



Accelerated Bachelor of Science
Nursing Program

(Revised 2022-2023)

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WELCOME FROM THE DIRECTOR

Welcome Future Nurses!

Congratulations, you have made an important decision to continue your education and pursue a career in nursing. We are honored to be part of your journey. Nursing is more than a job, it is a profession. To be a nurse is an honor and a privilege. Your nursing education will require passion, determination, integrity, and commitment. You will be challenged in ways you probably have not experienced before in your previous academic programs. However, at the end of the program, you will be rewarded in ways you could not have imagined.

The faculty and staff of the Utica University ABSN program are committed to your success! We will provide you with the resources you need to achieve your goals and become a nurse. We strive to deliver our curriculum with effectiveness and evidenced-based practice, to ensure your success in the nursing profession. Utica University provides you with a large team both onsite and online. We encourage you to get to know your faculty and staff at your satellite site and the online course faculty. ABSN faculty and staff are excited to work with you and guide you to be successful.

To complete a Bachelor's degree in Nursing in just 16 months requires that you dedicate 50 to 80 hours per week on your studies, depending on the semester. Your first challenge will be to manage your expectations around that workload. Trust the process, trust your faculty, and trust that you can do this!

Please do not hesitate to reach out if I can be of any assistance along the way.

Marsela Mehkic, MSN, RN

ABSN Program Director

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PURPOSE OF THE HANDBOOK

This handbook is to be used in conjunction with the [Utica University Student Handbook](#), and students are responsible for adhering to the content of both handbooks. Changes in policies and procedures may be made annually and communicated to students via the updated handbook. The information included in this handbook has been chosen with two purposes in mind. First, an informed student is a better student. We want students to understand the educational goals and mission of the entire program in order to facilitate integration of individual course content into your overall view of the nursing profession.

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

NOTICE OF COMPLIANCE

The Department of Nursing adheres to the statement of equal opportunity in every aspect of student recruitment, admission, and retention. It is the policy of Utica College to admit students who can benefit from the educational opportunities it offers and whom the College has the capability to serve. Students are admitted on the basis of their potential for intellectual, social, personal, and professional growth. Please review the Utica University non-discrimination policy for more information. <https://www.utica.edu/directory/human-resources/title-ix-utica-university>

DEPARTMENT OF NURSING MISSION STATEMENT

Our mission is to provide high quality, innovative, and transformational education to diverse learners and professionals. We prepare nurses to excel in critical reflection, clinical competency, collaboration, caring, and leadership through evidenced based nursing science. Nurses prepared at Utica College are a vital component of the interprofessional healthcare team, responding to health needs across the lifespan locally and globally.

DEPARTMENT OF NURSING VISION STATEMENT

The Utica College Department of Nursing will be recognized as an innovative center of nursing excellence for learners and professionals regionally, nationally, and internationally. The schools educators, clinicians, and researchers will inspire the next generation of nurse leaders to respond to the challenges of the dynamic and diverse healthcare environment.

DEPARTMENT OF NURSING GOALS

1. Liberal Education Foundation: Assimilate theories and concepts from liberal education into generalist foundation practice.
2. Leadership: Practice leadership concepts to deliver high quality health care.
3. Professional Behavior: Incorporate professional standards of moral, ethical, and legal conduct into practice.
4. Clinical Competence: Provide safe, competent care across the lifespan.

ABSN PROGRAM OUTCOMES

1. Integrate the arts and sciences with nursing science as a foundation for generalist nursing practice, utilizing technological, verbal, and written methods of communication.
2. Apply inter-professional, management, and leadership principles based on current evidence that supports quality outcomes in generalist nursing practice.
3. Demonstrate ethical, moral, and legal standards of professional behavior with individuals, families, and groups across diverse healthcare settings.

4. Use critical reflection, current evidence, diagnostic reasoning in the promotion of health, reduction of risk, and management of illness with diverse populations across the lifespan.

PROFESSIONALISM AND COMMUNICATION STANDARDS 1.

Students are expected to communicate professionally with all staff and peers. Students are expected to maintain professional and ethical behaviors in line with the ANA Code of Ethics <http://nursingworld.org/codeofethics> and your student handbook.

2. All verbal communication must be done in a calm and professional manner. No yelling, foul language, invading personal space, or threatening (language or behaviors). 3. All electronic communication should follow professional netiquette (address peers or staff by requested name and/or title, write in full sentences, use appropriate language, no use of excessive exclamation marks, bold print, or caps).

4. Students must only use their **utica.edu** email for all course-related communications, no personal email addresses.

5. Students are to allow **24-48 hours** (response time may vary during weekends and holidays) for faculty communication via e-mail per policy.

