UTICA

UNIVERSITY

School of Health Professions and Education

**Utica University
Graduate Nursing Program Handbook**

2024-2025

Graduate Nursing Program Directory

Chair of Nursing

Doreen Rogers, DNS, RN, CNE
Assistant Professor of Nursing
Email: dorogers@utica.edu
Office: 238 White Hall

Program Director
Marsela Mehkic, MSN, RN
Professor of Practice
Email: msalkic87@utica.edu

Graduate Nursing Faculty

Danielle O'Connor, MS, RN, FNP
Professor of Practice- Nursing
Email: droconno@utica.edu

Andrea Palerino, MS, PHD, PPCNP-BC
Assistant Professor of Nursing- DEMSN
Program (NY)
Email: ampaleri@utica.edu

Rebecca Yamraj, DNP,RN, CPN
Professor of Practice
Email: reyamraj@utica.edu

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.

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.

PREFACE

The contents of this manual represent the official communication of the policies and procedures of the Graduate Nursing Program. Students are required to comply with them. This manual is used in conjunction with the Utica University Graduate Catalog, Utica University Student Handbook, the DEMSN Practicum Handbook if applicable, and the American Nurses Association Code of Ethics. Collectively, these materials provide the student with the information necessary to take responsibility for participation and success in the program.

This manual includes essential information, forms, policies, and procedures that are vital to completing the clinical/clinical education portion of the DEMSN Nursing Program curriculum.

DISCLAIMER

The Utica University Department of Nursing reserves the right to change the policies, procedures, rules, regulations, and information in the Handbook at any time. Changes will become effective when the proper authorities determine, and the changes will apply to both prospective students and those already enrolled. This handbook is a general information publication only, and it is not intended to, nor does it contain all regulations that relate to students.

DEPARTMENT OF NURSING MISSION STATEMENT

Our mission is to provide high-quality, innovative, and transformational education to diverse learners and professionals to promote equitable healthcare. We prepare nurses to excel in critical reflection, Practicum competency, collaboration, caring, and leadership through evidenced-based nursing science. Nurses prepared at Utica University are a vital component of the interprofessional healthcare team, providing safe, quality, and ethical care to diverse populations across the lifespan in a variety of settings.

DEPARTMENT OF NURSING VISION STATEMENT

The Utica University Department of Nursing will be recognized as an innovative center of nursing excellence for learners and professionals. The educators, clinicians, and researchers will inspire the next generation of nurse leaders to respond to the challenges of a dynamic and diverse healthcare environment encompassing the spheres of care.

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WELCOME FROM THE CHAIR OF NURSING

Dear Utica University Nursing Graduate Students,

Congratulations on your selection and admission to this rigorous program! Whether you are admitted to the Direct Entry MSN, Family Nurse Practitioner, Leadership, or Nursing Education program you have decided to embark on a journey that will challenge you on your path to furthering your career goals.

The University faculty, staff, and administration are thrilled that you are here and are committed to your success. Through your time in this program, you will be challenged but also supported during those challenging times. A common misconception of online education is that it is "easier" compared to completing coursework and degree requirements in a physical classroom. Please know that this misconception is unfounded, as online programs require no less effort than our traditional counterparts. A good rule to adhere to is to spend 2-3 hours studying or working on course assignments per credit hour. For example, if you are registered for six credits, you should spend 12-18 hours per week on coursework. Granted, this is an example, and for some courses, you may need to spend additional time.

The discussion of workload brings me to my next point- if at any time you feel as if you are "lost" or you feel like you are falling behind, contact your course faculty immediately. Please do not wait for a poor grade or numerous poor grades to accumulate. Be proactive in your success and seek help. Needing faculty assistance does not indicate weakness.

In closing, let me reiterate how thrilled we are that you have chosen to continue your nursing education with us at Utica University. You belong here, and we are committed to your success! Please do not hesitate to reach out if I can be of any assistance along the way.

Doreen Rogers DNS, RN, Alumnus CCRN, CNE
Assistant Professor of Nursing
Nursing Program Chair
dorogers@utica.edu

ADMISSION CRITERIA

- Baccalaureate degree in a discipline outside of nursing.
- No transfer credit accepted for graduate or nursing courses.
- Cumulative GPA of 3.0 or higher and a Science GPA of 3.2 or higher.
- A grade of B or higher is required in all prerequisite 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.

TOEFL Score: For non-native speakers of English, a minimum TOEFL score of 550 on the paper-based examination; a minimum TOEFL score of 213 on the computer-based examination; 79 on the internet-based examination (minimum of 25 on the speaking portion required).

This is a full-time program. There is no option for part-time program completion.

Admissions Science Courses for DEMSN	Credits
Human Anatomy & Physiology I with Lab	4
Human Anatomy & Physiology II with Lab	4
Chemistry with Lab	4
Microbiology with Lab	4
Other Admissions Courses	Credits
Statistics	3
Developmental Psychology (Lifespan)	3

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.

