)
- F. Access, send, receive and e-mail an attachment.
- G. Access and use the UC library resources

Taking On-line Courses

Advantages of distant learning (on-line courses):

- You can work at home or where ever there is a computer and the internet
- You do not have to drive to the campus
- You can access the course when ever it's convenient to you.
- You can work at your own pace (as long as the deadlines of the course are met)
- You can often see the work of your peers, and reading each other's responses can improve your own depth of your own responses
- You can ask your questions to the professor with fear that the questions may sound 'silly'
- You will be left with a database of information and web sites for use later on
- You will have more frequent interaction with the course professor

Disadvantages:

- Can feel initially fearful of the technology
- Not face to face with the professor
- Must be disciplined as far as course deadlines

Helpful Web Sites:

Utica College Main web site: <http://www.utica.edu/>

If you experience any problems with your online course, we are here to help you 24/7. You can call Angel Support **ANY TIME** and someone will be there to help you: **1-866-264-1537** or **angelsupport@utica.edu**.

ONLINE TUTORING:

Utica College has a wonderful tutoring service called SMARTHINKING for its online student population. If you need help with your courses, you can find the link to SMARTHINKING in the quick links page: <http://www.utica.edu/instdvance/marketingcomm/about/logins.cfm>

Library Resources:

<http://www.utica.edu/academic/library/resources/resources.cfm>

New York State Nurses Associations: nice site for practice issues:

<http://www.nysna.org/programs/nai/practice/positions/positions.htm>

APA format: (Format for papers used in many nursing courses):

<http://owl.english.purdue.edu/owl/resource/560/01>

Tips/Important Resources

Tips (from former/present students):

- Try to meet or talk to the RN-BS Advisor every semester once you receive her e-mail, it will give you the opportunity to discuss your plan of study.
- E-mail all questions/concerns directly to your advisor, she is your contact person and will get back to you as soon as she can. Diane Shephard dshephard@utica.edu or 315-792-3396.
- Make sure you check Banner every semester to make sure your course grade is posted, etc.
- Don't hesitate to call the computer "24/7Help Desk" if you have any computer-related problems, they will take a message and get back to you. Make sure your computer is on when you speak to them and if you have an Error Message, read it exactly to them
- Don't forget to get a "permission to study" form completed before you take a course outside of UC, it has to be signed so that the credits can be accepted, if not there is a delay.
- Send all paperwork directly to your advisor so she can make a copy for your file.
- Fill out the course evaluation that you will be notified about on line, it will allow you to receive your grade for the course earlier
- Try to register as early as possible as some of the elective courses close out pretty early.
- Try to concentrate on the courses you are taking at the moment, it helps not to feel overwhelmed with the total credits you may need...you will get done and enjoy it in the process.
- If at all possible, DON'T GIVE UP, it's much harder to get back in the swing if you do.

Helpful Phone Numbers

OFFICE	RESPONSIBILITY	PHONE NUMBER
Angel Support	Technical Issues	1-866-264-1537 angel@utica.edu
Bookstore	Books	315-792-3197 bksutica@bnutica.com
Office of Student Financial Services	Karen Lorraine	315-792-4400 klorraine@utica.edu
Library	Janis Van Coort	315-792-3041 jvancou@utica.edu
Registrar	Readmission	315-792-3393 registrar@utica.edu
Graduate/Extended Services	Registrations	315-792-3001 Diane Pudney dmpudney@utica.edu
Chair: Dept of Nursing	Dr. Catherine Brownell	315-792-3705 cbrownell@utica.edu
BS-RN Advisor	Diane Shephard	315-792-3396 dshepha@utica.edu
BS-RN Advisor	Ellen Smith	315-792-3180 esmith@utica.edu
Director of Learning Services	Kateri Henkel	315-792-3032 khenkel@utica.edu

Netiquette and College Intellectual Integrity Practices

Software and Intellectual Rights

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication and distribution. Because electronic information is so volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments.

VIOLATIONS OF AUTHORIAL INTEGRITY, INCLUDING PLAGIARISM, INVASION OF PRIVACY, UNAUTHORIZED ACCESS, AND TRADE SECRET AND COPYRIGHT VIOLATIONS MAY BE GROUNDS FOR SANCTIONS AGAINST ANY MEMBER OF THE ACADEMIC COMMUNITY.

Intellectual Honesty

The faculty at Utica College expects intellectual honesty from students in examinations and in the writing of themes, term papers, or laboratory reports.

Intellectual honesty is necessary for the free exchange of ideas. Plagiarism, a serious form of intellectual dishonesty, is defined as the use of ideas and phrases in the writings of others as one's own without crediting the source. Sources can include books, papers written by anyone else, editorials, opinions, reference articles, or other media, including the Internet. Paraphrasing must be cited and credited as well. Credit must be given either internally in the text or in formal notes.