6. **It is the student's responsibility to read all announcements, emails, and faculty communications.**

7. **Students are expected to access utica.edu email, canvas, and all other relevant e-communication platforms daily.**

ACADEMIC HONESTY POLICY

In addition to the Utica University regulations regarding academic honesty ([Utica University Catalog](#)), and the [Code of Student Conduct](#), the Department of Nursing faculty has developed the following policy statement:

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

Students should maintain academic honesty at all times. Students must do their own work on all tests and assignments. Any quoted or paraphrased phrases or sentences from published material, Internet sources, or other individuals' work must be correctly referenced. Students may not resubmit their own previously graded work when retaking a course or for a grade in a different course without faculty approval. Resubmitting earlier work will be considered self-plagiarism and treated as any other form of academic dishonesty. Refer to the Utica University [Academic Honesty site](#).

CHAIN OF COMMUNICATION POLICY

Student Communication Policy- Academic Concerns

When students have a concern about their learning experience, the following is the best path to a resolution*.

1. The student(s) shares the concern with the **faculty member** directly involved with the current course, clinical, and/or lab.

- 1a. The student may wish to discuss the concern with their **success coach and/or advisor** to seek support and direction regarding the best way to articulate the concern, identify their need, and provide suggestions for collaborative problem-solving discussion.

2. If unresolved, the student(s) may request an appointment to discuss, or send a written description of their concern to the **Director of Academic Operations**.

3. If unresolved, the student(s) may request an appointment and send a written description of their concern to the **Director of the Nursing Program**.

Seeking a resolution *without following the above outlined process may hinder a timely resolution.

PROFESSIONAL NURSING CODE OF CONDUCT

Since students are preparing for a professional role, professional conduct is expected in all aspects of the course. The Utica College DON will additionally uphold the American Nurses Association (ANA) Code of Ethics as the standard for the professional conduct of nurses. Nursing students are referred to <http://nursingworld.org/codeofethics>. The Utica College DON is committed to the development of a professional nurse who will practice within the ANA Nursing Code of Ethics and whose practice is guided by the values of altruism, autonomy, human dignity, integrity, and social justice. Our goal is to graduate students that will practice these inherent values and to ensure the profession continues to be accountable to and trusted by the communities we serve. Behavior that deviates from the ANA Nursing Code of Ethics will not be tolerated within the nursing program and can result in course failure and or dismissal from the Utica College DON Nursing Program.

AMERICAN NURSES' ASSOCIATION CODE OF ETHICS FOR NURSES (2015)

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

CONFIDENTIALITY STATEMENT

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

- Students in clinical practice have access to protected health information (PHI) of patients on a "need to know" basis and it is solely for use within the scope of duties relating to patient treatment.
- Students may only access the PHI of patients if they are directly participating in their treatment.
- Students may not record PHI of patients (such as name, social security number, date of

birth, etc.) on forms which are turned in for clinical or class assignments. PHI will not be removed from the health care facility. This includes oral, written, and electronic disclosures.

- Students may never discuss PHI in public or inappropriate areas including but not limited to hallways, elevators, restrooms, cafeterias, etc., or with friends/family at any time.
- Failure to protect PHI may be considered a violation of a patient's right to privacy. 8

Properly dispose of documents containing PHI by discarding them in assigned containers marked for proper disposal; do not throw these documents in the trash.

- If a student is unsure whether his or her actions will be in violation of these policies, he or she must consult the instructor *prior* to taking action with the PHI.
- Any student in violation of these policies may be terminated from a clinical position, fail the class, and/or be removed from the nursing program, depending on the circumstances of the violation.

SOCIAL MEDIA POLICY

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

There has been an increase in the use of electronic communication and social media methods within businesses, healthcare environments, and academic learning institutions. It is important when using these types of communication methods to be mindful of the consequences of their use. See below for a list of guidelines.

- Recognize the obligation to maintain privacy and confidentiality
- Do not disseminate any patient/ patient-related information.
- Do not refer to patients in a disparaging manner
- Do not take photos or videos in the healthcare setting.
- Do not take photos or videos of patient/s
- Maintain professional boundaries.
- Adhere to the policies and procedures of the clinical affiliates.
- Report any breach of confidentiality.
- Do not post disparaging remarks about students, faculty, or staff member.

ALCOHOL, DRUG, AND SUBSTANCE POLICY

It is expected that all students adhere to the Utica College alcohol and other drug policies. Refer

to [Utica College's Annual Notice Regarding Drug and Alcohol Abuse Prevention Policies](#). It is the policy of the Department of Nursing that students be free of chemical impairment during participation in any part of their program including classroom, laboratory, and clinical activities. A chemically impaired student is defined as a person who, while in the classroom, laboratory, or clinical setting, is under the influence of, or has abused, either separately or in combination: alcohol, over-the-counter medication, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Students who are chemically impaired in the clinical setting may jeopardize the lives of their clients.