PRELICENSURE PROGRAM GOALS

1. Apply contemporary nursing knowledge as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences in the care of diverse patients within a variety of settings.

2. Provide evidence-based person-centered care that is holistic, individualized, just, respectful, compassionate, coordinated, and developmentally appropriate across the lifespan.

3. Engage in population health care activities from prevention to the management of health care needs across diverse populations through partnerships with communities, public health, government entities, and others to promote social justice and close the gap for health inequity for the improvement of population health outcomes.

4. Evaluate and apply nursing knowledge to inform practice, improve patient outcomes, and influence health care.

5. Apply established and emerging principles of quality and safety in the delivery of care as core values of nursing practice, to enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.

6. Collaborate across professions and with care team members, patients, families, and communities, to optimize care, enhance the healthcare experience, and improve outcomes.

7. Utilizes available resources to coordinate safe, quality, and equitable care across diverse populations within complex systems.

8. Utilize informatics and healthcare technologies to inform care and deliver safe, highquality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.

9. Cultivate a sustainable professional identity that includes accountability, integrity, perspective, collaborative disposition, respect for others, inclusivity, and ethical comportment that reflect nursing's characteristics and values.

10. Participate in activities and self-reflection that foster personal health, resilience, and well-being, contribute to lifelong learning, and support the development of nursing expertise and leadership qualities.

SEQUENCE OF COURSES

At Utica University, the DEMSN program is designed to provide students with a professional foundation that integrates nursing theory with skills required for advanced nursing practice. The program leads to a Master's Degree of science 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 Practicum 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.

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.

Semester 1	Credits (17total)	Semester 2	Credits (15 total)
NUR 510	3	IPE	1
NUR 511	3	NUR 525	3
NUR 513	3	NUR 533	3
NUR 514	3	NUR 534	3
NUR 521	5	NUR 541	5
Semester 3	Credits (17total)	Semester 4	Credits (16total)
NUR 512	3	IPE 505	2
NUR 545	3	NUR 557	2
NUR 551	5	NUR 560	4
NUR 555	3	NUR 567	3
NUR 556	3	NUR 571	5

Semester 5	Credits (15 total)	Program Total Credits: 80	
NUR 575	3		
NUR 584	3		
NUR 591	3		
NUR 596	6		

MEET THE DEMSN PROGRAM SUCCESS TEAM

Faculty Advisor: Each student is assigned a faculty advisor to assist with academic planning. Faculty advisors advise for assistance in succeeding in classwork and academic concerns and make referrals for various concerns to counselors and campus services. Academic concerns must go through the Faculty Advisor rather than the Success Coach.

How to Find the Faculty Advisor: Each student is assigned a Faculty Advisor. Students are encouraged to meet with their Faculty Advisor each term or at any time if they want to change their plan of study. Students may use Banner Self-Service to locate the name of their Faculty Advisor. Banner Self-Service Link https://bannerweb.utica.edu

Success Coach: Utica University assigns students a Success Coach, who is dedicated to giving the support needed in making the transition to graduate studies, personal life challenges, course registration, time-management, accessing financial aid, or keeping accounts up to date.

Theory Faculty: Graduate Nursing Faculty are assigned to deliver the theory didactic courses.

Clinical and Lab Instructors/Staff: Graduate Nursing Instructors/Staff are assigned to deliver the clinical and lab components of the core nursing courses.

DEMSN Clinical Coordinator - The DEMSN Clinical Coordinator is responsible for maintaining the quality of the clinical experience in collaboration with the Director of Academic Operations. The Clinical Coordinator obtains placements, develops the schedule, and ensures the students and adjunct faculty are prepared for the practice setting.

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 University DON will additionally uphold the American Nurses Association (ANA) Code of Ethics as the standard for professional conduct of nurses. Nursing students are referred to http://nursingworld.org/codeofethics .The Utica University 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 who will practice with 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 University DON Nursing Program.

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 University to admit students who can benefit from the educational opportunities it offers and whom the University 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.

MATRICULATION

Matriculation refers to a student being accepted into a degree-awarding Program. Matriculated students can only be matriculated into one program at one institution at a time. Students who hold baccalaureate degrees from accredited institutions may take graduate courses without being accepted into a degree-awarding Program and are considered non-matriculated. A maximum of six credit hours can be taken as a non-matriculated student.

A student who is not continuously enrolled (see Continuous Enrollment) will be deactivated and lose matriculated status. Loss of matriculated status means that the student will need to start repaying any student loans, they will no longer have access to electronic library resources, and will need to submit an Application for Readmission Form through the Office of the Registrar to be reactivated in order to regain matriculated status and be allowed to register for courses or be graduated. 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.

NON-MATRICULATED COURSE WORK

A maximum of six credit hours can be taken as a non-matriculated student on an individual basis with the approval of the program director.

