UTICA COLLEGE

FLORIDA CATALOG

SUMMER-FALL 2018

Effective: December 18, 2018

Mission Statement

Utica College educates students for rewarding careers, responsible citizenship, enlightened leadership, and fulfilling lives by integrating liberal and professional study, by creating a community of learners with diverse experiences and perspectives, by balancing a commitment to its local heritage with a global outreach, by encouraging lifelong learning, and by promoting scholarship in the belief that the discovery and application of knowledge enrich teaching, learning, and society.

Values

The Utica College community values:

- individual attention for our students
- lifelong learning
- pragmatic approaches to teaching and learning
- continual improvement in our educational and operational quality
- diversity of perspective, background, and experience in an increasingly global society
- community and professional service
- ethical behavior and integrity in all that we do
- freedom of expression and the open sharing of ideas and creativity
- open, honest, and collegial communication
- the well-being of others

Our Academic Promise

The foundation for Utica College's entire undergraduate academic program is a commitment to liberal education integrated with professional study.

A liberal education is designed to help you develop the intellectual skills you need to succeed, not only in your career but throughout your life as a flourishing individual and responsible citizen.

Utica College's commitment to liberal education dovetails with its historical mission of educating students for rewarding careers. Whether you are in a professionally focused major such as physical therapy, computer science, or economic crime investigation or in a more traditional liberal arts major such as biology, history, or philosophy, you will develop the intellectual skills that define a liberal education, while you also gain practical, career-focused experiences.

In 2013, Utica College's faculty adopted five intellectual skills which they consider critical to a liberal education. These skills are infused throughout all aspects of the College's undergraduate programs:

Communication - The ability to communicate information and attitudes clearly and precisely.

Critical Analysis and Reasoning - The ability to seek out relevant evidence, evaluate it, and draw justified conclusions.

Synthesis - The ability to draw fruitful connections between topics and ideas and to create new understanding.

Social Awareness - An understanding of the nature and origins of the social world and an ability to operate within it.

Quantitative Literacy - The ability to interpret quantitative information and to present information in quantitative forms.

These skills are assessed at the Institutional level. More information about this assessment process may be found at the Assessment web page.

Charter and Accreditation

The College is chartered by the Regents of The University of the State of New York under its corporate name, Utica College, and also is mentioned in Syracuse University's charter. Utica College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104-2680, (215) 662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation. Copies of accreditation reports are on file in the offices of the president and the provost and vice president for academic affairs.

The Utica College Board of Trustees sets policy for the institution and serves as the institution's legal owner and final authority.

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, pregnancy, ethnic or national origin, religion, marital status, age, sexual orientation, gender identity, gender expression, veteran status, disability, AIDS, citizenship status, genetic predisposition, domestic violence victim status, or any other status protected by applicable law to the extent prohibited by law. This nondiscrimination policy covers admissions, employment, and access to and treatment in Utica College programs, services, and activities.

The 504 ADA Compliance Officer for Utica College is Lisa Green, Vice President for Human Resources and Personnel Development (3157923276).

Utica College has designated the Vice President for Human Resources and Personnel Development in the Office of Human Resources (3157923276) as the individual responsible for inquiries, complaints, and coordination of compliance under the Americans with Disabilities Act of 1990 (as amended).

Utica College has designated the Director of Learning Services in the Office of Learning Services (3157923032) as the individual responsible for inquiries, complaints, and coordination of compliance under the Americans with Disabilities Act of 1990 (as amended)   and Section 504 of the Rehabilitation Act of 1973 on behalf of students.

Members of Utica College who have complaints of sexual harassment by anyone at this College, including any students, staff, administrators or faculty as well as vendors, contingent employees, clients and consultants are encouraged to report such conduct to the Title IX Coordinator so that (s)he may investigate and resolve the problem. Individuals who feel subjected to sexual harassment should report the circumstances orally and/or in writing as soon as possible to the Title IX Coordinator. A delay in reporting may affect an investigator's ability to gather information relevant to the case. For the purposes of filing a complaint, "Title IX Coordinator" refers to the Title IX Coordinator and any Deputy Title IX Coordinators. The contact information for the Title IX staff is as follows:

Title IX Coordinator: Lisa Green, Assistant Vice President of Human Resources and Personnel Development (315-792-3736 or lcgreen@utica.edu)

Deputy Title IX Coordinator for Students: Alane Varga, Dean for Diversity and Inclusion (315-792-3100 oravarga@utica.edu)

Deputy Title IX Coordinator for Athletics: David Fontaine, Director of Athletics and Physical Education (315-792-3050 ordsfontai@utica.edu)

Utica College has designated two Military/Veterans Liaisons to direct the College's efforts to comply with the applicable law and regulations on behalf of veterans. The Veterans' Liaisons are: Mr. Andrew J. Carr, Professor of Practice-Cybersecurity Investigation and Forensics (315-792-3369), Mr. Craig Dewan, Registrar (315-792-3393), Dr. Austen D. Givens, Assistant Professor of Cybersecurity (315-792-3753), and Mr. Derek MacTurk, Integrated Information Technology Services and Adjunct Lecturer of Cybersecurity (315-223-2447).

Disclaimer Statement

The online version of the Utica College Undergraduate Catalog is the official version. The online catalog will be updated two times a year. The Winter-Spring catalog will be published in early January and the Summer-Fall catalog will be published in early May. The official publication date of this catalog is June 2018. It is the student's responsibility to know and follow current requirements and procedures at the department, school, and College levels.

The College reserves the right to make such changes as it determines, in its sole discretion, to be necessary or advisable in its regulations, course offerings, staff, and financial policies without notice. Changes to rules and policies may occur at any time and could be applied to currently matriculated students. Students will be notified of any changes made at the institution.

Utica College does not guarantee employment or placement for its students or graduates.

Utica College reserves the right to deny admission, re-admission, registration, or re-registration and to dismiss or suspend either from classes or a College residence any student who is unable to meet the College's academic or health standards, or whose behavior is not in accord with the rules and regulations of the College.

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Admission to Utica College

Utica College is a selective institution that seeks to enroll those students who will benefit from the opportunities and advantages of UC's distinctly personalized college environment, and who will contribute to the intellectual, social, and cultural diversity of the College community.

Each applicant receives individual consideration. Prospective undergraduate students are required to submit a completed application, high school or college transcripts, a personal essay, an application fee or a request for fee waiver, and a letter of recommendation. Individual major programs may require additional information. Admissions decisions are based on a comprehensive evaluation of submitted criteria: past academic performance including course of study, GPA, rank in class; cocurricular involvement; personal characteristics; writing ability; and the applicant's potential for academic and personal success at the College. Utica College values diversity on its campus and encourages applications from students of different heritages, beliefs, and backgrounds.

Requests for application materials should be directed to the Office of Admissions, Utica College, 1600 Burrstone Road, Utica, NY 13502-4892, or by e-mail to admiss@utica.edu. Interviews and campus visits may be scheduled by contacting the office at (315) 792-3006 or at 1-800-782-8884. Appointments are available Monday through Friday throughout the year, and selected Saturdays during the school year. More information can be found at www.utica.edu.

Admission Requirements

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. Certain programs may have admissions requirements over and above those for the College.

Accelerated Bachelor of Science in Nursing (ABSN) Admission Requirements

Because Utica's ABSN program in Florida only takes 16 months to complete, students need to meet certain criteria and have completed specific prerequisites to be eligible for the program.

Eligible applicants for the ABSN program must have one of the following academic backgrounds:

- A non-nursing bachelor's degree from a regionally accredited institution,

- A conferred associate degree from a regionally accredited institution, or

- A total of 65 credits from a regionally accredited college or university (at least 57 of these credits must be from a 4-year, regionally accredited college or university)

And the student must also satisfy the following academic requirements:

- Have a minimum cumulative 2.8 GPA on a 4.0 scale in the last 65 credit hours attempted
- Have a grade of "C" or better in General Pre-requisites (Statistics and Life Span Developmental Psychology)
- Have a grade of "B-" or better in Natural Science pre-requisite courses (Anatomy & Physiology I with a Lab, Anatomy & Physiology II with a Lab, Chemistry with a Lab, and Microbiology with a Lab)

Note:
- Science pre-requisites must be current, meaning they were taken within 10 years of the date of application.
- Students may retake a course, however only one retake of any two pre-requisite courses is permitted.

Family Nurse Practitioner, M.S. Admission Requirements

All program applicants must have:
- An unencumbered RN license in the state in which they reside
- A bachelor's degree in nursing from an accredited baccalaureate nursing program
- 2000 hours of work experience
- A minimum GPA of 3.0
- Completed a statistics course with a grade of B or higher
- A baccalaureate level health assessment course with observed laboratory with a grade of B or higher
- A successful background check
- Two letters of recommendation: one from a faculty member and one from a professional colleague
- A writing sample

Admissions Dates and Deadlines Summer and Fall 2018

Summer 2018		Fall 2018	
Program	**Application Deadline**	**Program**	**Application Deadline**
Nursing - Accelerated Bachelor of Science in Nursing (ABSN) (B.S.)	April 4, 2018	Nursing - Accelerated Bachelor of Science in Nursing (ABSN) (B.S.)	July 25, 2018
		Family Nurse Practitioner (M.S.)	August 15, 2018

Subject Examinations of the College-Level Examination Board

Time: Before or during attendance at Utica College.

Place: As designated by the College Level Examination Program, Box 977, Princeton, NJ 08540. Ask that scores be sent to the Office of Admissions or the Office of the Registrar, Utica College, 1600 Burrstone Road, Utica, NY 13502-4892.

Credit: Maximum of six semester hours for each examination, the credit not to exceed that assigned to an equivalent course offered at Utica College. **The minimum score is the mean score achieved by C students in the national norms sample.**

Cost: Only the fee paid to the College Entrance Examination Board.

Approvals: Matriculated students need the approval of their advisor, the school dean, and the registrar, by completing a Permission to Study Form.

College-Level Examination Program (CLEP)

CLEP provides a mechanism for students to meet the requirements of a class through examination. Utica College recognizes students' prior learning by accepting the CLEP tests indicated in the CLEP equivalencies chart posted on the Utica College Transfer Admissions website. CLEP equivalencies will be reviewed periodically and are subject to change. Scores must be at or above the 50th percentile.

Approvals: Students planning to take CLEP tests while at Utica College are urged to do so no later than the semester before they expect to graduate. Matriculated students must obtain approval from their advisor, school dean and the registrar through a Permission to Study form and (if applicable) a Residency Waiver. Permission will not be given to repeat a CLEP exam.

Limits: A maximum of 15 CLEP credits will be accepted.

College Proficiency Examinations

Time: Before or during work at Utica College.

Place: As directed by the agency administering the exams.

Credit: Up to six semester hours for each examination, the credit not to exceed the amount assigned to an equivalent course at Utica College. **The minimum acceptable grade is: P, C, or 50, depending on how the grade is reported.**

Cost: Only the fee paid to the agency administering the exams.

Approvals: Matriculated students must complete a Permission to Study Form with approvals from their advisor, the school dean, and the registrar.

Military Service School Credit

Time: After finishing military service training courses and before entering Utica College.

Place: The Utica College Office of Admissions, to which the records of the student's training course should be submitted.

Credit: Variable, to be based on *A Guide to the Evaluation of Educational Experiences in the Armed Services,* Commission on Accreditation of Service Experiences, the American Council on Education.

Cost: None.

Limits: Procedures governing the evaluation of transfer credit will apply.

Readmission

A matriculated student not in attendance for one or more full semesters loses matriculated status and will become inactive. In order to return to the college and regain matriculation status, students must apply for readmission. Students who return after losing matriculated status are readmitted under the terms of the catalog appropriate to the new matriculation term, not the catalog of the original matriculation term. The form to apply for readmission is available on the College's website: www.utica.edu/readmission and must be completed and returned to the Office of the Registrar prior to the start of the semester. Note that late submission of this form may impede the registration process.

Second Chance Policy

A student whose attendance at Utica College has been interrupted for an extended period of time (minimum of 5 years) may petition the Office of Student Success to restart his or her college record on the following terms:

- The record of all previous work will continue to appear on the student's official transcript.
- Any grade below "C" on the Utica College record will not count as credit or be included when calculating current credit or GPA.
- Students must maintain a 2.0 GPA (for undergraduate students) or a 3.0 GPA (for graduate students) in each semester after resuming their study, and failure to do so will result in dismissal from the College.
- The Second Chance Policy may be applied only one time per student.
- The Utica College Second Chance Policy has no bearing on SAP requirements for financial aid.

Veterans

Veterans of the Armed Services are encouraged to apply for admission to Utica College. Counselors are available to assist veterans with admission, academic planning, and financing of their education. In many cases, test requirements may be waived and credits for service training and experience may be granted. Deadline dates for application do not apply to veterans. Address inquiries to the Assistant Vice President for Undergraduate Admissions, Utica College, 1600 Burrstone Road, Utica, NY 13502-4892.

Tuition and Expenses

Tuition at Utica College is payable on a per semester basis, plus applicable fees. In the face of rising costs, charges will be subject to change. **Students should add funds to their annual college budget for books and supplies**.

Undergraduate students should consult the Utica College website for program tuition and fee charges.

Due to the many variables in computing off-campus expenses for food and lodging (e.g., students sharing expenses, availability of transportation, etc.), students should consider off-campus expenses to be at least equal to those for students living on campus.

ABSN Tuition and Fees

Tuition Deposit: $150
Tuition: $833 per credit hour
Program Fees*: $340 per semester
Book Fee: $1,594 (first semester only)
Approximate total tuition (4 semesters): $54,600

Semester 1 – 16 Credit Hours	
Tuition - per semester	$13,328
Program Fee - per semester	$340*
Book Charge - first semester only	$1,549
Total Cost Semester 1: $15,262	

Semester 3 – 16 Credit Hours	
Tuition - per semester	$13,328
Program Fee - per semester	$340*
Total Cost Semester 3: $13,668	

Semester 2 – 17 Credit Hours	
Tuition - per semester	$14,161
Program Fee - per semester	$340*
Total Cost Semester 2: $14,501	

Semester 4 – 13 Credit Hours	
Tuition - per semester	$10,829
Program Fee - per semester	$340*
Total Cost Semester 4: $11,169	

*Program Fees include:

- Uniforms (1 sets of scrubs)
- Photo ID Badge

- Kaplan Testing
- General College Fees (technology fee, graduation fee, student activity fee, malpractice fees, lab fees). See Schedule of Tuition, Fees, and Deposits section of the catalog for a breakdown of fees.

What costs are NOT COVERED and are billable*?*
*Health Insurance (required to carry):

- Summer 2018 - $421
- Fall 2018 - $789.75
- Spring 2019 - $629.80
- Summer 2019 - $474.85

*ABSN program students are required to have health insurance. If you do not have health insurance, Utica College will automatically charge a health insurance premium for the College's plan to your account. If you carry your own health insurance, this charge can be waived at www.haylor.com/utica.

What costs are NOT COVERED and are non-billable*?*

Shoes
Living and Personal Expenses: Transportation - $859

Living Expenses - $5,018

Personal Expenses - $550

Family Nurse Practitioner, M.S. Tuition and Fees

There is financial aid available for students who qualify.

Tuition: $825 per credit hour

*Health Insurance (required to carry when in the practicum courses):

- Fall (5 months): $789.75
- Spring – Summer (7 months): $1,099.65

*Health insurance is required for all students enrolled in practicum courses. Utica College will charge your account to ensure the requirement. If you have your own health insurance, this charge can be waived at http://www.haylor.com/college/utica-college/. Please note that information you provide regarding your insurance will be verified. Students who have been found to not have health insurance will automatically be re-enrolled in UC's Health Plan and will be charged accordingly.

Schedule of Tuition, Fees, and Deposits

Application Fee (new students only) $40

Background Check. $180

Distance Learning Fee (per online course) $70

Graduate Tuition Deposit Fee. $300
(One-time fee. If you have a FAFSA on file, you may not be required to pay this fee.
If you are using VA tuition benefits, you are not required to pay this fee.)

Graduation Fee. $80

Late Payment Fee (for online/hybrid students) $50

Insufficient Funds Check Fee (per return by bank) $30

Lifetime Transcript Fee (optional) $50

Residency & Technology Fee. $500

Transcript Fee $5

Examsoft …………………………………………………………………$26.75 (for courses with proctored exams)

Malpractice Insurance …………………………………………………..$18 billed yearly
(When taking practicum courses if the student does not carry their own – must provide proof of insurance to have the fee waived)

All fees and deposits listed above are for the 2017-2018 academic year.