Cheating refers to both the giving and the receiving of unauthorized assistance in the taking of examinations. Students who assist other students in acts of plagiarism and/or cheating, or who otherwise contribute to acts of intellectual dishonesty, such as providing a term paper, lab report, or other assignment paper for unauthorized use, are subject to the appropriate penalties. Utica College faculty are authorized to assign the grade "F" for Cheating as a penalty for dishonesty in examinations or in the writing of themes, term papers, laboratory reports, or other assignments. Students who receive an "F" for cheating forfeit their right to withdraw without penalty. (The phrase "for Cheating" will be removed upon graduation at the student's request.) The vice president for academic affairs and dean of the faculty shall inform the student in writing of the professor's decision and of his or her right to a hearing before the Judicial Committee. Requests for a hearing should be made to the vice president for academic affairs and dean of the faculty. The vice president for academic affairs and dean of the faculty will refer any repeat offense to the Academic Standards Committee, which may recommend a more severe penalty.

Copyright Infringement

Utica College's policy regarding copyright infringement can be found on the College's website at www.utica.edu.

Non-Discrimination Policy

Utica College is an equal opportunity, affirmative action institution and accepts students and employs individuals without regard to race, creed, color, sex, ethnic or national origin, religion, marital status, age, sexual orientation, veteran status, or disability. This nondiscrimination policy covers admissions, employment, and access to and treatment in College programs, services, and activities.

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. The coordinator of learning services coordinates the College's efforts to comply with the applicable law and regulations. The director of student development coordinates the College's academic support services to provide reasonable accommodations for students with disabilities.

Utica College also welcomes qualified disabled veterans and veterans of the Vietnam Era and, in compliance with section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, does not discriminate against such individuals. The director of physical education and athletics coordinates the College's efforts to comply with the applicable law and regulations.

Utica College supports equal opportunity for both sexes and, in compliance with Title IX of the Education Amendments of 1972, does not discriminate on the basis of sex.

In accordance with federal law and regulations, this policy is subject to exceptions with regard to military programs. The College remains strongly opposed to legally discriminatory policies that are contrary to our core values, philosophy of inclusion, and Non-Discrimination Policy.

Questions about any of the College's affirmative action policies may be directed to the affirmative action officer in the Office of Human Resources, Utica College, 1600 Burrstone Road, Utica, New York 13502-4892, (315) 792-3276.

Norms and Expectations of a Learning Community for On-line Participants

Commitment to ethical and professional conduct is expected of every Utica College student, whether on-campus, or on-line.

Acceptable Use Policy

- 1 Students may not engage in practices that threaten the integrity of the College network, or any electronic network that the College uses (e.g. knowingly downloading or uploading files that contain a virus).
- 2 Students may not use any College resource for any illegal activities, including the violation of copyright law and/or theft of software.
- 3 Students may not access anyone else's account, nor may they share their account passwords with others.
- 4 Students may not write, use, send, post, download or display deliberately hostile and insulting (inflammatory), obscene, threatening, harassing or otherwise offensive messages, postings, pictures or other forms of communication.
- 5 Regarding on-line courses, students may not discuss private issues about the training via the discussions and other communication tools. If students have issues and/or concerns about the course content, amount of work, or grades given, contact the online instructor directly and privately.
- 6 Students may not post negative comments about course expectations, such as the amount of time spent on assignments, on threaded discussions. This invites others to join in and complain which is not a professional use of class discussions. Feedback is welcome and should be submitted to the instructor, or through the course evaluation.
- 7 Students will adhere to the Code of Conduct as detailed in Utica College's Student Handbook. This Code is found on pages 75-76 of the current issue.

Etiquette and Netiquette

- 1 Students will act in a professional, responsible, ethical, and legal manner, in accordance with the College, district and state policies, and in compliance with state and national laws.
- 2 Students will conduct themselves in a manner that facilitates learning in both classroom and on-line environments.
- 3 Students will follow appropriate rubrics for all courses, whether traditional on-campus or on-line. These rubrics include (but are not limited to) writing, oral communication, decision-making, quantitative skills, ethics, technology, teamwork, or any other learning goal. As an example, students will use proper grammar punctuation, spelling, and coherence in written documents.

Copyright

1. Utica College's catalog defines various forms of academic dishonesty and procedures for responding to them. All forms are violations of the trust between students and teachers. Students should familiarize themselves with the penalties for plagiarism and other forms of cheating.
2. All work submitted must be the student's own. This includes all assignments, papers, and other projects required by your instructor. The knowing submission of another person's work represented as that of the student's without properly citing the source of the work will be considered plagiarism and will result in failure of the course. Please be advised that in order to confirm its originality, your course work may be submitted to TurnItIn.com.
3. However, academic integrity does not mean that you may not talk with classmates regarding assignments and course material. Discussion with fellow learners is critically important and provides the opportunity for insights and discoveries that might not be possible through other means. Throughout history, educated people have talked with one another. Talking, discussing, debating with each other is encouraged. Plagiarism is not.
4. Students may not copy works from external sources, such as software, intellectual property or trade secrets, will not engage in unauthorized access or privacy violations of others (individual, organizational, or corporate), and will respect all copyrighted and trademarked materials.