BACKGROUND CHECK AND DRUG SCREENING

All students are required to complete a level II background check, fingerprinting, and drug screening prior to course registration. Compliance with these requirements is essential for clinical placement and program progression. Students who fail to submit a toxicology screen, or students whose toxicology screen results are positive, will be dismissed from the program. Students who fail to submit a background check or students whose background checks indicate a conviction may be dismissed from the nursing program. A history of past arrest and conviction may prohibit students from being licensed as a Registered Nurse. Students should contact their state board of nursing to determine their eligibility for licensure based on their criminal background prior to submitting an application to the nursing program. Students are subjected to random drug screening throughout the duration of the program.

ABSN ADMISSION CRITERIA

Prior to entering the program, students must complete 60 credits in liberal arts courses, including admission courses. They must have a minimum of 65 credits for transfer. Students must have a cumulative GPA of 2.8 or higher and a Science GPA of 3.0 or higher. A grade of C or higher is required in all prerequisite courses. Students must maintain a minimum GPA of 2.8 throughout the program and earn a grade of C+ or higher in all nursing courses.

Applicants who have previously been enrolled in another nursing program must submit two (2) letters of recommendation from faculty in the program with their application. Required Science Admission Courses must be completed within the past 10 years and have a combined GPA of 3.0:

	Admissions Science Courses	Credits
	Human Anatomy & Physiology I with Lab	4
	Human Anatomy & Physiology II with Lab	4
	Chemistry with Lab	4

	Microbiology with Lab	4
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There are no statutes of limitations with the following courses:

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	Other Admissions Courses	Credits
	Statistics	3

Developmental Psychology (Lifespan) 3

SEQUENCE OF COURSES

At Utica College, the ABSN program is designed to provide students with a professional foundation that integrates nursing theory with skills required for nursing practice. The program leads to a bachelor's of science (BS) in nursing. **Students must successfully complete all of the nursing courses in each semester before they can take courses in the next semester- they must follow the program sequence.**

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

The ABSN program is fully accredited by the Commission on Collegiate Nursing Education (CCNE), and is approved by the New York State Education Department. Graduates are eligible to take the National Council Licensure Examination for Registered Nursing (NCLEX-RN). **This is a full-time program. There is no option for part-time program completion.**

COURSE DESCRIPTIONS

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

First Semester = 13 credits

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

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

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NUR 321 Foundations for Nursing Care (4) (2 Lecture, 1 Lab, 1 Clinical) Foundations of nursing practice and the nurse-patient relationship. The essential elements of caring, critical thinking, teaching, assessment, communication, and professionalism are addressed. Includes lab and clinical.

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

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

NUR 332 Pathophysiology (3) (Lecture)

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

Second Semester = 17 credits

NUR 312 Leadership and Informatics in Professional Nursing (3) (Lecture) Differentiates nursing leadership from nursing management and describes how nurses lead professionally. Additionally, this course will explore the impact of informatics and technology on nursing, patient care, and health care delivery.

NUR 366 Care of the Aging Population (8 weeks, 3 credits) (2 Lecture, 1 Clinical) In-depth look at older adults who constitute a majority and growing proportion of people who receive nursing care. Includes learning strategies to assist the aging population to maintain optimal health with chronic illness.

NUR 371 Medical/Surgical Nursing Care I (5) (2 Lecture, 1 Lab, 2 Clinical) Builds upon theoretical concepts, integrating the nursing process to facilitate individual and family adaptation

to acute stressors within medical-surgical nursing. Common physiological and psychosocial stressors and related principles of care management are explored.

NUR 333 Pharmacology (3) (Lecture)

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

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

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

Third Semester = 16 credits

NUR 411 Management in Professional Nursing (Health Policy) (2) (Lecture) Expands the 12

knowledge of nursing management in practice, education, political, and community settings. It emphasizes the essential elements of management, including different management techniques and routine tasks such as budgeting, planning, supervision, and delegation. **NUR 421**

Medical/Surgical Nursing Care II (4) (2 Lecture, 2 Clinical) Focuses on increasing complexity of illness, nursing process in the adult population, complex physiological and psychosocial stressors, and related principles of patient care management. **NUR 423 Senior Nursing Care Seminar Lab I (1) (Lab)**

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

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

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

NUR 446 Care of the Pediatric Population (8 weeks, 3 credits) (2 Lecture, 1 Clinical) The nurse's role in promoting adaptation in the childbearing family. Particular stressors include perinatal complications, well-child health promotion, and childhood illness. **HLS 445 Clinical Research (3) (Lecture)**

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

Fourth Semester = 16 credits

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

Focuses on preparation for the transition from student to professional baccalaureate generalist nurse. Trends and issues regarding nursing education, research, and practice are analyzed within a historical, social, and multicultural systems framework. *Students must successfully complete all previous courses, including NUR 471 and NUR 473 before beginning the clinical portion of this course.

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

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

NUR 471 Advanced Medical/Surgical Nursing (5) (3 Lecture, 2 Clinical) Integration of theoretical, clinical, and professional concepts to provide care for patients with complex health issues. Emphasis on assessment, differential diagnosis, pathophysiology, pharmacology, critical thinking skills, and clinical judgment.