***What costs are NOT COVERED* and are non-billable*?**

Non-billable expenses per semester at full-time study (6+ credit hours):

Books and Supplies: $350
Living Allowance: $2485
Personal Expenses: $550
Loan Fees: $57
Typhon: $90 (one-time fee paid by the student to Typhon)
Drug Test (if required by healthcare agency to do practicum course work). Cost will depend on what is required by the facility.

Payment Plan

Although semester balances are due and payable by a designate date for graduate and undergraduate on-ground students, payment plans are available for the Fall and Spring terms. There is no charge to enroll in Utica College's Payment Plan. To enroll, the student must log in to his/her Banner Web account. Select "Enter a Secure Area," enter username and password, and then select "Student Services," "Student Account," "Access My Account," and choose the appropriate option.

Online and ABSN students have a four-payment plan with one-fourth due four days before classes begin. If the balance is not completely paid on or before the last installment, a $50 late fee will be charged to the student's account.

Financial Responsibility

All students are responsible for any College debts they have incurred, including library fees, parking fines, tuition charges, fees, monetary penalties, fines, and any changes in their financial aid packages. A student will not receive his or her transcript until all bills have been paid. A student who is graduating will not receive his or her diploma until all outstanding debts have been paid.

If a College debt must be referred to outside sources for collection, the student will be responsible for paying any additional collection costs including, but not limited to, reasonable attorneys' fees and disbursements.

Schedule of Tuition, Fees, and Deposits

Admissions/Enrollment Deposit (non-refundable). . . . . $150 undergraduate/$300 graduate

Application Fee (new students only) . . . . $40 undergraduate/$50 graduate

Background and Drug Screen Fee. $180

Late Payment Fee: for online/hybrid students $50

Transcript Fee $5

Insufficient Funds Check Fee (per return by bank) $30

All fees and deposits listed above are for the 2018 - 2019 academic year.

Financial Aid

General Policy Statement

Financial assistance is available for those who qualify. The majority of Utica College's financial assistance is provided to enable promising students to attend the College if family and personal resources are inadequate to support a college education. Promise is evaluated according to academic record (grades, rank in class, standardized tests, recommendations, community service, etc.) and personal achievements. Although it is not guaranteed, the College expects to continue to offer aid throughout the student's education, provided that the student continues to demonstrate need, applies by the deadlines, and meets the academic achievement standards outlined on the following pages. A student who enters as a freshman will not normally be aided from College and state administered funds for more than eight semesters. Some federal funds may be available if a student requires more than eight semesters to complete a bachelor's degree program. A transfer student can expect to be aided from federal and College administered funds for the number of credit hours required to complete bachelor's degree requirements, providing academic standards are met.

The amount of need-based financial assistance awarded is based on the financial analysis systems of Utica College and the Federal Student Aid Program. Many factors are considered in determining need. The cost of attending Utica College is compared to the income, assets, and liabilities of the student and parents. Every effort is made to consider individual financial situations or any special circumstances. Students are expected to contribute from their own savings and earnings, and parents are expected to make a reasonable contribution based on an evaluation of their ability to pay.

Types of Assistance

There are two main types of assistance: gift aid and self-help aid. Gift aid includes grants and scholarships that are direct awards and repayment is not required.

Self-help aid includes loans, work opportunities, internships, and tuition waivers for service to the College. Federal loans usually are guaranteed and offered at low interest; repayment usually is due after the student leaves college.

All forms of aid are awarded on an annual basis. Students are responsible for reapplying each year.

Financial Aid for Accelerated Bachelor of Science in Nursing (ABSN) Students

Students applying for financial aid at UC are treated with fairness and confidentiality. A counselor from our Office of Student Financial Services will work closely with students to help them take full advantage of the resources available to them through:

- Federal and state grants

Federal Pell Grants

Pell Grants are awarded based strictly on the student's Expected Family Contribution (EFC). The maximum Pell Grant a student can receive is $5,815 for the academic year. Students eligible for these awards will see them reflected on the financial aid award notice.

- Student loans

Federal Direct Loans

There are two types of Federal Direct loans and eligibility for both is determined using the financial aid application.

- Direct subsidized loans are interest-free while enrolled in college
- Direct unsubsidized loans accrue interest while enrolled. Students can choose to pay the interest each month while in school, or allow the interest to accumulate.

Borrowing limits for each academic year depend on student's class level:

- $5,500 Freshmen (maximum $3,500 may be subsidized)
- $6,500 Sophomores (maximum $4,500 may be subsidized)
- $7,500 Juniors/Seniors (maximum $5,500 may be subsidized)

Students who meet the independent criteria and depending on your class level:

- $9,500 Freshmen (maximum $3,500 may be subsidized)
- $10,500 Sophomores (maximum $4,500 may be subsidized)
- $12,500 Juniors/Seniors (maximum $5,500 may be subsidized)

Interest rates

Direct Subsidized:

- The interest rate for a Direct Subsidized loan is fixed for the life of the loan and is determined annually on June 1.

Direct Unsubsidized:

- The interest rate for a Direct Unsubsidized loan is fixed for the life of the loan and determined annually on June 1.

An origination fee is deducted from each disbursement. The fee is determined annually on October 1.

No credit check is required. If a student is not in default on a prior educational loan, does not owe a repayment of federal grant funds, and meets federal aid eligibility requirements, a student will be approved to borrow the Direct loan.

Loan Repayment

No payment is required while students are enrolled at least half-time. Repayment begins six months after graduation or if students drop below half-time status. The standard repayment period is ten years. Students can apply for additional deferment of payments if students enroll in graduate school at least half-time, become unemployed, experience economic hardship, or meet other approved criteria. Students can view additional information by visiting www.studentloans.gov.

Federal Direct PLUS Loans

The Federal Direct PLUS program is a popular financing option for parents of undergraduate dependent students.

Borrow any loan amount up to the total cost of attendance determined by Utica College, less any awarded financial aid.

The interest rate is fixed for the life of the loan and is determined annually on June 1.

An origination fee is deducted from each disbursement. The fee is determined annually on October 1.

A credit check is conducted when you begin the loan application process.

If a parent is credit denied the loan, an additional unsubsidized loan will be awarded to the student's financial aid package.

Students with a status of "freshman", or "sophomore", will receive an additional $4,000, while students of "junior", and "senior", status will receive an additional $5,000.

Students are required to complete the Free Application for Federal Student Aid (FAFSA) in order for their parents to use the Direct PLUS loan program.

Loan Repayment

For parents of undergraduate students repayment begins within 60 days after your loan is fully disbursed and lasts ten years. Parent borrowers may contact the Direct Loan Servicing Center to request deferment of monthly payments while the student is in school.

Alternative Educational Loans

Alternative loans are another option to fill in the gap between the offered aid and the total cost of attendance.

Students wanting more information about alternative loan programs, please select the link below. By doing so, students will have access to a list of several alternative loan lenders:

 www.utica.edu/loan-compare

Financial Aid for Family Nurse Practitioner, M.S. Students

1.   **Forms of Aid:**

There is one form of financial assistance: loans. Federal loans usually are guaranteed and offered at low-interest; repayment usually is due after the student leaves college, or drops below halftime. All forms of aid are awarded on an annual basis. Students are responsible for reapplying each year.

2.   **Sources of Aid:**

- Federal Direct Unsubsidized Stafford/Ford Loans: Students make application by filing the FAFSA and completing a promissory note and entrance counseling at https://studentloans.gov

- - Selection of Recipients and Allocation of Awards: To be eligible for a Federal Direct Stafford/Ford Loan, a student must be: (1) a U.S. citizen or permanent resident alien; and (2) enrolled in or admitted as a matriculated student, at least half-time, at Utica College.
    - Loan Schedule: Graduate students may borrow up to $20,500 per academic year. Borrowers are responsible for payment of the interest that accrues on unsubsidized loans while they are in school. The rate is subject to change annually. Interest may be capitalized. Loan fees are deducted from the loan prior to disbursement of funds. The interest rate is fixed and changes annually on July 1.
    - Rights and Responsibilities of Recipients: Students may borrow at a relatively low-interest rate, with no repayments as long as they remain enrolled at least half-time. Refer to the statement of borrower's rights and responsibilities on the promissory note for further details.
- Application Procedures for Financial Aid:
  - Students must file FAFSA at https://fafsa.gov.
  - Students must provide documentation of all income by the deadline, if requested, to the Office of Student Financial Services. Documentation includes, but is not limited to, IRS tax transcripts, 1099 forms, and letters from sources such as social security, welfare, pension, etc.
  - Students have to actively accept or decline offered awards through Bannerweb.

Graduate Students

Students applying for financial aid at UC are treated with fairness and confidentiality. A counselor from our Office of Student Financial Services will work closely with students to help them take full advantage of the resources available to them.

For Graduate students, there are two types of Federal Direct loans:

- Direct Unsubsidized Loan

  Eligibility for Direct Unsubsidized loans is determined using the FAFSA.

  This type of loan accrues interest while the student is enrolled. Students can choose to pay the interest each month while in school or allow the interest to accumulate.

  Borrowing limits are a maximum of $20,500 per academic year.

- Graduate PLUS Loan

  Eligibility for Graduate PLUS loans is determined using the PLUS loan application found on www.studentloans.gov.

  The Graduate PLUS loan is based on a credit check and the student may borrow up to the cost of attendance less any other aid received.

  Graduate students are required to complete the Free Application for Federal Student Aid (FAFSA) in order to use the Direct Graduate PLUS loan program.

  This type of loan accrues interest while the student is enrolled. Students can choose to pay the interest each month while in school or allow the interest to accumulate.

Interest Rates

- Direct Unsubsidized Loan:

  The interest rate for a Federal Direct Unsubsidized Loan is fixed for the life of the loan and is effective each year on July 1. Each loan disbursement will have a net fee deducted from each disbursement. The net fee changes annually on October 1.

  No credit check is required. If a student is not in default on a prior educational loan, does not owe a repayment of

federal grant funds, and meets federal aid eligibility requirements, a student will be approved to borrow the Direct Unsubsidized Loan.

- Federal Direct Graduate PLUS Loans

The interest rate for a Federal Direct Unsubsidized Loan is fixed for the life of the loan and is effective each year on July 1. Each loan disbursement will have a net fee deducted from each disbursement. The net fee changes annually on October 1.

A credit check is required for this loan. If adverse credit history is present, a credit-worthy co-signer is needed.

Special Aid Programs

Veterans (VA) Educational Benefits

Application Procedure. Application forms are available at VA offices, the VA website (www.va.gov), active duty stations, American Embassies, and from the Utica College veterans' counselor. Completed forms are submitted to the nearest VA office.

Selection of Recipients and Allocation of Awards. For the most part, benefits under Chapter 30 end 10 years from the date of the veteran's separation from active duty. VA can extend this 10-year period if the veteran was prevented from training during this period because of a disability or because he or she was held by a foreign government or power. The 10-year period also can be extended if an individual reenters active duty for 90 days or more after becoming eligible. Veterans serving periods of active duty of less than 90 days can qualify for extensions under certain circumstances. If the veteran's discharge is upgraded by the military, the 10-year period begins on the date of the upgrade.

If eligibility is based on both the Vietnam Era GI Bill and the Montgomery GI Bill, and discharge from active duty was before December 31, 1989, the veteran will have until January 1, 2001. In most cases, VA will subtract from the 10-year period those periods the veteran was not on active duty between January 1, 1977, and June 30, 1985.

If eligibility is based on two years of active duty and four years in the Selected Reserve, the veteran's eligibility will end the later of: (a) 10 years from separation from active duty; or (b) 10 years from completion of the four-year Selected Reserve obligation. This four-year obligation, however, does not apply to certain individuals separated because of downsizing the military between October 1, 1991, and September 30, 1995.

Montgomery GI Bill (Selected Reserve)

Application Procedure. Application forms are available at VA offices, the VA website (www.va.gov), active duty stations, American Embassies, and from the Utica College veterans' counselor. Completed forms are submitted to the nearest VA office.

Selection of Recipients and Allocation of Awards. The Montgomery GI Bill (Selected Reserve) is a program of education benefits for members of the reserve elements of the Army, Navy, Air Force, Marine Corps, and Coast Guard, as well as the Army National Guard and the Air National Guard. This program also is referred to as Chapter 1606. To be eligible for the program, a reservist must:

1. Have a six-year obligation to serve in the Selected Reserve signed after June 30, 1985, or, if an officer, agree to serve six years in addition to the original obligation;
2. Complete Initial Active Duty for Training (IADT);
3. Meet the requirements for a high school diploma or equivalency certificate before completing IADT; and
4. Remain in good standing in a Selected Reserve unit.

A six-year reserve commitment that begins after September 30, 1990, is needed to receive education benefits for pursuit of:

1. Courses leading to a certificate or diploma from business, technical, or vocational schools
2. Cooperative training
3. Apprenticeship or on the job training
4. Correspondence training
5. Accredited independent study programs
6. Tutorial assistance benefits
7. Flight training from September 30, 1990, to September 30, 1994

The Post 9/11 GI Bill and the Yellow Ribbon Program

Utica College is a participation institution in the Post 9/11 GI Bill and the Yellow Ribbon Program. For information, visit www.utica.edu/sfs.

Financial Consumer Information

Conditions to Federal Financial Aid

- Selective Service Registration (Men Only) http://www.sss.gov/

Federal regulations, as confirmed by the Supreme Court ruling issued on June 24, 1983, require all federal financial aid recipients to complete a Statement of Education Purpose/Registration Compliance.

You will be required to complete this before any federal aid funds may be disbursed to you. These funds include: Federal Perkins Loan, Nursing Student Loan, Federal Supplemental Educational Opportunity Grant, Federal Pell Grant, Federal Work-Study Program, Direct Loans, and Direct PLUS Loans.

- Title IV Authorization

This document requires a student state that s/he has never defaulted on any federal educational loans. It also certifies that a student has paid any refund due on a federal grant which the student has been asked to repay. Federal regulations require completion of a Title IV Authorization for all recipients of federally funded financial aid, including the Direct Loans. www.utica.edu/titleIV

- Academic Status

All financial aid awards carry these stipulations:

That you maintain satisfactory academic progress toward a degree, taking pre-requisite courses to become matriculated, or to obtain teacher certification.

That you be a matriculated student - in other words, students who are enrolled as non-degree students are not eligible for federal financial aid.

For additional information on academic standards and what constitutes satisfactory academic progress at Utica College please visit the Academic Standards page.

After attempting 60 credit hours, you must have a 2.0 grade point average or higher to receive federal aid. In addition, **full-time undergraduate** students must complete at least 20 credits per academic year (average 10 per semester), with **part-time undergraduate** students completing at least 10 credits per academic year (average 5 per semester) graduate before attempting 180 credit hours (for majors requiring 120 credits) or graduate before attempting 192 credit hours (for majors requiring 128 credits). This is a Higher Education Amendments of 1986 (October 17, 1986) mandate.

- Financial Aid Recipient Withdrawals

If you are a recipient of Title IV federal financial aid funds and your enrollment terminates through official withdrawal, your financial aid award must be reviewed for possible adjustment.

Financial aid eligibility is based on the cost of education (tuition, mandatory fees, housing, meal plan, books, etc.) incurred for the entire semester and is contingent upon completion of that semester. When a student withdraws, federal regulations mandate that any unearned aid be returned to the federal aid programs. The percent of aid earned is based on the date of withdrawal divided by the total number of days in the semester. If the institutional charges are reduced or recalculated, this change may result in the reduction of recipient's other sources of financial aid.

- Failure to Withdraw Officially

Students are required to adhere to the College's official withdrawal policy when terminating their enrollment prior to the end of a given term. Failure to withdraw officially will result in the Registrar Office determining a last day of attendance, and the student going through the Title IV earned aid calculation.

Rights and Responsibilities

Utica College believes it is important that all students know in advance their rights and responsibilities as financial aid recipients.

Student Rights

Students have the right to know:

- All available aid programs
- Program application deadlines
- Aid distribution methods and the policies and the financial resources considered when calculating your aid
- The extent your determined financial need was met
- The College's refund policy
- College standards for satisfactory academic progress and what happens if you don't meet them
- The amount of grant aid
- If the aid includes loans
  - how much must be repaid
  - the interest rate(s)
  - pay back procedures
  - the length of time to repay
  - the time repayment must begin

Student Responsibilities

Students' responsibilities are to:

- Complete all application forms accurately and submit them on time.
- Provide correct information. Misreporting of information on financial aid application forms is a violation of the law and may be considered a criminal offense that could result in indictment under the U.S. Criminal Code.
- Return all additional documentation, verification, corrections, and any new information requested by either the Financial Aid Office or the agency to which you submitted your application.
- Read and understand the forms you are asked to sign. It is also your responsibility to retain a copy for your records.
- Accept responsibility for all agreements that you sign.

Things to Remember

If you are selected for verification, you must provide any requested documents promptly. This process must be complete before any federal funds can be credited to your account.