Expectations of Students

- 1 Each student is responsible for their own learning. Regarding an on-line course, if you are unable to login, access lessons, complete assignments, or receive emails, contact the instructor or IITS Manager immediately. Regarding on-campus courses, you are responsible for completing all assignments as required by the instructor to the schedule that has been published in the course syllabus, or at the instruction of the professor. You are responsible for obtaining all materials used in the course.
- 2 Students are to actively participate and complete all assigned work according to the Syllabus and Instructor's directions.
- 3 Regarding traditional on-campus courses, students are expected to regularly attend classes. Regarding on-line courses, students will access the course a minimum of two times per week in order to respond and participate in the discussion threads and complete assignments.

4 Students who wish to withdraw from a course must do so by notifying the Office of the Registrar as noted in the College handbook.

Academic Misconduct

1 Students may not engage in any of the following acts of academic misconduct:

a. **Cheating:** The act or attempted act of deception, in which a student falsely represents that he or she has adequately learned information on an academic exercise.

b. **Plagiarism:** Knowingly representing the words, data or ideas of another as one's own in any academic exercise. Submitting all or part of another's work as one's own in an academic exercise including unauthorized collaboration with other individuals. Plagiarism encompasses all forms of media and communication, be they written or electronic.

c. **Collusion:** Intentionally or knowingly helping or attempting to help another commit academic misconduct such as substituting for a test or completing an assignment for someone else. Collaborating with others when taking online tests including group test-taking where individuals gather together in the same location, and printing and distributing copies of online tests or quizzes.

d. **Misrepresentation:** Any action or omission with intent to deceive a teacher so as to affect a grade.

On-line students should be advised that in an effort to maintain system integrity and to ensure responsible use, files and communications through Angel, and all electronic media managed by the College, are monitored and recorded. Under no circumstances should on-line students expect that messages or discussion postings that are created, modified, transmitted, received or stored on Angel servers are private.

Any student who violates any of the above conditions will be subject to the suspension or termination of their College privileges including Angel user account and access to the on-line courses, as well as other disciplinary action as determined appropriate by the College.

Adapted from NEFEC

Norms and Expectations of a Learning Community for On-Campus Participants

Acceptable Use Policy

1 Students will adhere to those items noted above for On-Line participation.

2 In addition, students will comply with the Code of Student Conduct as detailed in Utica College's Student Handbook. Please be aware that policies concerning acceptable behavior cover behavior both within, and external to the classroom. Courtesy to fellow Learners and Professors is expected within the class. Do not use electronic devices not required for the class, or necessary for learning as noted by a documented special need. Text messaging, phone calls, web surfing, and other related activities are not allowed in class. Electronic devices used for these activities may be confiscated.

3 Disorderly conduct is not allowed. Disorderly conduct includes the obvious examples of public intoxication and obscene behaviors, but also includes other behaviors that disrupt the class. Ejection from the class will result if disorderly behavior occurs.

4 Firearms are not allowed on College property. If firearms are observed, Campus Security will be notified, the firearms will be confiscated, and the individual will be removed from the College.

5 Damage to private and College property is not allowed.

6 Actions that are indicative of hate crimes, sexual harassment, or hazing are not allowed. Individuals engaged in such activities will be removed from the class and/or from the College community.

7 All individuals will comply with all fire regulations, directives of College officials, and all College and Federal/State regulations.

ANCC Certification Is Available for the Following Nursing Specialties:

- Acute Care Nurse Practitioner
- Adult Health Clinical Nurse Specialist (formerly Med-Surg)
- Adult Nurse Practitioner
- Adult Psychiatric & Mental Health Clinical Nurse Specialist
- Adult Psychiatric & Mental Health Nurse Practitioner
- Ambulatory Care Nurse
- Cardiac Vascular Nurse
- Case Management Nurse
- Critical Care Nurse
- Child/Adolescent Psychiatric & Mental Health Clinical Nurse specialist
- Diabetes Management, Advanced
- Family Nurse Practitioner
- Family Psychiatric & mental Health Nurse Practitioner
- Gerontological Clinical Nurse Specialist
- Gerontological Nurse
- Gerontological Nurse Practitioner
- Informatics Nurse
- Medical-Surgical Nurse
- Nursing Administration
- Nursing Administration, Advanced

- Nursing Professional Development
- Pain Management
- Pediatric Clinical Nurse Specialist
- Pediatric Nurse
- Pediatric Nurse Practitioner
- Psychiatric & Mental Health Nurse
- Public/Community Health Clinical Nurse Specialist