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

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

NUR 346 Care of Populations and Communities (3) (2 Lecture, 1 Clinical) Health of 13

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.

Total required nursing credits = 62

Clinical hours = 588

Lab hours = 225

Sequence of Courses

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

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

RETENTION

Success in the nursing curriculum requires that students demonstrate the knowledge, skills, and professional behaviors expected of an entry-level registered nurse. Knowledge and skills are examined in a variety of formats including written assignments, testing, and clinical observation. The faculty at Utica College strive to provide a successful educational experience for every student. Each student is required to meet the following criteria in order to remain in the nursing program:

The student must:

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

with the exception of GPA requirement that is specific to the nursing programs). **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 prerequisites 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.

3. To achieve a passing grade, the student must meet the following criteria: a. Exam grade of 77% or higher based on weighted average of unit exams and final exam (321, 371, 421, 471).

b. Course grade of 77% or higher when all theory components are added to the exam

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grade.

c. Successfully pass clinical (when applicable) as outlined in the clinical evaluation measurement tool.

d. Successfully pass lab (when applicable) as outlined in the lab (comp) packet. e.

Students who do not meet all of the above course requirements will receive a final course grade of C, unless the overall course grade is less than a C, in which case the final course grade will reflect the grade the student has earned.

4. Students must successfully complete **all** of the nursing courses in a semester before moving on the next semester of courses.

5. Students must adhere to established course sequence in nursing major

6. A student who withdraws from any nursing course jeopardizes his or her progression in the program.

7. Students may withdraw from an individual course **once**. If a student chooses to withdraw from the same course two times, they will receive a course failure.

8. Students must successfully complete the didactic portion of the course before moving on to the clinical portion of the course.

9. Students who are placed on academic probation by the College will be suspended or requested to withdraw from the nursing major.

10. 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:

a. Attend all labs, exams, and clinical experiences, and arrive on time. In the case of an emergency, the appropriate faculty member must be telephoned **prior to** lab/exam/clinical.

- b. Prepare for class/lab/clinical according to course requirements identified in each course syllabus.
 - c. Complete all assignments according to the time frame posted in the syllabus.
 - d. Demonstrate respect and courtesy toward faculty, staff, and fellow students.
 - e. Demonstrate honesty and integrity in all academic and clinical settings.
 - f. Contribute to the educational growth of self and fellow students.
 - g. Wear appropriate attire for the course as identified by syllabus, faculty or organizational partners.
11. It is the responsibility of the student to check Banner and make sure all requirements are met and posted.
12. For graduation requirements, students are encouraged to review the College Catalog and their individual degree evaluations.

GRADING POLICY

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

Acceptable Grades – Pass Unacceptable Grades

A =94 –100% C =73-76%
 A- = 90 – 93% C- =70-62%
 B+ =87 – 89% D+ =67-69%
 B =83 – 86% D =63-66%
 B- =80 – 82% F =62% and below C+ =77 – 79%

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* Incomplete (I) grades may be granted according to the College policy (see College Catalog). A minimum of C+ (77%) must be achieved to successfully pass a nursing course. Grading Policy for Med-surg courses (321, 371, 421, 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 when all theory components are added to the exam grade.
3. Successfully pass clinical as outlined in the clinical evaluation measurement tool (when applicable).
4. Successfully pass lab (when applicable) as outlined in the lab (comp) packet.
5. Students who do not meet all of the above course requirements will receive a final course grade of C, unless the overall course grade is less than a C, in which case the final course grade will reflect the grade the student has earned.

Grading of Clinical Experiences

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

Financial Academic Standard

A student must maintain a minimum Financial Aid Program GPA of 2.0 in order to maintain financial assistance eligibility. If the student's GPA falls below 2.0, he/she is not meeting Satisfactory Academic Progression.

The Financial Aid Program GPA will be the same Program GPA that is used for academic Standing purposes.

Program Academic Standard

A student must maintain a cumulative GPA of 2.8 to remain in the Nursing Program.

UNIFORM POLICY

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

The purpose of the uniform policy is to identify personnel in agencies and to promote safety for both students and clients in the prevention of cross-infection. The uniform is a representation of

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the Utica College Department of Nursing and therefore should be worn in all professional settings including the clinical setting, the skills lab, and at all on-campus activities. All students should have a minimum of three (3) Utica College nursing uniforms, and a set of non-skid white closed toe uniform shoes.

Personal hygiene and grooming are imperative for the safety of students and our patients. Grooming and dress code standards required in clinical practice will be upheld in the lab, as the lab is your practice for the clinical environment, and therefore should mimic the expected level of professionalism.