Students receiving Federal Perkins must complete a promissory note before funds can be credited to their accounts.

"Revised Awards" Whenever your financial aid is adjusted, you will receive an updated award letter.

Revised awards illustrate changes to your aid package. Adjustments may include reductions based on changes in student or family resources or changes brought about because of other aid sources.

Federal Work-Study will not be taken as a credit on student accounts; however, a payroll deduction form can be obtained from the Office of Student Financial Services.

You are responsible for payment of your student bill regardless of any financial assistance offers. You are also responsible for late/penalty fees that may incur because of failure to complete financial aid requirements within the designated timeline.

Your need-based funding is determined by the difference between the student budget and the expected family contribution.

Due to limited funding, you may receive less aid than demonstrated need. This "unmet need" may be addressed by obtaining other financing resources (including loans and outside scholarships).

Confirming the Financial Aid Award

Students have to actively accept or decline offered awards through Bannerweb.

Loan Information

- Federal Direct Student Loans

Master Promissory Note

Student and Parents who are first-time borrowers under the Federal Direct Loan Program **(Direct Loans-Subsidized/Unsubsidized, Direct PLUS Loans)** are required to complete and sign a master promissory note (MPN) before their loan proceeds can be released. The MPN is a legally binding agreement to the terms and conditions of the loan. Signing the MPN constitutes a promise to repay the loan. It is a good idea to save a copy for your records.

Entrance Counseling

First time Federal Direct Student Loan **(Subsidized/Unsubsidized)** borrowers at the Utica College must complete the online loan entrance counseling before loan funds can be disbursed. Completion of the loan entrance counseling is a federal requirement that discusses your rights and responsibilities as a Federal Direct Student Loan borrower. Entrance counseling is completed electronically at www.studentloans.gov.

Exit Counseling

Exit counseling is required of any federal loan borrower, who graduates, separates or drops below half-time enrollment. Graduating students are informed of the exit counseling requirement prior to graduation via their Utica College email. Borrowers who withdraw or fall below half-time are notified of the requirement in writing sent via the US mail within 30 days of their last date of attendance. Exit counseling is completed electronically at www.studentloans.gov. An exit hold which will prevent the student from receiving diplomas, grades and transcripts and registering for a future term is applied to a borrower's account when notification is sent. Once electronic confirmation that exit counseling is complete is received from the National Student Loan Data System the hold is removed. Completed exit files are downloaded regularly.

Repayment

Repaying educational loans can be a significant challenge, and how you handle your repayment can greatly impact your credit rating. Just as responsible repayment habits can help you to build excellent credit, defaulting on student loans can make it very difficult to make major purchases such as a car or home. For these reasons, we urge you to take your student loan repayment responsibilities seriously.

Procedures for Applying, Accepting, and Payment of Aid from Utica College

Students applying for aid described in the "Sources of Assistance" section which indicate there is a specialized application procedure need not follow these directions.

All prospective and returning matriculated students taking at least six hours at Utica College may apply for aid. Full-time (12 hours per semester) students may apply for all forms of aid described in the "Sources of Assistance" section. Matriculated students carrying at least six hours, but less than 12 hours, may be eligible for loans, Aid for Part-Time Studies (APTS), part-time TAP, and Federal grants. Some assistance may be available to matriculated students carrying three hours. See the Office of Student Financial Services for details.

Students Applying for Admission and Applying for Aid for 2018-2019

Students must file the 2018 - 2019 FAFSA (online method preferred: www.fafsa.gov) so it is received by Utica College.

Accepting the Award

1. Students will be sent an award letter. Students have to actively accept or decline offered awards through Bannerweb.
2. The students must provide documentation of all income by the deadline, if requested. Documentation includes, but is not limited to, federal tax transcripts, W2s, 1099 forms, and all untaxed income sources.

Students Currently Matriculated and Applying for Aid for 2018 – 2019

Students must file the FAFSA (online method preferred: www.fafsa.gov) to the Federal Student Aid Processor.

Accepting the Award

1. Students will be sent an award letter. Students have to actively accept or decline offered awards through Bannerweb.
2. Students must submit verification of their family's income, if requested. Verification includes federal tax transcripts, W2s, 1099 forms, and all untaxed income sources, etc.

Financial Aid Appeal Process

The letter of denial from the Office of Student Financial Services will describe the appeal process and a SAP appeal application will be provided. Examples of unusual or extraordinary circumstances are a personal injury or illness, death of a relative, or other personal circumstances. Unusual or extraordinary circumstances do not include: withdrawing from classes to avoid failing grades, not buying books and/or supplies, pursuing a second major or degree, etc. The appeal must explain how the unusual or extraordinary circumstances have been resolved so that the student will now be able to complete the required number of credit hours or attain the required grade point average.

The appeal must be submitted to the Office of Student Success for evaluation. The Director of Financial Aid will respond to the appeal in writing, within two weeks after date of receipt. All SAP decisions are final, and students cannot appeal the decision.

If the appeal is approved, the student's financial aid will be reinstated for the next academic year. By the end of that academic year, the student must have successfully completed the required number of credit hours and attained the overall required grade point average. Students who fail to make SAP by the end of that academic year will have their future financial aid eligibility terminated. They will be notified in writing of their status by the Office of Student Financial Services.

If a student fails to have their SAP appeal approved before the last day of a semester, he/she is not eligible for federal aid for that semester. For example, a student needs to complete a SAP appeal for the fall semester but fails to submit it to the Office of Student Success until a week after the last day of the semester. If the appeal is approved, the student may only have federal aid reinstated for the spring semester.

There is no limit to the number of appeals a student can submit if the student can document there are new circumstances preventing the student from making SAP.

SAP appeals must be received by the last date of the semester for which they are appealing their eligibility.

Academic Standards

All students are expected to meet academic standards in order to receive need-based aid after their first semester of enrollment. The criteria for measuring academic standards are outlined below.

Federal/Institutional Standards

Students must earn 67% of attempted credits by the end of each academic year in order to continue to receive federal/institutional aid. An academic year is defined as the fall and spring semesters. Summer may be used to make up deficiencies but students will receive no aid consideration for Summer. If a student has successfully appealed SAP for the Summer semester, they will be eligible for federal financial aid.

Students must earn the following to continue to receive aid for the next year.

Standards for Receiving Aid:

a.   All undergraduate students must earn 67% credits attempted per year and;

b.   Maintain a cumulative GPA of 1.4 or better after their first academic year and a 2.0 or better after their second academic year and beyond.

As of April 29, 1994, the maximum time frame of an undergraduate program may not exceed 150 percent of the published length for full-time students or 180 credit hours (for most programs) per federal regulations.

Maximum Timeframe for Undergraduate Degree Completion

Federal regulations specify that a student must complete his/her degree within 150% of the published length of the program. For example, if a degree program requires 120 credits for completion, the maximum time frame is 180 attempted credits (120 x 150% = 180). Credits counted in the maximum time are all attempted credits (even when not a financial aid recipient). Federal regulations do not allow for the exclusion of courses in which a student has remained past the drop period and earned a grade of 'W" from its calculation of the maximum time frame. Students who change their major or add a second major still must adhere to the maximum time frame requirements.

Important Note: ABSN Degree Completion

Students in the Accelerated Bachelor of Science in Nursing program are required to comply with specific requirements regarding progress in academic, clinical, and behavioral criteria. A minimum grade of C+ (77%) is 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.** Failure to achieve the minimum grade of C+ in the repeated course or failure of two courses within the same semester will result in academic dismissal from the nursing program.

If a student believes he or she has been treated unfairly by the College, please see the Student Complaint Process.

Maximum Timeframe for Graduate Degree Completion

Federal regulations specify that a student must complete his/her degree within 150% of the published length of the program. For example, if a degree program requires 120 credits for completion, the maximum time frame is 180 attempted credits (120 x 150% = 180). Credits counted in the maximum time are all attempted credits (even when not a financial aid recipient). Federal regulations do not allow for the exclusion of courses in which a student has remained past the drop period and earned a grade of 'W" from its calculation of the maximum time frame. Students who change their major or add a second major still must adhere to the maximum time frame requirements.

Glossary of Satisfactory Academic Progress (SAP) Terms

Credits completed - hours completed with a grade of A, B, C, D, F, or Pass.

Credits accrued - hours completed with a passing grade of A, B, C, D, or Pass over the student's college career.

Cumulative Grade Point Average - grade point average over the student's career at Utica College.

Withdrawals - are not considered in the charts as attempted, completed, or accrued credits.

Repeated courses - are considered as the credits enrolled and completed. The repeated course will not increase the accrued credit hours.

Non-credit courses - are not evaluated on the academic progress charts.

Incomplete - are not considered hours completed and are assumed to be an F until requirements are met.

Failure to Meet Academic Standards

Students who fail to make satisfactory academic progress (SAP) will lose eligibility for financial aid from federal, state, and College sources. Students may apply for a SAP appeal for the reinstatement of aid on the basis of physical illness or extraordinary personal difficulty due to unusual circumstances. The Executive Director for Student Success will consider the student's full history when determining if a SAP appeal is appropriate. For further details regarding aid reinstatement, contact the Office of Student Financial Services.

Return to Title IV Federal Refund Policy

This policy is for all students receiving Federal and Institutional aid who completely withdraw from classes or students who unofficially withdraw by ceasing to attend classes.

Federal financial aid (Title IV funds) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws or stops attending all of their classes before completing more than 60% of the enrollment period, the student may no longer be eligible for the full amount of federal financial aid the student was originally awarded.

A student who withdraws or stops attending a class that only meets for part of the term and who is not attending another class at that time may provide a written statement to the college indicating their intent to attend the future class within that term. If the student does not submit the statement or submits the statement and doesn't actually attend, the student is considered a withdrawal and a Return to Title IV calculation must be completed.

A student's federal aid must be recalculated based on the number of days the student actually attended classes. This return calculation is not the same as the College's tuition refund policy.

A simple equation to explain the process is:

(% of term completed) x (total aid awarded) = earned aid
(Total aid awarded) - (earned aid) = unearned aid to be returned to federal government

The College is required to return unearned financial aid to the federal government for all withdrawals.

If there are any outstanding financial obligations to the College, a hold will be placed on your student account and it will prevent all requests for transcripts, registration, and graduation.

If you are considering dropping or withdrawing from your courses, please contact the Office of Student Financial Services immediately regarding the financial implications of this decision.

Withdrawals are processed within 45 days of receipt and official withdrawals are processed before unofficial withdrawals.

Return to Title IV Federal Refund Policy for Programs Offered in Modules

A program is considered to be offered in modules if a course or courses in the program do not span the entire length of the payment period or period of enrollment. For example, for online programs at Utica each semester is 16 weeks, but each course is only 8 weeks. This means that our online programs are considered modular programs.

As defined in the October, 29, 2010 final regulations, for all programs offered in modules, a student is a withdrawal for Title IV purposes if the student ceases attendance at any point prior to completing the payment period or period of enrollment unless the

institution has written confirmation from the student that they will attend a module that begins later in the same enrollment period.

The regulations require the institution to determine whether Title IV funds must be returned based on the number of days actually completed versus the number of days the student was scheduled to attend in the payment period. The new regulations prevent students from enrolling in modules spanning the period, completing a portion of the period, and retaining all aid for the period.

Schools can determine whether a student enrolled in a series of modules is a withdrawal by asking the following questions:

After beginning attendance in the payment period or period of enrollment, did the student cease to attend, or fail to begin attendance in a course s/he was scheduled to attend?

If the answer is NO, this is not a withdrawal.

If the answer is YES, go to question 2.

When the student ceased to attend or failed to begin attendance in a course s/he was scheduled to attend, was the student still attending any other courses?

If the answer is YES, this is not a withdrawal; however other regulatory provisions concerning recalculation may apply.

If the answer is NO, go to question 3.

Did the Student confirm attendance in a course in a module beginning later in the period (for non-term and nonstandard term programs, this must be no later than 45 calendar days after the end of the module the student ceased attending)?

If the answer is YES, this is not a withdrawal, unless the student does not return.

If the answer is NO, this is a withdrawal and the Return to Title IV Funds requirements apply.

Refund Policies

Refund Policy for Online and Hybrid Students

The date on which a student notifies the Office of the Registrar of his or her complete withdrawal in writing will be used as the basis for determining tuition refund. Please refer to your department for exact dates. The student will need to contact his or her Student Financial Services (SFS) counselor to discuss the financial implications of the withdrawal. The student may need to receive an official withdrawal code from the SFS counselor to complete the process. Any refund resulting from completion of the process will be issued within 30 days.

Please be aware: This may affect any financial aid and the billing statements. Any concerns, please contact a Financial Counselor in the Office of Student Financial Services at (315) 792-3179 or sfs@utica.edu

Title IV recipients: any financial aid withdrawal calculations are based on the last date of academic activity in the course(s).

Tuition Refund for Complete Withdrawal:
- 100% refund on or before the scheduled drop/add deadline for the period of enrollment (up until midnight EST)
- Thereafter, no refund will be given

Unofficial Withdrawals (non-attendance)

Any student who receives Title IV funds who stops attending his or her classes during the semester without officially withdrawing from the College is considered an unofficial withdrawal according to Title IV federal regulations. The College is required to return unearned financial aid to the federal government for all unofficial withdrawals in the same manner as students who withdraw officially. The student's last date of attendance is used to calculate the amount of financial aid to return to the federal government. The funds returned to the federal government for unearned financial aid will be added to the student's final bill.

A simple equation to explain the process is:

(% of term completed) x (total aid awarded) = earned aid

(Total aid awarded) – (earned aid) = unearned aid to be returned to federal government

For complete information about how unofficial withdrawals are processed, please contact the Office of Student Financial Services at (315) 792-3179.

Return to Title IV Federal Refund Policy

This policy is for all students receiving Federal and Institutional aid who completely withdraw from classes or students who unofficially withdraw by ceasing to attend classes.

Federal financial aid (Title IV funds) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws or stops attending all of their classes before completing more than 60% of the enrollment period, the student may no longer be eligible for the full amount of federal financial aid the student was originally awarded.

A student who withdraws or stops attending a class that only meets for part of the term and who is not attending another class at that time may provide a written statement to the college indicating their intent to attend the future class within that term. If the student does not submit the statement or submits the statement and doesn't actually attend, the student is considered a withdrawal and a Return to Title IV calculation must be completed.

A student's federal aid must be recalculated based on the number of days the student actually attended classes. This return calculation is not the same as the College's tuition refund policy.

A simple equation to explain the process is:

(% of term completed) x (total aid awarded) = earned aid
(Total aid awarded) - (earned aid) = unearned aid to be returned to federal government

If you are considering dropping or withdrawing from your courses, please contact the Office of Student Financial Services immediately regarding the financial implications of this decision.

Refund Policy Frequently Asked Questions

When do students need to receive a "code?"
>Answer: Anytime a student drops all of their courses.

Can cancellation be made by phone or in person?
>Answer: Students wishing to withdraw from all active courses for which s/he is registered may inform the school of their intent either via phone, email, or in person. The date of this contact is used as the student's withdrawal date. All students who are withdrawing from their courses are required to submit a Complete Withdrawal Form, which can be found on the Registrar's page of the Utica College website.

Is a refund ever given but the registration fee/application fee kept by the institution?
>Answer: The enrollment deposit is non-refundable.

What happens if the school does not accept the student or cancels the program?
>Answer: Students must be accepted prior to paying their deposit. In the rare event of a program being cancelled, students will be taught out (i.e. given the opportunity to complete their program at Utica College).

How long is the drop/add period?
>Answer: The drop/add period ends at the end of the first week of classes (5 business days).

Net Price Calculator

Utica College's Net Price Calculator is a tool designed to provide first year students and their families an early indication of what the net price for a Utica College education may be based on academic achievement and need. Each student's calculator results will include the amount and types of financial aid s/he may qualify for if s/he enrolls at UC as a full-time college freshman. A more accurate financial award package is provided upon admission with a valid FAFSA (Free Application for Federal Student Aid).   http://www.utica.edu/npc

Student Life

Utica College is committed to the development of its students, both graduate and undergraduate, as they enter a world of interesting people, engaging ideas, and stimulating activities. In order to empower, challenge, and support students in achieving their goals, we are committed to providing academic support as well as opportunities to learn through co-curricular activities. At the same time, all Utica College students need to be aware of our expectations for student conduct, our community standards and related responsibilities, including a number of important policies and processes.