Uniform

- Wear your clean, wrinkle free Utica University issued scrub uniform. Until your uniform arrives you may wear clean, appropriate scrubs when on site.
- You may wear a clean, wrinkle free white solid colored long sleeved shirt under your scrub top if you get cold. **In the lab *only*, you may wear a solid navy blue warm-up/scrub jacket or full-zip fleece over your scrub top (scrub top must be visible, no pullover fleeces, no hooded sweatshirt, etc.)
- Shoes must be clean, white, non-skid nursing-appropriate shoes (no cros with holes, no canvas flats, etc).
- Students must also wear their Utica University name badge when on campus or at clinical.

Jewelry

- A watch with a second hand must be worn with the uniform.

- A plain wedding band may be worn (may need to be removed in some clinical settings, such as working in the operating room, delivery room, nursery, or with patients in isolation).
- Only small stud earrings are acceptable (limited to two (2) per ear). No hoop or pendant earrings.
- Other visible body-piercings (e.g. eyebrows, nose, lips, tongue) are not acceptable. • No other jewelry is worn with the uniform; it has the potential for scratching clients, harboring bacteria, or becoming a potential choking hazard for the student.

Grooming

- A high standard is assumed when wearing your Utica Scrubs. Students should maintain good personal hygiene, as evidenced by clean, wrinkle-free scrubs, clean, dirt/stain-free white shoes, clean and neat hair, and the absence of body odors.
- All hair must be off the collar and neat. Hair longer than shoulder length must be pulled back. Unnatural hair color (e.g. pink, orange, blue, green, purple) is not allowed. • No nail polish or false fingernails (including acrylic nails, ANC, or gel) may be worn. • Fingernails may not extend beyond the fingertips; otherwise, they can scratch clients and impede manual dexterity.
- Makeup is to be moderate and unobtrusive.
- Fragrances (i.e. perfume, cologne, after-shave) are not to be worn since they may induce discomfort, nausea, or an allergic reaction in clients.
- Tattoos must be covered.

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The student uniform and student photo ID must be worn and visible when in the Lab, Clinical or Campus setting. It is understood that the uniform is clean, has no stains, and is not wrinkled. Under clothing must be white. Shoes must be white and clean, (no crocs with holes, no canvas flats, etc).

Lab: Students must adhere to the Utica University Uniform Policy in all nursing labs (321, 326, 371, 423 and 473) at all times. If students are coming from a clinical site they must change to clean scrubs for the lab to eliminate the risk of spreading infection.

Psychiatry/Community Health

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

TESTING POLICY

- All material provided to you within the course, all class activities, lectures and powerpoints, are testable on the exams.
- When on campus students are required to adhere to the uniform policy, the same is true for examinations.
- Examinations are to be taken when scheduled. Make-up exams are not permitted, except

in the case of medical emergencies. Refer to the Examination Absence Policy. • Students should arrive 15 minutes prior to exam start. Students should be prepared to start the exam at the scheduled time.

- Any student who arrives late for a test, as evidenced by the clock on the wall in the testing lab, will be denied entry into the testing lab and the test and will receive a zero for the exam.
- Exams must be downloaded before the exam start time. Students will not be permitted to download the exam after the exam start time.
- Once the exam has begun students are not permitted to leave and re-enter the exam room. Students are not allowed to leave the exam room for bathroom breaks. Please use the restroom ahead of time.
- Exams must be uploaded by the upload deadline. Students who do not upload their exam by the upload deadline will receive a grade of zero for the exam.
- No resources or materials are permitted in the testing room. This includes cell phones, smart watches, headphones/earbuds, scrap paper, white boards, course materials, recording devices, pens/pencils, food and/or beverages. Students can bring only their computer into the exam room. All electronic devices must be turned off prior to the start of the exam, and all personal belongings (jackets, purses, backpacks, laptop cases, water bottles) need to be left in a designated area.
- Students may not talk to or otherwise communicate with any other student for any reason during the testing period.
- Students may not read questions and/or answer choices aloud.

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- Students must exit the exam and turn off their computer before leaving the testing room. Students who do not exit the exam before leaving the testing room will receive a grade of zero on the exam.
- Students are asked not to congregate outside testing room doors at any time (This includes before and after exams) or in the hallways.
- Students receiving special testing accommodations from the Office of Learning Services must present their signed accommodations letter to the course faculty at least 72 hours in advance of an exam to receive their accommodations on that exam.

EXAM ABSENCE POLICY

Student attendance is mandatory for all testing. Students experiencing a medical emergency and who are unable to attend an examination should contact the Director of Academic Operations and Course Faculty **prior** to the exam to request permission to reschedule. When an exam reschedule is permitted, ten points will be deducted from the overall exam score.