Academic resources and offices that are important to be aware of include:

- Frank E. Gannett Memorial Library – resources and assistance such as online databases, video tutorials, 24/7 Chat with a Librarian, interlibrary loans, and a Library Coordinator for Distance Education are available to all Utica College students regardless of major or geographic location. See: www.utica.edu/academic/library
- Smarthinking Online Tutorial Services – free of charge to all undergraduate Utica College students, 24 hours a day, seven days a week. Log in at: https://smarthinking.utica.edu
- Office of Learning Services – for information, see www.utica.edu/student/development/learning
- Office of Student Success – Success Coaches are available onsite for ABSN students. Online, graduate students will be assigned a single point of contact – a Success Coach who will assist you with curricular information, course sequencing, registration information, policies, and procedures.

The following services are available to provide Utica College ABSN students with support, services, and additional resources:

- BayCare's Student Assistance Program – a voluntary and confidential counseling service for ABSN St. Petersburg students facing personal problems that may interfere with academic success. Toll-free helpline: (800) 878-5470, 24 hours a day, seven days a week.

Utica College's Counseling Center services are also available to all Utica College students. The Counseling Center staff can also assist with referrals to off-campus agencies and/or counseling services. To make an appointment, email counseling@utica.edu or call 315-792-3094. If it is after hours and an emergency, please contact Campus Safety at 315-792-3046 and ask for the counselor on-call. Please note: While email is private, it is not confidential. If you would like to discuss a personal concern, please contact the Counseling Center in person or by telephone.

There are key policies and procedures that are important for you to be aware of, which include (but certainly are not limited to):

- Code of Student Conduct and the student conduct process
- Information on Title IX and related processes
- Policies on sexual misconduct, sexual harassment, intimate partner violence, stalking, hazing, and bias-related behavior/hate crimes
- Policy on distribution of copyrighted material and peer-to-peer file sharing
- The Annual Campus Safety Information and Statistics Report

Finally, you may be thinking about what happens next, after you graduate from Utica College. If so, some key resources will be:

- Office of Career Services
- Utica College Alumni Association
- Office of Alumni and Parent Relations

Academic Requirements

Accelerated Bachelor of Science in Nursing (ABSN) (B.S.)

(Bachelor of Science Degree)

Utica College in St. Petersburg and Miramar, FL offer instruction in the Accelerated Bachelor of Science in Nursing discipline. Utica College is licensed by the Commission for Independent Education, Florida Department of Education, License No. 4919 (St. Petersburg) and 5896 (Miramar). Utica College Incorporated is registered with the Florida Department of State, Division of Corporations, to do business in Florida as a non-profit corporation. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (888) 224-6684. Utica College President, Dr. Laura Casamento, is the administrator of all Utica College campuses. Students will be notified of any administrative changes.

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 (B.S.) in nursing. This accelerated track is designed to provide education for generalist nursing roles. Students in this track must have completed all prerequisite courses prior to admission. Students will take the nursing courses outlined below in a hybrid delivery model. It is accelerated because the four semesters run consecutively with only small breaks between semesters.

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. Details about these requirements are available from the program office.

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

The program delivery is a hybrid format of online didactic delivery and hands-on clinical and skills lab instruction. Didactic courses include interactive exercises that can be finished at a location and time convenient to students with an Internet connection, and repeated as often as necessary. The Canvas learning management system allows for primarily asynchronous delivery of the curriculum, with additional features to allow for synchronous communication between staff, faculty, and students. A new student orientation is delivered at the start of the first semester and includes a training session to the learning management system. For didactic courses, students are assessed through proctored exams and written coursework. Students are assessed and evaluated separately for skills lab and clinical activities by expert instructors on-site.

Students are provided additional learning resources such as access to the Utica online library and links to scholarly articles and video demonstration.

Hardware and software requirements are loaded into the introduction pages of every course, but can also be found through Canvas Guides online at the following website (http://guides.instructure.com/m/4214/l/41056-which-browsers-does-canvas-support). Technical support to both faculty and students is provided through 24/7 support services via phone, email, or online ticket submissions.

Utica College's St. Petersburg campus is headquartered at 9400 4th Street North, St. Petersburg, FL 33702, (727) 475-6808. The St. Petersburg facility is designed as a training facility for nursing students. The St. Petersburg facility houses all teaching and learning facilities serving 200-300 students and a full time staff of six to eight. This facility is approximately 8,000 sq. ft., housing one large classroom, one large computer laboratory, one large clinical skills laboratory, several smaller training rooms, general meeting areas, a conference room, a student lounge, and administrative offices.

Utica College's Miramar campus is headquartered at 3601 Southwest 160th Ave., Miramar, FL 33027, (754) 206-6048. The Miramar facility is designed as a training facility for nursing students. This facility houses all teaching and learning facilities serving 200-300 students and a full time staff of six to eight. This facility is over 11,000 sq. ft., housing two large classrooms, which double as computer laboratories, and two large clinical skills laboratories, several smaller training rooms, general meeting areas, a student lounge, and administrative offices.

The transfer of credits received by Utica College from another institution, or transferred from Utica College to another institution, is solely at the discretion of the accepting institution; no guarantee of transfer is made or implied by Utica College.

Florida students dissatisfied with the outcome of their grievances may appeal to the Commission for Independent Education at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (888) 224-6684.

ABSN Program 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.

ABSN Special Requirement

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:

- Achieve and maintain a minimum 2.8 cumulative G.P.A. throughout the entire nursing program.
- Demonstrate the professional and ethical behaviors required for successful performance of professional nursing practice as noted by faculty and clinical instructors.
- Adhere to established course sequence in nursing major.
- Adhere to Utica College academic rules and regulations.

It is the responsibility of the student to check banner and make sure all requirements are met and posted. This is a full-time program. Students can only attend part-time when they are on an approved, modified schedule.

ABSN Retention Criteria

1. Students are expected to be aware of prerequisite course requirements. Prerequisites will not be waived. Program courses are listed and scheduled in semester sequence, thus making them pre-requisites for successive semesters.
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. A student who withdraws from any nursing course jeopardizes their progression in the program.
3. Students who are placed on academic probation by the College will be suspended or requested to withdraw from the nursing major.
4. Grading Policy for NUR 321, NUR 371, NUR 421, and NUR 471:
   To achieve a passing grade, the student must meet the following criteria:
   1. Exam grade of 77% or higher based on weighted average of unit exams and final exam.
   2. Course grade of 77% or higher based on when all theory components are added to the exam grade.
   3. Successfully pass clinical as outlined in the clinical evaluation measurement tool.
   4. Successfully pass lab (NUR 321 and NUR 371) as outlined in the lab packet.
5. Students must successfully complete **all** of the nursing courses in a semester before moving on to the next semester of courses.
6. Students must adhere to established course sequence in nursing major.
7. **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 ABSN program and the College. Expected behaviors include but are not limited to:**
   1. Attend **all** labs, exams and clinical experiences and arrive on time. In the case of illness or an emergency, the appropriate faculty member must be telephoned **prior to** lab/exam/clinical.
   2. Prepare for class/lab/clinical according to course requirements identified in each course syllabus.
   3. Complete all assignments according to the time frame posted in the syllabus.
   4. Demonstrate respect and courtesy toward faculty, staff, and fellow students.
   5. Demonstrate honesty and integrity in all academic and clinical settings.
   6. Contribute to the educational growth of self and fellow students.
   7. Wear appropriate attire for course as identified by the syllabus, faculty, or organizational partners.

Rules and Regulations Pertaining to ABSN Clinical Experiences

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. NO cell phones allowed in the clinical setting.
4. Excused student absences from clinical will be evaluated by the course instructor relative to meeting course objectives. Recommended remediation will be determined conjointly by faculty and the student. Initiation of remediation is the student's responsibility.
5. 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.
6. 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:**
    1. Coming to clinical under the influence of alcohol or illegal drugs.
    2. Emotional or physical jeopardy--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.
7. 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:
    1. Error in medication administration.
    2. Administration of a medication without having knowledge of the drug.
    3. Inaccurate recording or failure to record medication administration.
    4. Error in administration of intravenous fluids.
    5. Failure to report changes in patient's condition.
    6. Failure to seek supervision when necessary.
    7. Failure to report and document nursing care.
    8. Compromising patient care by inadequate preparation for clinical experience.
    9. Breach of confidentiality.
    10. Neglecting personal safety.
    11. Creating or causing personal safety hazards.
    12. Sleeping in the clinical area.

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

1. Inform the student immediately of the unsafe act.
2. Provide the student with written documentation concerning the unsafe act.
3. Review the incident and counsel the student, recommending remediation as needed.
4. Place copy of incident report in student's academic file.
5. Follow the policy for reporting an incident as required by the clinical agency or institution.

Credit Requirements for Accelerated Bachelor of Science in Nursing

- Total hours required for degree: 127 Credit Hours, including Transfer Credits: 43 - 65 Credit Hours

The minimum required total program credits for a Bachelor of Science degree is 120 credits. The minimum required portion of content consisting of liberal arts and sciences credits is 60 credits (half of the program). The transfer of credits received by Utica

College from another institution, or transferred from Utica College to another institution, is solely at the discretion of the accepting institution; no guarantee of transfer is made or implied by Utica College.

Major Course Requirements (Pre-Licensure Baccalaureate)

- NUR 311 - Socialization to Professional Nursing (3)
- NUR 312 - Leadership and Informatics in Professional Nursing (3)
- NUR 321 - Foundations for Nursing Care (4)
- NUR 326 - Health Assessment (3)
- NUR 332 - Pathophysiology (3)
- NUR 333 - Pharmacology (3)
- NUR 346 - Care of Populations and Communities (3)
- NUR 365 - Care of the Obstetric Population (3)
- NUR 366 - Care of the Aging Population (3)
- NUR 371 - Medical/Surgical Nursing Care I (5)
- NUR 411 - Health Policy Management in Professional Nursing (2)
- NUR 412 - Trends in Professional Nursing (5)
- NUR 421 - Medical/ Surgical Nursing Care II (4)
- NUR 423 - Senior Nursing Care Seminar Lab I (1)
- NUR 444 - Care of Populations with Psychiatric Concerns (3)
- NUR 445 – Introduction to Research Methods and Design (3)
- NUR 446 - Care of the Pediatric Population (3)
- NUR 465 - End-of-Life and Palliative Care Practice (2)
- NUR 471 - Advanced Medical/ Surgical Nursing (5)
- NUR 473 - Senior Nursing Care Seminar Lab II (1)

62 Credit Hours

ABSN Major Related Requirements

- BIO 101 - Anatomy & Physiology I with Lab (4)
- BIO 102 - Anatomy & Physiology II with Lab (4)
- BIO 204 – Basic Microbiology for Health Care Professionals with Lab (4)
- CHE 211 - General Chemistry I with Lab (4)
- HLS 245 - Human Development Across the Life Span (3)
  or
- PSY 223 - Life Span Developmental Psychology (3)
- MAT 112 - Basic Statistics (3)
  or
- SOC 211 - Statistics in the Behavioral Sciences (3)

22 Credit Hours

ABSN Course Descriptions

The figure following the title of the course indicates the credit hours per term. Courses that extend through two terms are shown as follows: 3, 3. Courses that are one term only are shown by: 3. Courses with variable credit are shown with the range of credit available, for example: 1-6.

The College reserves the right to cancel any course if registration does not justify continuance and to make changes in curricula at any time.

Biology

BIO 101 - Anatomy & Physiology I with Lab (0, 4)

Structure and function of the human body, including cells, tissues, skin, and the skeletal, muscular, and nervous systems. May not be taken by biology majors except by special permission.

BIO 102 - Anatomy & Physiology II with Lab (0, 4)

A continuation of BIO 101 examining the structure and function of the human body including the endocrine, reproductive, cardiovascular, lymphatic, respiratory, urinary, and digestive systems.
Prerequisite(s); if any: BIO 101.

BIO 203 – Microbiology with Lab (0, 4)

Introduction to microbiology with emphasis on pathogenic micro-organisms, their role in disease, their inhibition and destruction; principles and techniques of bacteriology. Not open to biology majors.
Prerequisite(s); if any: BIO 101 and BIO 102.

Chemistry

CHE 211 - General Chemistry I with Lab (0, 4)

Atomic & molecular structure used to develop fundamental principles of physical and chemical properties of all matter. Modern applications of chemistry. States of matter, symmetry, reactivity, kinetics, oxidation/ reduction, acid/base, organic and biochemical structures. Lecture and laboratory. High school chemistry and algebra helpful but not required.

Health Studies

HLS 245 - Human Development across the Life Span (3)

Study of normal sequences of neuromuscular, perceptual, socio-cultural development, and their relationship to behavior from infancy through old age. Recognition of development and life tasks in developmental continuum. Students may not also take PSY 223 for credit.

Mathematics

MAT 112 - Basic Statistics (3)

For non-mathematics majors. Probability theory topics, binomial distribution, normal distribution, descriptive statistics, frequency distribution, measures of central tendency, hypothesis testing. Confidence intervals, correlation, and prediction.
Prerequisite(s); if any: MAT 100, or satisfactory performance in Mathematics Placement Test administered by mathematics department, or permission of instructor.

Nursing

NUR 311 - Socialization to Professional Nursing (3)

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.
Prerequisite(s); if any: PHI 107 or PHI 108 and SOC 151, except for RN to BS program.

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

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.
Prerequisite(s); if any: NUR 311, except for RN to BS program.

NUR 321 - Foundations for Nursing Care (4)

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.
Prerequisite(s); if any: BIO 101, BIO 102 and HLS 245 or PSY 223.

NUR 326 - Health Assessment (3)

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.
Prerequisite(s); if any: BIO 101 and BIO 102.

NUR 332 - Pathophysiology (3)

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.
Prerequisite(s); if any: BIO 101, BIO 102, BIO 203, CHE 211, except for RN to BS program.

NUR 333 - Pharmacology (3)

Information for safe, effective nursing care related to pharmacology. Covers actions, uses, administration alerts, pharmacokinetics, pharmacodynamics, adverse effects, contraindications, interactions with other drugs, herbs, food and treatment of overdose and antidotes.
Prerequisite(s); if any: NUR 332, except for RN to BS program.

NUR 346 - Care of Populations and Communities (3)

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.
Prerequisite(s); if any: PSY 101, SOC 151 and HLS 245 or PSY 223 and PHI 107 or PHI 108, except for RN to BS program.

NUR 365 - Care of the Obstetric Population (3)

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.
Prerequisite(s); if any: BIO 101 and BIO 102 and HLS 245 or PSY 223.

NUR 366 - Care of the Aging Population (3)

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.
Prerequisite(s); if any: BIO 101, BIO 102 and HLS 245 or PSY 223.

NUR 371 - Medical/Surgical Nursing Care I (5)

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 stressor and related principles of care management are explored.
Prerequisite(s); if any: NUR 321.

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

Nursing management in practice, education, political and community settings. Emphasizes the essential elements of management, including different management techniques and routine tasks such as budgeting, planning, supervision and delegation.
Prerequisite(s); if any: NUR 312, except for RN to BS program.

NUR 412 - Trends in Professional Nursing (5)

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.
Prerequisite(s); if any: NUR 411.

NUR 421 - Medical/ Surgical Nursing Care II (4)

Focuses on increasing complexity of illness, the nursing process in the adult population, complex physiological and psychosocial stressor, and related principles of patient care management.
Prerequisite(s); if any: NUR 371. Corequisite(s): NUR 423.

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

Seminar based course which explores patients' scenarios through case studies, laboratory experiences, and simulation. Students work in teams to analyze patients' situations and develop critical thinking skills in the effective delivery of holistic patient care.
Prerequisite(s); if any: NUR 371. Corequisite(s): NUR 421.

NUR 444 - Care of Populations with Psychiatric Concerns (3)

The nurse client relationship and therapeutic communication techniques as they relate to those with mental health considerations. Neurobiological processes and therapeutic techniques.
Prerequisite(s); if any: BIO 101, BIO 102, PSY 101 and SOC 151.

NUR 445 - Introduction to Research Methods and Design (3)

Research methods employed in clinical settings. Quantitative and qualitative methods; research designs related to clinical situations.
Prerequisite(s); if any: MAT 112 or PSY 211 or SOC 211; junior/senior standing.

NUR 446 - Care of the Pediatric Population (3)

The nurse's role in promoting adaptation in the childbearing family. Particular stressors include perinatal complications, well-child health promotion, and childhood illness. Prerequisite(s); if any: BIO 101 and BIO 102 and HLS 245 or PSY 223.

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

End of life issues, palliative care, and complementary therapies. Physical, psychological, social, and spiritual concerns of patients and families as they relate to pain and comfort care, and end-of-life decisions.
Prerequisite(s); if any: PHI 107 or PHI 108, except for RN to BS program.

NUR 471 - Advanced Medical/ Surgical Nursing (5)

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 judgement.
Prerequisite(s); if any: NUR 421. Corequisite(s): NUR 473

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

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.
Prerequisite(s); if any: NUR 421, NUR 423. Corequisite(s): NUR 471.