EXAM REVIEW POLICY

Test review will occur immediately after your exam. This is an opportunity to visualize incorrect test questions and answers. Students will have 15 minutes to view the test questions they

answered incorrectly. Taking notes on test questions/answers is strictly prohibited and will be considered academic dishonesty. Individual questions will not be answered during the exam review. Rescheduling of exam reviews will not be permitted. **Exam review does not occur after a final examination.**

PROCEDURE FOR MODIFIED PROGRESSION AND DISMISSAL

Modified Progression or Dismissal

Students in the nursing program are required to comply with specific requirements regarding progress in academic, clinical and behavioral criteria. When a student fails to meet these requirements, the student may be put on a modified completion schedule or dismissed from the program. The student receives written notification regarding this change in their progression.

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

If a student believes he or she has been treated unfairly by the College please see the Grievance and Complaint Procedure in the Utica College Catalog.

Immediate Dismissal from the Nursing Program

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

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

RULES AND REGULATIONS PERTAINING TO THE LAB CLASSROOM

Lab Policy

- Lab Tardiness Rules- Students who present to the lab environment after class start time are considered to be tardy and will not be allowed to participate in the concept quiz and will receive a zero for the missed concept quiz.
- If a student is late twice, the Lab Tardiness Rules still apply and the accumulation of two lab tardies will result in a Lab absence.
- Lab absences related to tardiness are not able to be made up.
- Two lab absences will result in a failure of the Lab portion of a course. • Students should be prepared to participate in their education, which includes obtaining necessary medical clearance, completing any pre-work, etc.

- Students must bring a laptop, notebook, a pen, a stethoscope, and required textbooks to every lab.
- The Lab is a cell-phone free environment.
- Students may bring a covered drink with them into the lab but eating is not allowed in the lab.
- **Lab participation is mandatory.** Active participation requires students to be prepared to engage in content review, ask appropriate questions, attempt to answer any questions asked by faculty, and be prepared to demonstrate any assigned skills in the lab with some level of understanding.
- Openness and tolerance of each other is expected. Negative attitudes, bullying behavior, and drama are never tolerated in any form in the lab environment.

Dishonesty/Plagiarism

- All lab quizzes are graded quizzes. They are **not** open book. All other browser tabs/windows, etc. must be closed during quizzes/exams.
- Please refer to your handbook on plagiarism policies as well as self-plagiarism. Specifically, if you are repeating a course, you cannot submit work already submitted and graded. This is self-plagiarism and could result in a zero and/or failure of the course.
- Forming a study group for working on assignments is acceptable and encouraged. However, students should ensure their work, unless it is specifically a group assignment, is submitted as their own. Submitting work that is not entirely yours is considered plagiarism.

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RULES AND REGULATIONS PERTAINING TO THE 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. Attendance is required at ALL scheduled clinical experiences.

- 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. Clinical orientation is mandatory. Failure to complete health requirements or clinical site orientation may result in the student not being able to proceed in the clinical course.**
 - a.** Students who have exemptions from required vaccinations due to religious reasons must present a form DH 681 from the County Health Department (CHD). Florida Certification of Immunization is used for all medical exemptions and requires a physician's statement and signature. Form DH 681, Religious Exemption From Immunization is required for religious exemptions and is issued by the County Health Department (CHD).
 - b.** Students understand that submitting the documentation to request exemption DOES NOT mean that it will be granted. It is at the sole discretion of the clinical partner to grant a petition for waiving ANY established requirement.

3. Fingerprinted Level II background checks are required. Students must understand that the results of the background check must be disclosed to the clinical partners. As such, background checks that indicate any criminal activity will be evaluated by the clinical partner directly. Clinical partners may refuse to allow students to participate in clinical studies based upon background check findings. Further, background checks indicating any criminal activity may result in program dismissal.
4. Students understand that an inability to meet all of the clinical partner requirements to be cleared for clinical use may result in an inability to continue in the program.
5. Clinical assignment may occur anywhere within a 60-mile radius of students' assigned campus.
6. Cell phone use is prohibited at clinical sites unless directed otherwise by the clinical instructor. Cell phone use in instances other than authorized by the clinical instructor will be considered unprofessional and warrant further action such as the writing up of a clinical corrective action plan and/or a behavioral contract.
7. 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.
8. 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:**

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- a. Coming to clinical practice under the influence of alcohol or illegal drugs.
 - b. Emotional or physical jeopardy. This includes any action by the student toward a patient, family/significant other of patient, or staff member(s) such as, but not limited to the following: threat to emotional and/or physical well-being; willfully harassing; physically, verbally, or emotionally abusing; use of intimidation.
 - c. Student actions incongruent with Utica College Nursing Department policies, actions incongruent with clinical partner organizations, actions inconsistent with course objectives, and actions inconsistent with the principles of patient safety, professional behavior, and ethics.
 - d. Actions and behaviors that demonstrate persistent disregard for client, colleague, religious, ethnic, and cultural practices.
9. Students who commit acts judged by the clinical instructor to be unsafe may be dismissed from the clinical setting and/or course. Examples of unsafe acts include, but are not limited to:
- a. Error in medication administration.
 - b. Administration of a medication without having knowledge of the drug.
 - c. Inaccurate recording or failure to record medication administration.
 - d. Error in administration of intravenous fluids.
 - e. Failure to report changes in patient's condition.
 - f. Failure to seek supervision when necessary.
 - g. Failure to report and document nursing care.
 - h. Compromising patient care by inadequate preparation for clinical experience.
 - i. Breach of confidentiality.
 - j. Neglecting personal safety.
 - k. Creating or causing personal safety hazards.

- l.** Sleeping in the clinical area.
- m.** Disregard for clinical faculty instructions.

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

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.

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CLINICAL ATTENDANCE POLICY

Students are expected to attend all scheduled clinical days. Absence from a clinical experience must be reported to the Clinical Instructor and the Director of Nursing Services/Clinical Faculty Coordinator/Director of Academic Operations **at least one hour** before the start of the clinical. Students will be required to make up any time missed to meet the required number of clinical hours for a course.

1. Students who present to the clinical environment late are considered to be absent and will not be allowed to remain in clinical or participate in the clinical for that day and will be considered absent.
2. A maximum of one clinical make-up is allowed due to unforeseen circumstances such as personal illness or death of an immediate family member. However, the student is responsible for providing written confirmation of the illness from their health care provider, or a funeral program to the Director of Nursing Services/Clinical Faculty Coordinator/Director of Academic Operations.
3. Students who have more than one absence per semester will receive a grade of F for the clinical course.
4. Clinical make-up days will be scheduled when possible and are not guaranteed. However, when a clinical site/instructor is not available for a make-up clinical day in the current semester, the clinical make-up day may be scheduled in the first few weeks of the following semester. In this case, the student will receive a grade of incomplete until the clinical experience is successfully completed resulting in modified progression (see progression policy)

****Students who are unable to attend clinical for any reason will not be able to meet the objectives of a clinical course which will result in course failure. They may withdraw from the course and return at a later date when they are able to engage in all elements of the course (didactic, lab and clinical) to meet all the objectives resulting in successful course completion.****

Responsibilities of Nursing Student

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

1. Prepare for each clinical experience as instructed.
2. Conduct himself/herself in a professional manner.
3. Maintain confidentiality of client information per Health Insurance Portability and 23
Accountability Act (HIPAA) guidelines.
4. Adhere to nursing ethical standards congruent with the American Nurses' Association Code of Ethics.
5. Adhere to agency contractual agreements.

Placement of Students in Clinical Groups

For all clinical experiences, the nursing faculty assigns students to clinical groups. Students will register into their assigned clinical groups. Any changes are subject to faculty review and may be granted only under exceptional circumstances. Changes to clinical sites may incur an administration fee. Under no circumstances may students negotiate a clinical placement directly with the clinical setting. Changes may only be made by the Academic Site Director. For all *precepted* clinical experiences, students are assigned clinical experiences with a registered nurse preceptor. Students participate in clinical learning activities under the supervision of the registered nurse preceptor and the nursing faculty member responsible for the course. Preceptors are assigned through a joint process between the Department of Nursing and the participating agency.

Completion of the Clinical Requirement

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

ATTENDANCE APPEAL POLICY

Students who have perceived extenuating circumstances (medical/immediate family death) thus leading to any absence (Lab/ Clinical/ Examination), will have the opportunity to appeal the absence for related sanctions.

The attendance appeal application must be submitted prior to the related course end date. Be

advised, the process of an attendance appeal may result in delay of course progression and completion.

More information can be found at <https://www.utica.edu/academic/appeals.cfm>.

HEALTH CLEARANCE REQUIREMENTS

The following **must be completed and documented prior to** the start of the ABSN program. Failure to meet these requirements will prohibit your ability to start the ABSN Program. Health forms are available on the Utica College Nursing Website: <http://www.utica.edu/nursing> lab. Student health records should be submitted to the student's Castlebranch or ACEMAPPS account.

These requirements **must** be updated as indicated:

New York Students:

1. Physical examination within 6 month of beginning the program and updated every 12 months
2. Mantoux or Quantiferon Gold within 6 months
3. PPD every 6 months while enrolled in the program
4. DT within 10 years
5. Proof of Measles, Mumps, Rubella vaccination with positive titer results
If titers are negative, proof of re-immunization is required
6. Hepatitis B vaccine series or written waiver refusing vaccination
7. Varicella (chicken pox) titer
8. Flu vaccine annually
9. Meningococcal Meningitis vaccine or signed refusal form
10. COVID-19 Vaccine and Booster

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Florida Students:

1. Physical exam, within one month of starting clinical and renewed every 12 months while in the nursing program, signed and dated by health care professional
2. Hepatitis B series if done, if not a signed waiver is required
3. Hepatitis B Antigen and Hepatitis C antibody test
4. Complete CDC recommendations for exposure to airborne pathogens and/or other airborne contaminants if the possibility of exposure exists
5. Titers for Varicella, Rubeola, Rubella and Mumps – if equivocal or negative must have booster shot before going to clinical and titers redrawn a couple months after booster
6. Two step TB Skin Test or Quantiferon within 2 months of placement
7. Possess a negative 5-panel urine drug screen within less than 30 days of starting clinical practice.
8. Annual Flu vaccine
9. Date of last tetanus shot (must be within 10 years to be valid).
10. Meningitis vaccine or signed waiver is required.
11. Covid-19 Vaccine and Booster

***Individual clinical agencies may request additional health requirements which will be the responsibility of the student.