Psychology

PSY 223 - Life Span Developmental Psychology (3)

Study of normal sequences of biological and socio-cultural development and their relationship to behavior from infancy through old age. Emphasis is placed on the recognition of developmental milestones and changing roles throughout the life span continuum. Students may not also take for credit HLS 245.
Prerequisite(s); if any: PSY 101.

Sociology

SOC 211 - Statistics in the Behavioral Sciences (3)

Application of statistical methods in psychological research. Descriptive statistics, tests of significance, correlation, simple analysis of variance, chi-square, and some nonparametric methods.

Nursing – Family Nurse Practitioner (M.S.)

(Masters of Science Degree)

The Family Nurse Practitioner, M.S. program prepares advanced practice nurses to provide primary care to individuals across the lifespan and in a variety of settings.

Family Nurse Practitioner Program Goals

1. Integrate the scientific findings in nursing with the related sciences needed to fully analyze, design, implement, and evaluate nursing care.

2. Execute leadership by initiating, maintaining, and demonstrating skills in care coordination, delegation, and initiating conflict resolution strategies.

3. Promote safe, high quality care through the ability to monitor, analyze, and prioritize outcomes that need to be improved for individuals, families, communities and clinical populations.

4. Use critical reflection to translate evidence and integrate scholarship into advanced nursing practice.

5. Incorporate current technologies to deliver and coordinate care across multiple settings.

6. Apply requisite knowledge and skills to promote health, help shape the health delivery system, and advance values like social justice through policy processes and advocacy.

7. Actively communicate, collaborate, and consult with other health professionals to manage and coordinate care across systems.

8. Design and ensure the delivery of clinical prevention interventions and population-based care that promotes health, reduces the risk of chronic illness, and prevents disease.

9. Facilitate commitment to a culture of nursing excellence through lifelong personal and professional development.

10. Provide safe, effective primary care to individuals across the lifespan, in a range of healthcare environments.

Family Nurse Practitioner Major Course Requirements

- NUR 588 – Organizational Leadership & Role Development of the Advanced Practice Nurse (3)
- NUR 603 – Quality Improvement & Safety in Health Care (3)
- NUR 604 – Advanced Pathophysiology (3)
- NUR 608 – Epidemiology & Population Health (3)

- NUR 609 – Nursing Research & Evidence-Based Practice (3)
- NUR 611 – Advanced Health Assessment & Diagnostic Reasoning I (3)
- NUR 612 – Advanced Health Assessment & Diagnostic Reasoning II (2)
- NUR 613 – Health Policy & Advocacy (2)
- NUR 614 – Statistical Analysis & Scholarly Inquiry (3)
- NUR 615 – Advanced Pharmacology I (3)
- NUR 616 – Advanced Pharmacology II (2)
- NUR 621 – Health Promotion & Primary Care I (Theory: 2.5, Practicum: 2.5)
- NUR 622 – Health Promotion & Primary Care II (Theory: 2.5, Practicum: 2.5)
- NUR 625 – Health Promotion & Primary Care III (Theory: 3, Practicum: 3)
- NUR 634 – Nurse Practitioner Culminating Seminar (2)
- NUR 995 – Nurse Practitioner Skills Residency - Immersion Weekend (0)

48 Credit Hours
720 Practicum Hours (1 credit = 90 practicum hours)

Family Nurse Practitioner Course Descriptions

The figure following the title of the course indicates the credit hours per term. Courses that extend through two terms are shown as follows: 3, 3. Courses that are one term only are shown by: 3.

The College reserves the right to cancel any course if registration does not justify continuance and to make changes in curricula at any time.

Nursing

NUR 588 – Organizational Leadership & Role Development of the Advanced Practice Nurse (3)

This course focuses on the knowledge and skills essential to understand the economies of care, business principles, and navigation strategies to affect change in diverse health care systems. It will prepare students to conceptualize a new advanced practice role in the discipline of nursing. Leadership theory, styles, contemporary approaches and strategies will be explored.

NUR 603 – Quality Improvement & Safety in Health Care (3)

This course prepares students to analyze information and apply quality improvement methods to affect safety and quality of care and to improve patient outcomes. The use of current and emerging technologies to support safety, quality, and fiscally sound care across diverse settings will be emphasized.

NUR 604 – Advanced Pathophysiology (3)

This course will explore pathophysiology theory and evidenced-based research across body systems within the human lifespan to provide the advanced practice nurse with a foundation to developing advanced diagnostic reasoning and clinical management skills in clinical settings.

NUR 608 – Epidemiology & Population Health (3)

This course explores health promotion, community assessment and disease prevention in diverse populations using epidemiological theories. Chronic and communicable disease incidence, at risk populations, clinical interventions, genetics and genomics and evidenced based practice will be investigated as it applies to advanced practice nursing.

NUR 609 – Nursing Research & Evidence-Based Practice (3)

This course will teach the advanced practice nurse to generate and implement nursing research to improve healthcare outcomes, initiate change, and improve nursing practice.

NUR 611 – Advanced Health Assessment & Diagnostic Reasoning I (3)

This course introduces the essential competencies to provide a foundation for advanced practice nurses to develop advanced health assessment skills: communication, history and physical examinations (focused and complete); diagnostic reasoning; and written and oral presentation of findings.
Pre-requisite: NUR 604

NUR 612 – Advanced Health Assessment & Diagnostic Reasoning II (2)

This course assists the Family Nurse Practitioner (FNP) student to develop advanced assessment skills, appraisals of diagnostics (tests, labs) and competency in common office procedures: EKG interpretation, suturing, orthopedic splinting, gynecologic procedures, pulmonary function tests, incision and drainage and minor skin lesion removal. Skills will be observed by faculty during the Family Nurse Practitioner Residency completed prior to Health Promotion & Primary Care I.
Pre-requisite: NUR 611

NUR 613 – Health Policy & Advocacy (2)

This course examines the relationship of health outcomes and the impact of the advanced practice nurse as advocate for vulnerable populations, the profession, and health-promoting policies at the organization, local, state and federal level.

NUR 614 – Statistical Analysis & Scholarly Inquiry (3)

This course will allow the advanced practice nurse to critically analyze the scientific foundation of nursing by means of evaluating statistical research for scientific quality and applicability to promote evidence-based practice.

NUR 615 – Advanced Pharmacology I (3)

This course will examine foundational principles of safe pharmacology, pharmacokinetics, pharmacodynamics, vaccines and toxicology across the lifespan in diverse healthcare settings.
Pre-requisites: NUR 604

NUR 616 – Advanced Pharmacology II (2)

This course examines the requirements of Family Nurse Practitioners (FNP) to prescribe across the lifespan in primary care settings. The course will focus on the legalities and clinical decision-making in prescribing pharmacologic therapy. There is an emphasis on evidence based decision making to provide clinically applicable, cost effective selections of pharmacotherapeutics. Completion of the NYS Prescribing course and NYS Opioid Training is mandatory for all students.
Pre-requisites: NUR 604 and NUR 615

NUR 621 – Health Promotion & Primary Care I (2.5, 2.5)

This course provides the Family Nurse Practitioner (FNP) student the foundational theoretical and practice knowledge for the assessment and management of common health disorders across the lifespan in primary care settings. The focus of this beginning practicum is on developmental and prevention screening and age specific health management. The student will complete 225 practicum hours in conjunction with this theory course.
Pre-Requisites: NUR 611, NUR 615, NUR 995

NUR 622 – Health Promotion & Primary Care II (2.5, 2.5)

This course provides the Family Nurse Practitioner (FNP) student the foundational theoretical and practice knowledge for the assessment and management of common health disorders across the lifespan in primary care settings. The focus of this course is gender health, screening and the health management of childbearing individuals. The student will complete 225 practicum hours in conjunction with this theory course.
Pre-Requisite: NUR 621

NUR 625 – Health Promotion & Primary Care III (3, 3)

This course provides the Family Nurse Practitioner (FNP) student the foundational theoretical and practice knowledge for the assessment and management of common health disorders across the lifespan in primary care settings. The focus of this course is to develop clinical decision making to screen for and manage acute and chronic illnesses. The student will complete 270 practicum hours in conjunction with this theory course.
Pre-Requisite: NUR 622; Co-Requisite: NUR 634

NUR 634 – Nurse Practitioner Culminating Seminar (2)

This course prepares students in the Family Nurse Practitioner (FNP) track to summarize, evaluate, and integrate their experiences as they transition from Registered Nurse (RN) to entry level Advanced Practice Nurse (APN). The focus of this course is placed on practice issues in diverse healthcare settings, job negotiation strategies, exploring collaboration with a review of state licensure, national certification and federal reimbursement mandates. A comprehensive exam will be given in this course.
Co-requisite: NUR 625

NUR 995 – Nurse Practitioner Skills Residency – Immersion Weekend (0)

The nurse practitioner immersion weekend will provide the student with an observed, hands-on experience conducting a comprehensive history and physical exam in a simulated clinical setting prior to commencing community practicums. Additionally lecture and hands-on lab experiences will be provided focusing on the following topics: CXR interpretation, gender examinations, suturing, orthopedic splinting and advanced oto/ophthalmic assessments. The student also will have the opportunity to meet with the practicum coordination team to assist in planning practicum experiences. Utica College will host the Nurse Practitioner White Coat Ceremony and reception on Saturday evening.
Co-requisite: NUR 611

Academic Policies and Procedures

Utica College fully affirms the principle of academic freedom and endorses the American Association of University Professors Statement on the Academic Freedom of Students. The preamble of that statement is quoted below.

"Free inquiry and free expression are essential attributes of the community of scholars. As members of that community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for

truth. The freedom to learn depends on appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Students should endeavor to exercise their freedom with maturity and responsibility."

The regulations published in this catalog and in the Student Handbook have been established and endorsed by the representative governing bodies that establish the academic and behavioral standards expected of all members of the Utica College community.

Students are held responsible for abiding by all regulations set forth in the catalog and the Student Handbook. While they may seek the advice of a counselor, final responsibility for any decision reached or action taken is theirs.

THE COLLEGE RESERVES THE RIGHT TO CANCEL ANY COURSE IF NECESSARY AND TO MAKE CHANGES IN REGULATIONS, CURRICULA, AND FEES AT ANY TIME.

Email

All students, staff, and faculty are issued an official UC e-mail account and are required to use it for official communication with UC students, staff, and faculty. Your UC e-mail account is the primary official channel through which the College will communicate with you, therefore you must check your account regularly. Information on using your UC e-mail account can be found at www.utica.edu/helpsheets.

Information about Your Major

A major consists of courses focused on a particular academic field. Majors are declared by a student at the time of original admission to the College and the major program. Certification for graduation takes place during the final semester of the student's senior year after the student has applied for his/her degree. Certification is based upon satisfactory completion of all major, major-related, electives, and other requirements. Any major the student completes is indicated on the transcript.

Each student bears final responsibility for ensuring that degree requirements are completed. Students can review their progress toward degree completion at any time using the Degree Evaluation function, which is in the Student Services tab in BannerWeb for students.

ABSN Majors are subject to the following regulations:

1. Students must complete at least one major to graduate.
2. Major requirements are comprised of the courses listed in either the catalog for the year of the student's matriculation or the catalog of a subsequent year.
3. The pass/fail option may not be used for courses in the major unless that grading system is specified for that particular course.
4. When completing a dual major, no more than nine credit hours comprising the first major may be used toward fulfilling the requirements of the second major.
5. For graduation certification: ABSN students must earn at least a 2.8 cumulative GPA throughout the entire ABSN program. This includes all courses listed under Major Course Requirements. It does not include courses listed under Major-Related Requirements.

To be approved for graduation, Family Nurse Practitioner, M.S. students must:

1. Complete all course requirements with satisfactory academic standing including a minimum cumulative grade point average of 3.0.
2. Be enrolled in a credit-bearing course or in a 997/998 Continuous Student Enrollment course for the semester in which they seek graduation.
3. Submit an Application for Degree to the Registrar's Office by the deadline for the semester in which the student anticipates graduating.

4. Successfully complete a Culminating Academic Experience (e.g., thesis, capstone project, comprehensive exam, portfolio/dossier).
5. If appropriate, submit required paperwork and copies of the Culminating Academic Experience to the Office of Graduate Studies (students completing a thesis must also present at a thesis defense), and
6. Satisfy all financial obligations to the College, including the graduation fee and completing the Exit Interview.
7. Each student's Application for Degree is verified for completion of the above requirements for graduation. When all of these criteria have been met, the dean shall recommend the student to the provost for certification by the Faculty Senate that the student has met all of the requirements for graduation.

Academic Support Services

The Office of Learning Services provides advisement, advocacy, and academic support to all students who identify themselves as having a disability and to students who are experiencing academic difficulties. The staff works with students in a variety of ways to promote self-awareness, self-determination, and self-advocacy for our students with disabilities. The staff also acts as a resource for all members of the Utica College community to promote accessibility for learning. Students are invited to contact the Office of Learning Services where they can receive accommodations for a learning disability.

Students have access to a free online tutoring service called SMARTHINKING. This service provides tutoring in a variety of subjects, some of which are available 24 hours a day, 7 days a week.

For more information about Learning Services visit www.utica.edu/learning or call 315-792-3032.

All ABSN students received a monthly newsletter which includes the following:

- A message from the Success Coaches
- Important dates and deadlines
- Site visit dates by the Site Director, Associate Dean, and/or Program Director
- A message from Student Financial Services, if applicable
- Kaplan webinars
- A research-based article
- Additional resources of interest found throughout the semester and community events of note

Advising

Students are assigned a Success Coach and an academic advisor at the time of admission into the program. The Success Coach will work with the student to help them successfully reach their academic goals.

Course Numbers

A brief summary of the Course Numbering Guidelines for all courses is given below.
000-099 Remedial and non-credit courses
100-199 First-year courses
200-299 Sophomore-level courses
300-499 Junior- and Senior-level courses
500-599 Joint undergraduate and graduate courses
600-799 Graduate-level courses
The first digit should indicate level. The third digit may indicate type of course. For example:
1. Two semester courses which need to be taken sequentially will have one and two as the third digit, e.g. ENG 101 and 102.
2. Courses which do not have to be taken in sequence will have five (5) and six (6) as the third digit, e.g. LIT 205 and LIT 206.

3. Independent study courses should be numbered 290, 390, 490, as appropriate to the level of the course.

4. Honors courses will have nine (9) as the third digit.

5. At the graduate level, the third digit nine (9) in the numbering series 500-799 indicates readings, research, and individual study courses

Grading System

The grading system used at Utica College is a letter system: A, A-, B+, B, B-, C +, C, C-, D +, D, and P, which are passing grades, and F (failing).

Grade Points and Credit Hours

Grade points are awarded on the basis of 4.0 for each credit hour of "A" grade, 3.7 for A-, 3.3 for B+, 3.0 for B, 2.7 for B-, 2.3 for C+, 2.0 for C, 1.7 for C-, 1.3 for D+, 1.0 for D, and 0 for F. For most courses at Utica College, students receive three credit hours, although the number of credit hours per course varies. The individual course listings in the catalog and in each semester's registration schedule inform students of the number of credit hours granted for each course.

GRADE	GRADE POINTS (per credit hour)	GRADE	GRADE POINTS (per credit hour)
A	4.0	C-	1.7
A-	3.7	D+	1.3
B+	3.3	D	1.0
B	3.0	F	0
B-	2.7	I	0
C+	2.3	AU	Audit
C	2.0	V	Neutral

Instructional courses must offer 12 hours of active instruction for each credit hour with twice that time allotted for student work outside the classroom. Accordingly, a three-credit course consists of 37 hours of active instruction with the expectation that the student will spend twice that time on outside assignments such as homework, research, and review. This definition is consistent throughout all modes of instruction - on-ground, hybrid, and online - for both undergraduate and graduate classes. This definition applies equally to courses of any length, including 8-week courses.

Supervised courses (courses that offer students immersion experiences in another culture without formal lectures, presentations, and laboratory work) offer one academic credit per five days in situ of the course.

Laboratory courses offer one credit hour for each 37 hours of laboratory work.

Credit Hours

Instructional courses must offer a minimum of 12 ½ hours of active instruction for each credit hour with twice that time allotted for student work outside the classroom. Accordingly, a three-credit course consists of a minimum of 37 ½ hours of active instruction with the expectation that the student will spend twice that time on outside assignments such as homework, research, and review. This definition is consistent throughout all modes of instruction - on-ground, hybrid, and online - for both undergraduate and graduate classes. This definition applies equally to courses of any length, including 8-week courses.

Supervised courses (courses that offer students immersion experiences in another culture without formal lectures, presentations, and laboratory work) offer one academic credit per five days in situ of the course.

Laboratory courses offer one credit hour for each 37 ½ hours of laboratory work.

The Office of the Provost, in consultation with the Curriculum Committee, will review and determine the credit hours for courses that do not fall into the categories above.

Incompletes

A grade of Incomplete may be granted only if it can be demonstrated that it would be unfair to hold a student to the normal time limits for the course. A Request for Grade of Incomplete Contract (available online on the Registrar's Form Page at http://www.utica.edu/academic/registrar/) must be completed by both the student and the instructor and requires the approval of the appropriate school dean. The amount of time granted to complete the Incomplete will be set by the instructor at the time the contract is submitted. Even though an instructor may require a student to repeat certain elements of a course to finish an Incomplete, students should not register for the course a second time. However, the student must remain enrolled in either another credit-bearing course or in 997-998 Continuous Student Enrollment.

A grade of I will remain on the record and is calculated as a failing grade until a change of grade is submitted by the instructor. Completing requirements for a course does not remove the Incomplete from the record. The "I" remains a permanent part of the academic record and transcript so that the change from incomplete to a grade can be clearly identified. An Incomplete may affect a student's financial aid. Please contact the Office of Student Financial Services for more information.

Averages

Students can compute their grade point average for each semester by dividing the number of quality points they receive by the number of passed hours of course work (credit hours received for P grades do not count for the purposes of G.P.A. calculations). Their cumulative grade point average can be computed by dividing the total of all quality points they have been awarded by the total number of passed hours (credit hours received for P grades or certain other grades described in the section on "Repeating a Course" do not count for the purposes of G.P.A. calculations).

Grade Changes

Once a grade has been reported, it may not be changed except to correct a computational or clerical error. All such cases must be reported by the course instructor and require the approval of the appropriate school dean.

If a student believes that the grade reported by the course instructor is not accurate and after talking with the instructor still believes there is an error, the student may petition the Academic Standards Committee for a grade change.

Repeating a Course

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. Students must successfully complete **all** of the nursing courses in a semester before moving on to the next semester of courses. See: *ABSN Retention Criteria* for additional information.

Students wishing to repeat a course must register for and retake the course at Utica College if they wish to remove the calculation of the lower grade from their cumulative averages. Equivalent courses taken at other institutions are not counted as repeated courses.

When a course is repeated at Utica College, the lower of the two grades is removed from the calculation of the student's cumulative average. Each time a course is taken, the grade will remain part of the student's permanent transcript. Credit is awarded only once.

If the previous grade earned by a student was not deficient as determined by either the College's standards or by the standards of the program in which the student is matriculated, the repeated course does not count towards a full-time load, nor is it eligible for certain kinds of financial aid. Students intending to repeat a course where the prior grade was not deficient need to be registered for a full-time course load in addition to the repeated course in order to qualify for full-time financial aid, maintain full-time enrollment standing, or to remain in compliance with visa requirements. Students intending to repeat a course should check with Student Financial Services, and international students intending to repeat a course should check with International Education, prior to registering for the course.

Dean's Honor and High Honor Lists

The Dean's Honor List, published after the end of each semester, gives recognition to all students who complete 12 or more credit hours of work with a semester's average of 3.4 or better. Pass/fail courses are not counted toward the 12-hour requirement.

The Dean's High Honor List, published after the end of each semester, gives recognition to all students who complete 12 or more credit hours of work with a semester average of 4.0. Pass/fail courses are not counted toward the 12-hour requirement.

Matriculated part-time students are eligible for both lists if they take at least six and no more than 11 credit hours.

Graduation Honors

Students must have an average of 3.4 - 3.59 to graduate cum laude, 3.6 - 3.79 for magna cum laude, and 3.8 - 4.0 for summa cum laude honors, and students must complete at least 36 credit hours of Utica College graded coursework at the 300- and 400-levels to be graduated with honors. If a student transfers from another institution, graduation honors are computed on the basis of Utica College credit alone. Courses transferred from another institution, whether they are taken prior to admission or while a student is at Utica College, satisfy graduation requirements but are excluded from calculations of cumulative or program-specific grade-point average. At least 60 hours must have been taken in Utica College courses through the spring term immediately preceding the commencement ceremony in which they participate. P grades earned in pass/fail courses are not computed in the student's average, and the credit hours earned in pass/fail courses do not count toward fulfilling the 60-hour requirement for honors with the exception of mandatory pass/fail courses. Second degree candidates are eligible provided they have carried 60 hours of additional Utica College credit in their second degree program.

To be considered for valedictorian or salutatorian, students must meet all of the preceding requirements for graduation honors. Additionally, students must have applied for a degree by the published deadline and be eligible for graduation in May or the previous December. They also must be registered for at least 10 hours of credit in the spring semester if they are May graduates

or at least 10 hours in the fall if they are December graduates. Transfer students must have completed at least three semesters of residency, with summer session counting as a semester. For transfer students, records at previous institutions must be included in computation of grade point average if the cumulative average is less than the Utica College average; records from previous institutions are excluded if the cumulative average is greater than the Utica College average.

Graduation Requirements

Accelerated Bachelor of Science in Nursing Graduation Requirements

To be approved for graduation:

1. Students must have satisfied all requirements listed for their major.
2. ABSN students must have at least a 2.0 cumulative average and at least a 2.8 average in their major course requirements (nursing courses).
3. Students must have satisfied all requirements concerning standards of professional behavior listed in the *Department of Nursing Student Handbook*.
4. For the Bachelor of Science degree, a minimum of 50 percent of the hours required for graduation ut be taken in the liberal arts and sciences.
5. Students must be recommended by the faculty.
6. Students must be active for the semester in which they are graduating.
7. Students must satisfy all financial obligations to the College, including the graduation fee and completing the Exit Interview.
8. Students must apply for graduation by the deadline. Details, including deadlines, are available on the College website at http://www.utica.edu/ogs/gettingtograduation.cfm.

At the completion of the nursing program of study, ABSN 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. This represents to each student that she or he has satisfactorily completed the requirements of the nursing program and is eligible to take the licensing examination for registered professional nurses.

It is the student's ultimate responsibility to ensure that all degree requirements have been completed. Students can review their progress toward degree completion at any time using the Degree Evaluation function, which is in the Student Services tab in BannerWeb for students. It is strongly suggested that students resolve any holds as soon as possible to aid in a smooth and timely process.

Family Nurse Practitioner, M.S. Graduation Requirements

To be approved for graduation:

It is the student's final responsibility to ensure that all degree requirements have been completed. Students can review their progress toward degree completion at any time using the Degree Evaluation function, which is in the Student Services tab in BannerWeb for students.

To be approved for graduation, a student must:

- Complete all course requirements with satisfactory academic standing including a minimum cumulative grade point average of 3.0.
- Be enrolled in a credit-bearing course or in a 997/998 Continuous Student Enrollment course for the semester in which they seek graduation.
- Submit an Application for Degree to the Registrar's Office by the deadline for the semester in which the student anticipates graduating.
- Successfully complete a Culminating Academic Experience (e.g., thesis, capstone project, comprehensive exam, portfolio/dossier).

- If appropriate, submit required paperwork and copies of the Culminating Academic Experience to the Office of Graduate Studies (students completing a thesis must also present at a thesis defense), and
- Satisfy all financial obligations to the College, including the graduation fee and completing the Exit Interview.

Each student's Application for Degree is verified for completion of the above requirements for graduation. When all of these criteria have been met, the dean shall recommend the student to the provost for certification by the Faculty Senate that the student has met all of the requirements for graduation.

Absences

Instructors establish the attendance requirements for each of the courses they teach. Instructor expectations regarding absences (for any reason) and parameters for making up late or missed work may differ, and are usually outlined in the syllabus for each class. If a student incurs excessive absences in a course, his or her grade may be lowered or he or she may receive an F for the course. Only the instructor can excuse a student from class.

In order to ensure that all new and continuing students at Utica College who have registered for classes in a given term are actually in attendance, both for the academic success of the student and for the College's required census reporting to the federal government, the College has developed a student tracking system. Until the end of the third week of classes, efforts are made to identify the presence of students on campus and their attendance in registered courses. Reports on the use of College facilities by way of a student identification card, vehicle registrations, and communication with administrative offices are sent to the Office of Institutional Research for entry into the tracking system. Student attendance is also tracked by way of activity reports from each of the College's learning management systems for courses delivered online, and a manual entry system of attendance is updated by instructors for on-campus courses.

In the case of illness or emergency, ABSN students must notify the clinical instructor, Clinical Coordinator, and Director of Nursing Academic Services by phone call in advance of the clinical experience. Failure of the student to notify the appropriate parties by phone call prior to the start of the clinical time will result in an unexcused absence. Unexcused absences will result in a grade of "F" for the clinical course. ABSN clinical absences will be rescheduled by the Director of Nursing Academic Services. Points are deducted for ABSN lab absences and any missed hours must be made up. If a student misses more than two labs in a given course, the student will receive a failing grade.

In the event that a student has been/will be absent from class for reason due to illness, injury, or family emergency, students are responsible for notifying their instructors and for consulting with each of them to explore whether and how they may be able to make up the missed work.

Although religious holidays are not reflected in the academic calendar, Utica College does recognize the right of each student to observe religious holidays and other religious commitments. If a student wishes to observe religious commitments that will conflict with class times or other class-related activities, it is the student's responsibility to notify faculty members well in advance in order to work with faculty members to find an accommodation that satisfies both the learning goals of the class and the religious commitment of the student.

Academic Appeals

Academic appeals are petitions by students to change a decision rendered about an academic matter. For information on how to file an academic appeal, see the Academic Appeals page on the College's web site: www.utica.edu/academic/appeals.cfm.

Make-up Examinations

Policy for ABSN Students:

If an excused absence is granted and prior arrangements are made, a make-up exam will be allowed. The make-up exam will be based on the original exam objectives and the format of the exam will be at the discretion of the instructor. Make-up exams 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 make-up exam without penalty. If the student has more than one excused absence, the exam may be made up, but the maximum score allowed is 90%.

Policy for Family Nurse Practitioner, M.S. Students:

If a student is unable to take a scheduled examination, a make-up examination in a course may be given at the discretion of the faculty member. Such examinations must be taken during the semester in which the examination was missed, unless a grade of Incomplete is given for sufficient reason. This does not include comprehensive examinations. Students who are unable to take a comprehensive examination on the scheduled day must wait until the next scheduled offering.

Study at Other Institutions

As an institution of higher learning, Utica College strives to protect the integrity of its degree offerings. Therefore, Utica College students must obtain prior written approval from their advisors, school deans, and the registrar before taking courses at another institution for credit at Utica College. Approval is not usually granted if the same course is offered concurrently at Utica College. Students who undertake such study must meet all graduation requirements listed previously.

Students who already have transferred one-half of their credits required for their degree from a two-year college may not return to a two-year college for additional course work or apply additional credits through CLEP.

Forms for the purpose of obtaining permission for course work at other institutions are available online on the Registrar's Forms Page at http://www.utica.edu/academic/registrar/forms.cfm.

Schedule Changes

Any change in schedule must be processed by the Office of the Registrar in order to become effective. Failure to do so will result in a grade of "F" for the course.

Please consult the Registrar's web page (https://www.utica.edu/academic/registrar/withdraw.cfm) to find appropriate deadlines and forms.

Withdrawing from a Class or from the College

There are multiple parts of a term in every semester, and there are three distinct date ranges for each part of term:

1. The add/drop period - dropping a class during this period will result in the complete removal of the course from your record.
2. The withdrawal period - withdrawing from a class during this period will result in a grade of WD on your transcript. This grade will not affect your GPA. On the "deadlines" page, this date is noted as "Last day to WD without academic penalty."
3. The withdraw/fail period - withdrawing from a class during this period will result in a grade of WF on your transcript. This grade calculates as an F in your GPA. On the "deadlines" page, this period begins after the "Last day to WD without academic penalty."

The deadlines for add/drop, withdraw, and withdraw-fail are all posted online:

- Deadlines for on-campus and online programs at www.utica.edu/academic/calendar.cfm
- Deadlines for online programs at www.utica.edu/academic/registrar/8week_deadlines.cfm

Courses that run for part of the term have different add/drop/withdraw schedules from those that run the entire term. Please carefully review the academic deadline schedule (www.utica.edu/academic/calendar.cfm) for the deadlines to add and drop these courses.

You can find the procedures for the withdrawal process on the Registrar's web page at www.utica.edu/academic/registrar/withdraw.cfm.

Note that withdrawing from a class may affect your financial aid. Withdrawals count as hours attempted and will affect the pace component of SAP. A "W" counts towards pace, and a "WF" counts towards pace and GPA. You should consult with Student Financial Services prior to withdrawing.

Administrative Withdrawal

Administrative withdrawal occurs in circumstances where the College deems it appropriate that a student be removed from one or more classes. Only the Office of the Registrar may administratively withdraw students, and only with the approval from the Executive Director for Student Financial Service, Executive Director for Student Success and the College Registrar. Students who have been administratively withdrawn will receive an AW (Administratively Withdrawn) code for the course or courses and will have their charges reversed and aid returned.

Conduct Withdrawal

Conduct withdrawal occurs in circumstances where the College deems it necessary that a student be involuntarily removed from one or more classes based on student conduct. Only the Office of the Registrar may conduct withdraw students, and only at written direction from the President, the Provost, or the Director of Student Conduct & Community Standards. Students who have been conduct withdrawn will receive a CW (Conduct Withdrawn) code for the course or courses. Students who are conduct withdrawn from all courses and the College will be given a student status of "Conduct Dismissal" and a conduct hold will be applied to the student's account.

The College's Refund Policy applies for students who receive a conduct withdrawal. These students will receive a 100% refund if withdrawn during the first week of classes and 0% refund after that.

Medical Leave

An undergraduate student is not eligible to apply for a leave of absence unless it is for medical reasons.

The purpose of medical leave of absence is twofold:

1. To maintain your health coverage if you are insured by a parent and need to maintain your health insurance coverage.
2. To keep your student loans in deferment during an illness.

To apply for a Medical Leave of Absence (students must apply for each semester in which an MLOA is required and must submit the proper forms prior to the end of the add/drop period for that semester):

1. Download and complete the Medical Leave of Absence form from the Registrar's website at https://www.utica.edu/academic/registrar/MLOA.pdf. Submit the form to the Office of the Registrar.
2. Submit supporting documentation from your healthcare provider. The supporting documentation from your healthcare provider must include:
    1. a basis for the medical leave
    2. an appropriate duration of the leave.

It is not necessary for a student to apply for a MLOA if he or she has a registration record for that semester. A grade of WD counts as a registration record. An MLOA is inappropriate for a student who draws from all classes after the start of a semester and gets WD grades since an MLOA presupposes no registration at all for a term. Since, in such cases, the student has maintained continuous enrollment by having a registration record, he or she is eligible to register the following semester and will suffer no adverse effects due to the fact that he or she was not eligible to apply formally for an MLOA.

Confidentiality of Medical Information

Information provided to the College as part of an MLOA will be considered confidential and will be released only in circumstances described by the Family Educational Rights and Privacy Act (FERPA).

Taking Military-Related Leave

If you will be leaving for military duty, or are returning from assignment, please contact UC's Veterans Liaison, Craig Dewan at: (315) 792 3393, e-mail cpdewan@utica.edu.

Utica College policy for military-related withdrawal

- You will need your official orders for military duty sent to the Utica College Registrar's Office.
- There will be **no academic penalty** for withdrawing from your courses provided that you - (a) notify each of your instructors of your leave within reasonable timeframes, (b) work out arrangements with your instructors to complete assignments, and (c) mutually agree on a course completion plan.

Note - Instructors MUST be given adequate communication regarding your leave, and are required only to give you reasonable accommodation for your military leave. Reasonable accommodation is determined by your instructor. If you feel reasonable accommodations are not being made, please notify Mr. Craig Dewan, Registrar, and provide written proof of your case.

- There will be **no financial penalties** for withdrawing from your courses provided that you - (a) notify the Office of Student Financial Services of your leave, and (b) speak personally to your financial aid counselor.

Course Cancellation Policy

The College reserves the right to cancel any course if necessary and to make changes in regulations, curricula, and fees at any time.

Midterm Grade Report

Reports indicating the level of achievement at mid-semester are entered by Faculty into Banner where they may be viewed by students through Banner Web for Students. Students should not consider these midterm reports as official grades; they are designed to identify those who may benefit from academic counseling. Students who do not receive a midterm grade report should not assume that their performance in any given course is satisfactory, but should check with their instructors if they are in doubt.

Transcript of Grades

A transcript is an official and complete copy of a student's academic history at Utica College. It records all courses completed, successfully and unsuccessfully, and all courses that were withdrawn after the add/drop deadline. It also will show any instances of Academic Probation, Academic Warning, or Academic Dismissal. Grades of "F for Cheating" are also recorded on the transcript. Utica College transcripts record every term that you have attended, including both your undergraduate and graduate studies, as applicable. It will show the number of credits accepted for transfer, but not the specific courses. Your transcript also shows any degrees awarded and official College honors earned.