CPR/BLS CERTIFICATION

The CPR/BLS certification is a prerequisite for all clinical nursing experiences. Certification in cardiopulmonary resuscitation (Community) and Basic Life Support (BLS) **must** be obtained through the American Heart Association, and be kept current throughout the nursing program. Failure to meet these requirements will prohibit your attendance at clinical experiences. Please submit a copy to the student's Certified Background account.

- CPR/BLS Card must not expire during the nursing program. Must be valid for 2 years.
- Copy of card must be front & back of the card, and it must be signed by the instructor and student.
- If you have any specific questions about health documentation or CPR certification, please contact your Admissions Representative.

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PREDISPOSING MEDICAL CONDITIONS

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

BLOODBORNE PATHOGEN EXPOSURE

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

Latex Allergy

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

HEALTH INSURANCE

All students enrolled in clinical experiences must have personal health insurance. Students may obtain such insurance through individual/family health insurance policies or through the College. Health insurance policy forms are available in the College Student Health Center. Please contact your Success Coach if you need to waive the student health insurance fee.

MALPRACTICE INSURANCE

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

UTICA EMAIL COMMUNICATION

Electronic communication is the main form of communication at Utica College. All students are required to access their Utica College webmail for announcements, updates, and messages.

STUDENT REPRESENTATION ON DEPARTMENT OF NURSING COMMITTEES

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

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STUDENT NURSES ASSOCIATION

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

GRADUATION REQUIREMENTS

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

At the completion of the nursing program of study, students who have fulfilled all requirements will be awarded the Baccalaureate of Science Degree. Each student is eligible to wear the Utica College nursing pin. 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.

PROFESSIONAL LICENSING PROCEDURE

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

<http://floridasnursing.gov/licensing/>.

For New York students: NCLEX-RN application packets and instructions for New York State are available through the Department of Nursing. Prior to graduation, students must submit the

completed NCLEX-RN application form with the appropriate fee to the Department of Nursing for direct mailing.

COMPREHENSIVE ASSESSMENT AND NCLEX-RN PRE-TESTING

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

In preparation for the NCLEX-RN, assessment testing will be required by all students in their last semester. In addition, all seniors will participate in a mandatory review course. It is strongly recommended that the NCLEX-RN Licensing Examination be completed within 90 days of graduation. Outcome data show that graduates who take the exam within this time period after graduation tend to have higher pass rates than those who choose to delay taking the exam.

Note: Students should be aware that a felony conviction may cause a state to deny licensure. 27

SUCCESS COACH ROLE AND FUNCTIONS

Utica College believes that the role of the Success Coach is a critical one. Students are assigned a Success Coach at the time of admission. The Success Coach will work with students to help them successfully reach their academic goals.

The Success Coach will:

1. Contact advisees within one week of acceptance into the program.
2. Guide students in preparing for their academic program.
3. Assist students with monitoring their academic progress.
4. Maintain contact with the student through completion of the program.

The student advisee will:

1. Contact his/her Success Coach periodically during the semester to discuss academic progress.
2. Notify his/her Success Coach as soon as academic difficulties arise. Students who wait until the end of the semester to address academic problems often find that it is then too late for their Success Coach to offer them effective assistance.
3. Be ultimately responsible for meeting all academic requirements of Utica College and the Department of Nursing.

Contact information for the ABSN Success Coaches is listed below:

St. Petersburg Campus: Eva Cabrera ebcabrer@utica.edu

Miramar Campus: Eva Cabrera ebcabrer@utica.edu

Syracuse Campus: Marni MacDonald mlmacdon@utica.edu

Albany Campus: Marni MacDonald mlmacdon@utica.edu

Contact information for the ABSN Directors of Academic Operations is listed below:

St. Petersburg Campus: Kinjal Talati, DNP, APRN kktalati@utica.edu

Miramar Campus: Pasquale Iemma DNP, RN, NPD- BC paemma@utica.edu

Syracuse Campus: Marissa Lozada MSN, RN mlstodda@utica.edu

Albany Campus: Sophia Schermerhorn MSN, RN sescherm@utica.edu

Student Financial Services

Students are assigned a Student Financial Services Counselor to assist them with their financial questions. The counselor's contact information is listed below:

Andrea Curley
(315) 792-3008
amcurley@utica.edu