Utica College is also required by New York State to notate the transcript of a student found responsible for a code of conduct violation. The transcript will state "suspended after the finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation," as applicable. Students who withdraw from Utica College while an investigation is pending will have the following notation on their transcript "withdrew with conduct charges pending." Students may appeal to the Dean of Students and Campus Life to seek removal of such notations.

The Office of the Registrar issues transcripts upon request (see Schedule of Tuition, Fees, and Deposits). Requests are generally processed within five business days. Delays may be experienced during the beginning and end of each semester and during preregistration. Please plan accordingly.

Current students are able to print unofficial copies of their transcripts via the BannerWeb system.

Typically grades are available for students to view one week after the end of the term as long as they have completed their Student Opinionnaire on Teaching (SOOT). If students do not complete their SOOTs for their courses, they will be able to view their grades two weeks after the end of the term.

Requests for transcripts are not accepted by telephone; they must be made in person or in writing. A request form is available online for download at the www.utica.edu/registrar.

Utica College reserves the right to withhold the transcripts and diplomas of financially delinquent students.

Probation and Academic Dismissal

Accelerated Bachelor of Science in Nursing Policy

Anytime a student's cumulative average falls below 2.0, he or she will be placed on probation. Probation is a warning that the quality of the student's work must improve or he or she will face academic dismissal for poor scholarship. Students on probation are not allowed to take courses on a pass/fail basis.

Students on probation whose academic performance continues to be poor (GPA below 2.0 and failure to make substantial academic progress as determined by the Academic Standards Committee) will be dismissed from the College. Students with very poor academic records (typically below a 0.5 GPA) may be dismissed without being placed on probation.

Some academic programs have specific probation and dismissal standards that are higher than the College's. In most cases a student dismissed from a program who is in good academic standing within the College may transfer to another program within the College. For further details consult with an academic advisor or a member of the Office of Student Success staff.

Students in online programs with 8-week classes who are dismissed after a D1 (first part of term) class may complete a subsequent D2 (second part of term) class in the same semester, but may not take classes in the subsequent semester. Students who are dismissed after a D2 class will be removed from classes in the subsequent semester.

Students who are appealing a dismissal may remain in classes for which they are registered until the appeal is heard.

Family Nurse Practitioner, M.S. Policy

A letter of academic notice will be issued to any student who receives a grade of B- and has 12 or fewer attempted credit hours. A copy of any letter of warning will go to the student's advisor but the notice will not be noted on the student's transcript.

A letter of warning will be issued to any student who earns a grade of "C" at any time.

A letter of probation will be issued to any student who meets the following criteria:

- GPA of less than a 3.0 after 6 attempted credit hours
- 2 grades of C
- 1 grade of F
- 1 grade of WF

If a student receives an F or WF the student will be placed on probation and must retake the course, or an equivalent course as approved by the program chair, and earn a grade of B or better in the next semester. If the course is not offered in the next semester, the student may, with the approval of the program chair, remain as an active student and take courses appropriate to his/her course of study. However, the student must retake the failed course the next time it is offered and earn a grade of B or better. Failure to achieve a B on retaking the course will result in dismissal from the program. The student is allowed to retake the course only once. Once the failed course is retaken, the grade of F or WF is no longer calculated into the GPA but remains on the transcript and counts toward dismissal. If the course is not required for the program or concentration in which the student is enrolled, the student, with the permission of the program director, may decide to not repeat the course, but the grade of F will remain calculated in the GPA.

A letter of dismissal* will be issued to any student who meets one or more of the following criteria:

- GPA of below a 3.0 after 18 attempted credit hours
- 3 grades of C
- 2 grades of C and 1 grade of F
- 2 grades of F
- A grade below a B in any course in which that student previously earned an F

This dismissal decision may be appealed to the Academic Standards Committee. Students who wish to appeal should consult with the Office of Student Success.

If following a successful appeal and reinstatement, a student earns a second dismissal, that dismissal cannot be appealed and is considered a permanent separation from the College.

Some programs may have stricter policies or procedures, please see program-specific pages.

Note: All the steps outlined in this policy may not happen to a student. It is possible for a student to be dismissed without warning or probation if that student meets the requirement for dismissal.

* Students who are dismissed and wish to return, at any point, must submit an appeal to the Academic Standards Committee by emailing ogs@utica.edu.

Professional Behavior

Students, as well as faculty, are expected to exhibit the high level of personal integrity that society must demand of professionals. Matters of professional misconduct, including moral turpitude, inappropriate behavior, or violations of a professional code of standards, are typically handled by the relevant academic department unless the behavior is so egregious as to warrant it being referred to the Office of Academic Affairs or the Academic Standards Committee. Failure to comply with these standards may result in denial of admission to, or dismissal, from the College.

For further information consult the Utica College Code of Student Conduct (see Code of Student Conduct) and retention policies of the individual program.

Hazing Policy

Utica College defines hazing to include any action that intentionally or recklessly causes or poses a substantial risk of harm to the mental or physical health or safety of one or more persons. Subjecting any person to and/or encouraging any person to commit an act that violates human dignity, the Code of Student Conduct, or the law for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a group or organization is prohibited. The express or implied consent of participants or victims will not be a defense.

Hazing and abuse are expressly *prohibited*. These include, but are not limited to: forced consumption of alcohol or other substances, sleep deprivation, threats of harm, actual physical harm (e.g., paddling, beating, branding), performing any service or action under coercion or duress.

a) Physical Hazing
Several examples are paddling, beating, slapping, kicking, pushing; sleep deprivation, duck walking, and tearing clothes, consumption of alcohol, use of drugs, forcing the use of alcohol or drugs.

b) Emotional/Psychological Hazing
Several examples are cursing, yelling, humiliating, belittling; any morally degrading, illegal or indecent activity; any type of activity that is in violation of legal statutes or policies of the resident locale, i.e. college, city, state, etc.

1. Unapproved work and/or other activities: any road trip that would make it necessary for a prospective member to travel extreme distances or under hazardous conditions or any activity that would endanger a prospective member.
2. Requiring or accepting services from prospective members, including but not limited to visits, errands, buying food, gifts or personal items, being a personal chauffer etc.

 Hazing poses substantial risks to the safety and well-being of individual students and the University community. As such, violations of this policy will result in referral to Judicial Affairs and possible disciplinary action which may include, but not be limited to, any or all of the following:

- suspension or expulsion from the College, loss of recognition and privileges, referral to law enforcement, participation in educational programs, and other educational or remedial action appropriate to the circumstances.

Utica College and the Inter Greek Council have a zero tolerance hazing policy. Any accusations of hazing will be taking very seriously. Utica College will enforce this policy through internal disciplinary procedures, the external prosecution of alleged offenders, or both. Individuals who participate in acts of hazing will be held accountable under this policy, all other IGC policies, and the Code of Student Conduct. For more information or if you would like to report a hazing incident please contact Fran Lucia in the Office of Student Activities at 315-792-3037.

Readmission after Academic Dismissal

Students who are dismissed for academic reasons will not be able to take any courses at Utica College for at least one regular semester. Students who are dismissed at the end of a fall semester are eligible to apply for readmission the following fall semester. Students who are dismissed at the end of a spring semester are eligible to apply for readmission the following spring semester. Utica College is not obligated to accept transfer credit for work taken at another institution during the period of dismissal.

Students whose application for readmission is approved will retain the credits and grades earned before they were dismissed, and they will be readmitted on probation.

A second dismissal is considered to be a permanent separation from the College. Students who can provide convincing evidence of their ability and determination to complete degree requirements successfully may appeal this status to the Provost.

Some academic programs have specific probation and dismissal standards that are higher than the College's. For details see the program information in the "Program of Study" section of the catalog.

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 acknowledgment, 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.

Academic Honesty*

Academic honesty is necessary for the free exchange of ideas. Utica College expects academic honesty from all students.

Academic dishonesty can include plagiarism or cheating. Plagiarism, a serious form of academic dishonesty, is the use of ideas and phrases in the writings of others as one's own without crediting the source. All materials used or paraphrased must be cited and credited. Cheating refers to both the giving and the receiving of unauthorized assistance in the taking of examinations or in the creation of assigned and/or graded class work. Students who assist other students in, or contribute to, acts of academic dishonesty are subject to the appropriate penalties.

Utica College faculty are authorized to assign academic penalties, including the grade "F for Cheating," for academic dishonesty.

Students who receive a penalty for academic dishonesty forfeit the right to withdraw from the class or the College without penalty, unless the faculty member allows it. The faculty shall inform the student in writing of the penalty and of the right to an appeal to the Academic Standards Committee, with a copy to the provost and vice president for academic affairs. The provost and

vice president for academic affairs will refer any repeat offense, or any particularly egregious first offense, to the Academic Standards Committee, which may recommend a more severe penalty than that imposed by the faculty member. The student may appeal in writing to the Academic Standards Committee to have the phrase "for cheating" removed from his/her academic transcript following graduation from the College.

In addition, instances of academic dishonesty may be referred to the Academic Standards Committee by the Office of Student Affairs, and instances of academic misconduct (misuse of academic resources or facilities) may be referred by the Academic Standards Committee to the Office of Student Affairs for possible action through the student disciplinary process. Behavior by a student may result in both a hearing by the Academic Standards Committee and action through the student disciplinary process. The processes are separate so the decision rendered in one place will not determine the decision rendered in the other.

*See the Code of Student Conduct at http://www.utica.edu/student/conduct/ for definitions, policies, and procedures concerning academic misconduct.

Student Complaint Process

Any student who has been treated unfairly will have the right to be heard fairly and promptly. The college recognizes that disputes may sometimes arise and requires the parties involved to resolve the conflict informally whenever possible. If resolution cannot be reached, a formal complaint can be submitted to assure impartial and equitable resolution.

This complaint process may not be invoked for matters that have independent appeal processes that are already established. Examples of these include, but are not limited to, Student Conduct, Title IX, FERPA, Academic Appeals, Academic Integrity, and Financial Aid.

The process is divided into an informal and formal process. Resolution may be reached at any stage of the process.

Complaint Process Details

Informal Process

Utica College requires that you first make every effort to informally resolve a complaint or concern. It is important that you talk directly with the staff, faculty or administrator with whom you have a concern in order for them to have an opportunity to hear you and work with you to resolve the issue. As a professional courtesy, you are advised to:

- Contact the college employee by phone to schedule an appointment
- Be sure to identify yourself and provide contact information
- Be clear about what your concern is and how you would like the issue resolved
- If your concern has not been resolved, you may consult with the Office of Student Success or the Office of Graduate Studies to assist you in attempting to resolve the matter.

Formal Complaint Process

If you have exhausted the informal process and still have not resolved the issue, you may submit a formal complaint using the Utica College Student Complaint Form. This completed form should be submitted as soon as possible and no more than 60 days after the incident occurs.

Once your formal complaint has been submitted, you will be contacted by college personnel within five (5) business days to discuss your concern further. You will be provided information regarding next steps in the process and may be asked for additional information, if necessary.

If your complaint or concern has not been resolved to your satisfaction, you may appeal the decision. To appeal a decision, you will need to follow the instructions provided in the decision notification.

After your appeal has been submitted, you will be contacted within five (5) business days regarding next steps in the process and be given information as to who will be reaching out to you.

Please see the student complaint process webpage for further details: www.utica.edu/college/studentcomplaint.

Notice of Utica College Policy Concerning Unauthorized Distribution of Copyrighted Material and Unauthorized Peer-To-Peer File Sharing

The Utica College policy concerning unauthorized distribution of copyrighted material and unauthorized distribution of copyrighted material and unauthorized peer-to-peer file sharing is found on the following web pages:

- Utica College policy on Copyright and Peer-to-Peer File Sharing: http://www.utica.edu/policies/index.cfm
- How to access music, movies, games, software, and other copyrighted materials legally: https://www.utica.edu/academic/iits/copyright/legal_options.cfm
- Copyright laws, copyright protections, and user's rights: www.copyright.gov/title17/92chap5.html

Education Records and FERPA

Utica College fully complies with the Family Education Rights and Privacy Act (FERPA) and its implementing regulations. To see the College's policies and procedures in accordance with the FERPA regulations, see http://www.utica.edu/academic/registrar/ferpa.cfm

Students have the right to access and control access to their educational records as provided in the federal Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment. These include the rights to view and challenge the content of specified records, to control the release of personal and academic information to third parties, and to suppress all or some information categorized as "directory information" by legislation.

The policy of Utica College on access to and release of student data/information follows. Pursuant to the Family Education Rights and Privacy Act of 1974, this will constitute official notice of the following information:

1. Official files containing material directly related to students are maintained in the following locations on campus.
   - The Office of the Registrar maintains the student's official academic record, admissions material, copies of official correspondence with the student, and copies of information concerning the student's academic record sent to prospective employers or other educational institutions at his or her request. Student transcripts are kept permanently. These files are maintained by the registrar.
   - The Academic Support Services Center maintains a file containing academic records, admissions material, and copies of correspondence with the student who has not declared a major, or is on academic probation. These copies are maintained by the director of student development.
   - The Office of Student Financial Services maintains files containing information related to financial aid applications and awards. These files are maintained by the executive director, Office of Student Financial Services.
   - The Office of Student Employment maintains files containing information related to a student's employment in all campus-based work programs. These files are maintained by the Office of Student Employment.
   - Once a student has opened a credential file with the Office of Career Services, the office will send copies of this file to prospective employers or graduate schools at the student's request for a period of 5 years after opening their file. These files are maintained by the Office of Career Services.
   - The Office of Student Affairs maintains files of students who have had cases adjudicated through the College's student disciplinary system. The student disciplinary system is used to resolve cases of students who are charged

with violating the Code of Student Conduct. These files are maintained by the coordinator of student conduct systems.

- The Office of Residence Life maintains files related to students who live in campus residences. The files contain records of students' housing history, including violations of residential policies and regulations. These files are maintained by the director of residence life.
- The Office of Online and Extended Studies maintains files for students in those programs. The files, which contain academic records, admissions material, and copies of correspondence, are maintained by the executive director of strategic operations.
- Corporate and Professional Programs maintains files for students enrolled in those programs. The files, which contain academic records, admissions material, and copies of correspondence, are maintained by the executive director of corporate and professional programs.
- The Office of Advancement maintains files on students who pledge a gift to the College. These files contain a record of their pledges and correspondence, and are maintained by the coordinator of research and records.
- The Office of Marketing and Communications maintains files on students who submit information for press releases. These files are maintained by the director of media relations.
- The school office in which the student's major resides maintains a file containing academic records, admissions material, and copies of correspondence with the student. These copies are maintained by the dean of the relevant school.

2. The Act stipulates that the following persons and officials may have access to a student's file without his/her permission:
   - Utica College officials, faculty members, and employees - including student employees, trustees, and persons under contract to the College - who have legitimate educational interests.
   - Authorized representatives of certain federal and state officials, including the comptroller general, the secretary of education, etc. Please note that representatives of investigating agencies specifically are excluded.
   - Organizations conducting studies for educational agencies for the purpose of developing, validating, or administering predictive tests, or administering student aid programs and improving instruction.
   - Accrediting organizations in order to carry out their accrediting functions.
   - In compliance with judicial order pursuant to any lawfully issued subpoena.
   - Parents of students who are dependents of their parents for income tax purposes.

3. No person, other than those enumerated in #2 above may have access to a student's records without his or her written consent.

4. Records maintained in the Office of the Registrar constitute the official record and are maintained for a period of six years. Records maintained in the other offices are destroyed when there is no further need for them, usually three to five years after graduation or separation from Utica College.

5. The Act stipulates that students have the right to inspect their records. To do so, they must direct their request in writing to the person responsible for the file they wish to inspect. The request normally will be honored at the time of its receipt, if staff are available, but in no case later than 45 days after the request is made. Students have the right to review all material in their file unless they have waived their right of access. They have the right to receive a copy of any portion of their record, which will be made available to them at a charge of $1 for the first page requested and 10 cents for each additional page, with the exception of transcripts, which will be made available at a charge of $5 per paper copy and $4 per electronic copy.

6. A student has the right to challenge the content of his or her records. If a student should wish to do so, the College will attempt to resolve the dispute informally, through the person having responsibility for the file. If this attempt proves to be unsatisfactory to the student making the challenge, the student may request the president of the College to convene a formal hearing. The president or a faculty or staff member appointed by the president, who shall have no direct interest in the outcome, will conduct the hearing. The hearing will be held within a reasonable time following the request, and the student will be afforded a full and fair opportunity to present evidence relevant to the issues raised. The decision will be rendered in writing by the official conducting the hearing within a reasonable time after the conclusion of the hearing.

7. The Act permits the College to release directory information. Directory information will include the following categories: the student's name, home town, home address, residency status, campus or local address, telephone number, UC e-mail address, UC student ID number, date and place of birth, academic level, major field of study, weight and height of athletic team members, dates of attendance at Utica College, registration status (full- vs. part-time), degrees

and awards received, photographs, and the most recent previous educational institution attended, as well as participation in officially recognized activities and sports. Students who do not wish to have this information released without prior consent should notify the Office of the Registrar in writing. In the absence of such notification, directory information will be released when it is deemed appropriate by college officials.

8. The Act permits the College to reveal the results of disciplinary proceedings against students accused of violent crimes who have been found responsible for violating the College's rules or policies. The College is also permitted to notify parents if a student younger than 21 is caught drinking or using illegal drugs.

Directory Information

At its discretion, Utica College may provide "directory information" in accordance with the provisions of the Family Education Rights and Privacy Act of 1974 (FERPA). Directory Information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at Utica College includes the following:

Student's Name
Local Address/Campus Residence/Telephone Numbers
Permanent Address/Telephone Number
E-mail Address
Date and Place of Birth
Hometown
Degrees and Awards Received and Dates
Dates of Attendance (Current and Past)
Full or Part-time Enrollment Status
Participation in Officially Recognized Activities
Participation in Officially Recognized Sports
Weight/Height of Members of Athletic Teams
Most Recently Attended Educational Institution
Major Field of Study
Academic Levels
Residency Status
Photographs

Students may block the public disclosure of directory information by submitting a *Request to Prevent Disclosure of Directory Information* form with the Office of the Registrar. Please consider very carefully the consequences of a decision to withhold directory information. A non-disclosure block will call for Utica College not to release any or all of this "directory information;" thus, any future requests for such information from non-college persons or organizations will be refused.

Utica College will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect on you, Utica College assumes no liability as a result of honoring your instructions that such information be withheld.

Requests for non-disclosure may be filed at any time and remain in effect permanently (including after departing the College) until removed, in writing, by the student.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records - including your Social Security Number, grades, or other private information - may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII

without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Questions about FERPA, students' privacy rights, and Utica College's compliance procedures may be directed to the Office of the Registrar, 123 White Hall, Utica College, Utica, NY 13502-4892.

Release of Personal Information to Military Recruiters

At the request of military branches, the regulations under the Solomon Amendment, 32 CFR Part 215, require the College to release select information on currently enrolled students to military recruiters for the sole purpose of military recruiting. Before releasing the requested information, the College will ask if the intent is to use the requested information only for military recruiting purposes.

The military is entitled to receive information about students who are "currently enrolled," which is defined as registered for at least one credit hour of academic credit during the most recent, current, or next term.

Under the Solomon Amendment, the military is entitled to receive the following student information:

Name
Age or year of birth
Address
Major
Telephone Number
Level of education (i.e. freshman, sophomore, or degree awarded to a recent graduate)

If a student has requested that his or her directory information not be disclosed to third parties, as is permitted under FERPA, that student's information will not be released to the military under the Solomon Amendment. In such instances, the school will remove the student's information sent to the military and note "We have not provided information for X number of students because they have requested that their directory information not be disclosed."

Confidentiality for Student Employees

Students working in Utica College offices (student employees, resident assistants, or student interns) are sometimes required to handle confidential materials. Students are asked to sign a statement of confidentiality. If a student knowingly reveals information learned in confidence while working in a College office, the College reserves the right to take disciplinary action.

Basic Academic Skills

At Utica College, faculty recognizes that not all students come to the College with the same level of academic skills. Some students need to develop their competence in such areas as reading and study strategies, writing skills, math skills, and speech and discussion skills.

The academic record of every applicant is reviewed carefully and those students needing development in a particular area are enrolled in freshman courses designed to meet their needs. Students who are so assigned must successfully complete the course(s) before registering for the next level of course work in the subject area.

Students must achieve a minimum grade of C when taking developmental courses (ENG 100 - Writing Skills (1, 2), REA 100 - Reading and Study Strategies (1), MAT 100 - Basic Mathematics (1 to 2)) for the first time in order to receive academic credit.

Introduction to Online Study at UC

If you've never taken an online course before, this information will tell you what to expect in your course, help you get started, and provide answers to the most frequent questions that people have. If you have taken online courses before, this may provide helpful reference material.

Utica College's ABSN students use Canvas as their Learning Management System (LMS.) Utica College's Masters of Science in Nursing students use Engage as their Learning Management System (LMS). These are self-contained learning environments with all the tools to access course information, communicate with your instructor and other students, and complete and submit assignments.

Remember, if you ever have difficulty with your online course; please call:
Canvas Assistance Hotline (available 24/7): 1-855-495-9954 (Toll Free)
Engage Support (available 24/7): 1-866-264-1537 (Toll Free)

<u>What to Expect in your Online Course</u>
For some of you, this will be your first online learning experience. Others may be e-learning experts. We believe we've designed a unique learning opportunity, which makes the most of the convenience and the potential richness of online learning.

<u>Budget Your Time</u>
You should expect to spend approximately 8 - 12 hours per week on a course. That time may vary from week to week and student to student, but if you find you're spending much more, or much less time, we suggest you check in with your instructor. We think you'll have the best experience if you visit the course website several times during the week and log in every day to stay current with the material and participate actively in discussions. Your instructor will be actively involved in facilitating discussions and in leading the class through the course materials.

<u>Interacting with Others</u>
You will be expected to interact regularly with your instructor and fellow students through the online discussions. Your discussions will be enriched by studying all the course materials. You will also have the opportunity to communicate via the email system built into Angel Learning and possibly through live chat sessions.

<u>The Role of the Instructor</u>
Online courses involve much more than reading texts and writing papers. In particular, instructors can:

- tailor each session of a course to the particular needs, priorities and experience of the students.
- enrich the basic course material from their own expertise and experience.
- help students make the most effective use of their time.

<u>Online Learning is Active Learning</u>
For online learning in particular, you the student must drive your own learning experience. Your instructor functions as your primary resource and facilitator in this active, learner-controlled process. Your instructor also coordinates, synthesizes, summarizes, and comments on the work of the class as a whole.

<u>Communicating with Your Instructor</u>
You can always reach your instructor by course mail and you should receive a reply within 24 hours weekdays or on Monday for messages sent over the weekend. Many instructors have virtual office hours where they will be available for online chat sessions. You can access chat, email, and other communication tools from the course tools menu.

Organization of Course Materials

Inside your course, you will notice a series of tabs. These tabs will help you navigate through your course. The Lessons tab serves as an organizer for all the content within a course. There is also a Student Resources tab where you will find pertinent resources to assist you with your online education.

The tabs will be your roadmap throughout the course. Be sure to explore the course tabs so you are familiar with their purpose.

When you first log in to the course, the content for the current week (and all previous weeks) will be active. You should begin each week by clicking on the lessons tab. You will see the organization of content by modules or by weeks depending on how your instructor has organized the material.

Discussion Boards

The Discussion Board is a special kind of online mail or bulletin board where messages can be read and/or replied to by everyone in the discussion group (usually your whole class); this is often referred to as a "threaded discussion." Messages on the board are saved automatically.

The discussions form an integral part of the learning experience. In particular, by participating in the discussions you will:

- get your questions answered.
- see what other students think.
- learn about how the course material relates to a variety of people's experiences.
- practice phrasing your questions, concerns, and explanations clearly.
- practice communicating with colleagues via computer tools.
- receive feedback and summary information from your instructor.
- have a record of every message that was posted available to refer back to.

Email

Course mail allows you to send, receive, reply to, and forward mail messages to others in the course. Please remember that this email only functions within the course, so you can only send email to your instructor or your classmates. You can also store drafts of mail messages, search your mail messages, and add mail folders.

Chat

Some of our courses include a Chat feature. Chat allows students and instructors to have real-time conversations with others in the course. Chat is also the tool your instructor may use to hold online office hours.

Petitions

If a student feels he or she should be absolved from adhering to a particular academic regulation or procedure, or that an academic regulation has been unfairly applied, he or she should discuss the problem with a member of the Office of Student Success. If the matter cannot be resolved to the student's satisfaction, he or she will be provided with a form for petitioning the Academic Standards Committee. After he or she has submitted the petition, the committee will consider the individual's case and inform the student by letter of the decision reached and the action taken.

Summary Dismissal

Summary dismissal of a student is an exceptional step that may be taken by the College in response to student behavior in an academic setting that puts students, faculty, staff or a program at risk; that seriously undermines the integrity of the academic mission; or that places the College in legal jeopardy.

Summary dismissals are issued by the Office of Academic Affairs after review of the relevant student behavior and are effective immediately. Dismissed students receive an official communication outlining the justification for the dismissal and may appeal their dismissal to the Provost.

2018-2019 Academic Calendars

Academic Calendars can be located on the Utica College website at: www.utica.edu/academic/calendar/cfm

Summer 2018

Part of Term	1	D1	D2	D3	S1	S2	HP	PT1	PT2	PT3	PT4	PT5
Number of Weeks	16	8	8	16	6	6	HEOP Classes	Physical Therapy 1	Physical Therapy 2	Physical Therapy 3	Physical Therapy 4	Physical Therapy 5
Date Class Begins	5/7	5/7	7/2	5/7	5/21	7/9	6/30	5/7	5/14	6/11	6/18	6/25
Last Date to Add/Drop	5/11	5/11	7/6	5/11	5/25	7/13	7/6	5/11	5/18	6/12	6/22	6/29
Mid-Term Grades Due	6/22	6/3	7/29	7/1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Last Day to WD without Academic Penalty	7/6	6/11	8/6	7/16	6/18	8/6	7/17	5/24	6/11	6/13	7/16	7/30
Last Day to place class on Pass/Fail or Audit	7/6	6/11	8/6	7/16	6/18	8/6	7/17	5/24	6/11	6/13	7/16	7/30
Last Day to Withdraw-Fail (calculates as an F in GPA)	8/23	6/28	8/23	8/23	6/28	8/16	8/3	6/7	6/19	6/14	7/26	8/23
Final Grades Due	8/29	7/4	8/29	8/29	7/4	8/22	8/8	6/13	6/25	6/20	8/1	8/29
SOOT Opens (link sent to students' UC email account)	8/17	6/22	8/17	8/17	6/22	8/10	N/A	N/A	N/A	N/A	N/A	N/A
SOOT Closes	8/24	6/29	8/24	8/24	6/29	8/17	N/A	N/A	N/A	N/A	N/A	N/A
Last Day	8/24	6/29	8/24	8/24	6/29	8/17	8/4	6/8	6/20	6/15	7/27	6/29

There will be an adjustment made to accommodate for Memorial Day and Independence Day for on-ground classes.

Fall registration opens for non-matriculated students: 6/4

Deadline to apply for August degree: 6/15

Summer 2018 degree conferral date: 8/25

Fall 2018

Part of Term	1	D1	D2	D3	H1	H2	T1	T2	T3	OTW
Number of Weeks	16	8	8	16	8	8	5	5	5	17
First Day of Classes	8/28	8/28	10/23	8/28	8/28	10/23	8/28	10/2	11/6	8/14
Last Date to Add/Drop	9/1	9/1	10/27	9/1	9/1	10/27	9/1	10/6	11/10	8/18
Mid Term	10/20	9/24	11/19	10/22	N/A	N/A	N/A	N/A	N/A	10/2
Mid-Term Grades Due	10/27	9/24	11/19	10/22	N/A	N/A	N/A	N/A	N/A	10/9
Last Day to WD without Academic Penalty	11/3	10/2	11/27	11/6	10/2	11/27	9/14	10/23	11/28	10/18
Last Day to place class on Pass/Fail or Audit	11/3	10/2	11/27	11/6	10/2	11/27	9/14	10/24	11/28	10/18
Last Day to Withdraw-Fail (calculates as an F in GPA)	12/14	10/19	12/14	12/14	10/19	12/14	9/28	11/3	12/14	12/14
Final Grades Due	12/20	10/25	12/20	12/20	10/25	12/20	10/4	11/9	12/20	12/20
SOOT Opens (link sent to students' UC email account)	12/1	10/13	12/8	12/8	N/A	N/A	N/A	N/A	N/A	12/1
SOOT Closes	12/8	10/20	12/15	12/15	N/A	N/A	N/A	N/A	N/A	12/8
Last Day of Classes	12/10	10/20	12/15	12/15	10/20	12/10	9/29	11/4	12/10	12/10
Final Exams (full term ground classes)	12/11-12/15									
Deadline to Apply for December Degree	10/15									

Spring 2019 registration begins: November 12
Thanksgiving break: November 21 - 23
December 2018 conferral date: December 31

Spring 2019

(Note: all dates 2019)

Part of Term	1	D1	D2	D3	H1	H2	T1	T2	T3
Number of Weeks	16	8	8	16	8	8	5	5	5
Term Begins	1/14	1/14	3/11	1/14	1/14	3/18	1/14	2/18	3/25
Last Date to Add/Drop	1/18	1/18	3/15	1/18	1/18	3/22	1/18	2/22	3/29
Mid Term	3/3	2/10	4/7	3/3	2/10	4/14	N/A	N/A	N/A
Mid-Term Grades Due	3/3	2/10	4/7	3/3	2/10	4/14	N/A	N/A	N/A
Last Day to WD without Academic Penalty	3/29	2/18	4/15	3/25	2/18	4/15	2/1	3/7	4/11
Last Day to place class on Pass/Fail or Audit	3/29	2/18	4/15	3/25	2/18	4/15	2/1	3/7	4/11
Last Day to Withdraw-Fail (calculates as an F in GPA)	5/3	3/7	5/2	5/2	3/7	5/3	2/14	3/21	5/3
Final Grades Due	5/8	3/13	5/8	5/8	3/13	5/8	2/20	3/27	5/8
SOOT Opens (link sent to students' UC email account)	4/22	3/1	4/26	4/26	3/1	4/22	2/8	3/15	4/22
SOOT Closes	4/29	3/8	5/3	5/3	3/8	4/29	2/15	3/22	4/29
Last Day of Classes	4/29	3/8	5/3	5/3	3/8	4/29	2/15	3/22	4/29
Final Exam Week (full term ground classes). No exams on Sunday 5/5.	5/2- 5/7								
Deadline to apply for May degree	3/15								

No ground classes Monday, January 21
Spring Break for ground classes: March 11-15
Summer and fall registration begins: April 1
Summer registration for non-matriculated students begins: April 15
Ground classes final exams: May 2, 3, 4, 6, and 7. No exams on Sunday
May 2018 degree conferral date: 5/10 (Graduate) and 5/11 (Undergraduate)
Fall registration for non-matriculated students begins: June 3

Administrative Officers and Staff

Office of the President

Laura Casamento, Ed.D. — *President*

Kim Lambert, M.P.A. — *Vice President for Institutional Planning and Senior Executive Assistant to the President*

Office of the Provost and Vice President for Academic Affairs

Todd J. Pfannestiel, Ph.D. — *Provost and Senior Vice President for Academic Affairs*

Ann Damiano, Ph.D. — *Dean of Academic Assessment*

Robert M. Halliday, D. Phil. — *Senior Associate Provost and Dean of Graduate Studies*

Jo Ann Hayward — *Director of Operations for Academic Affairs*

Judy Borner, M.S.W. — *Director of Learning Services*

Polly Smith, Ph.D. — *Associate Provost for Online Learning and Vice President for the School of Online and Extended Studies*

Alane P. Varga, M.A. — *Dean for Diversity and Inclusion*

Division of Online and Extended Studies

Polly Smith, Ph.D. — *Associate Provost for Online Learning and Vice President, School of Online and Extended Studies*

Shannon Farrell, M.A. — *Director of Administrative Services*

Elizabeth Nassar, M.S. — *Director of Academic Business Development*

Rose Patterson, M.A. — *Director of Online Design and Innovation*

School of Health Professions and Education

Patrice Hallock, Ph.D. — *Interim Dean, School of Health Professions and Education*

Annette Becker, DNS — *Chair, Nursing Department*

Jennifer Klimek-Yingling, Ph.D. — *Coordinator, Family Nurse Practitioner MS Program*

Cynthia Love-Williams, DNS — *Director, Nursing MS Programs*

Wendy Moore, Ph.D. — *Director, Accelerated Bachelor of Science in Nursing Program*

Frank E. Gannett Memorial Library

James Teliha, M.L.I.S., M.A. *Assistant Vice President, Library and Learning Commons*

Registrar

Craig P. Dewan, M.S.	*College Registrar*
Nertila Zogby, M.S.	*Associate Registrar*
Mariah C. Kane, B.S.	*Director of Transfer Services*

Student Affairs

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