CONTINUOUS ENROLLMENT

Graduate students at Utica University must be:

- Matriculated and enrolled in a credit-bearing course, OR
- Matriculated and enrolled in 997/998 Continuous Student Enrollment, OR
- On an approved Leave of Absence.

Students who do not fall into one of three above categories and have not been dismissed from the University will be deactivated and lose matriculated status.

Students who have completed all of the course requirements for their graduate degree except for their culminating academic experience (e.g., thesis, capstone project, comprehensive exam, portfolio/dossier), must maintain continuous enrollment until their final thesis or project has been approved with all required edits completed or the comprehensive exam has been taken and passed. At the discretion of the program director, this can be accomplished by enrolling in a 997/998 continuous student enrollment course and paying the appropriate tuition/fee every semester until completion. The six-year time limit for completion of a degree begins at the initial date of matriculation in a program and includes all time accumulated through enrollment in a 997/998 course. Failure to enroll in a 997/998 course will result in loss of matriculated status. A Leave of Absence Form must be submitted to request a formal leave of absence.

LEAVE OF ABSENCE (LOA)

Leaves of absence may be granted at the discretion of the academic program for medical or other extenuating circumstances. Students are strongly encouraged to contact their faculty advisor prior to pursuing any change in their plan of study, including a LOA. To request a leave of absence, students must complete the appropriate Leave of Absence form and provide appropriate documentation where requested.

Non-Medical leave of absence will be granted for one semester at a time only. Time accumulated during a leave of absence does not count toward the time limitation for completion of a graduate degree (see Academic Progress). For details regarding Medical Leaves of Absence, please refer to the Registrar's Office website.

A leave of absence may NOT be used in place of enrolling in a 997/998 Continuous Student Enrollment course (see Continuous Enrollment).

Students returning from a granted LOA will be required to complete the readmission application form and submit to the Registrar's office.

INACTIVE STUDENTS

Students who are inactive (not enrolled) for at least two years but have not indicated their intent to withdraw from Utica University will be administratively withdrawn from their academic program. The University will no longer communicate with these students regarding registration or degree completion. A student who has been withdrawn but wants to return to complete their degree and is capable of completing the degree within the six-year limit of degree completion can submit an Application for Readmission Form. Students wishing to return who are unable to complete their degree within the six-year limit should see Readmission Applications Past the Six-Year Limit for more information.

READMISSION

A matriculated student not in attendance for one full semester loses matriculated status and must apply for readmission. This form should 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. https://www.utica.edu/academic/registrar/readmission.cfm?action=form

PRELICENSURE PROGRAM GOALS

(Domain 1) Apply contemporary nursing knowledge as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences in the care of diverse patients within a variety of settings.

(Domain 2) Provide evidence-based person-centered care that is holistic, individualized, just, respectful, compassionate, coordinated, and developmentally appropriate across the lifespan.

(Domain 3) Engage in population health care activities from prevention to the management of health care needs across diverse populations through partnerships with communities, public health, government entities, and others to promote social justice and close the gap for health inequity for the improvement of population health outcomes.

(Domain 4) Evaluate and apply nursing knowledge to inform practice, improve patient outcomes, and influence health care.

(Domain 5) Apply established and emerging principles of quality and safety in the delivery of care as core values of nursing practice, to enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.

(Domain 6) Collaborate across professions and with care team members, patients, families, and communities, to optimize care, enhance the healthcare experience, and improve outcomes.

(Domain 7) Utilizes available resources to coordinate safe, quality, and equitable care across diverse populations within complex systems.

(Domain 8) Utilize informatics and healthcare technologies to inform care and deliver safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.

(Domain 9) Cultivate a sustainable professional identity that includes accountability, integrity, perspective, collaborative disposition, respect for others, inclusivity, and ethical comportment that reflect nursing's characteristics and values.

(Domain 10) Participate in activities and self-reflection that foster personal health, resilience, and well-being, contribute to lifelong learning, and support the development of nursing expertise and leadership qualities.

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 without the use of Artificial Intelligence (AI). 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.

ACADEMIC APPEALS

Students may file complaints if they experience or witness violations of federal or state law and University policies. The process for filing a complaint depends on the type of complaint being made. Specific information regarding how to file a complaint is outlined on the Student Complaints page. Most issues can be resolved through the complaint process. However, if a student has filed a complaint related to academic matters and believes that the issue was not addressed fairly or properly, the student may file a formal academic appeal to the University's Academic Standards Committee. Additional information is available at:

https://www.utica.edu/academic/appeals.cfm

Process for Filing an Appeal:

Students must have grounds for filing an academic appeal. Not liking a decision that was made, or a grade earned does not constitute grounds for an appeal.

An appeal is warranted for the following reasons:

- You were impacted by a violation of established policies or procedures.

- You have identified a miscalculation of a grade.

- You have additional evidence attesting to extenuating circumstances that was not previously submitted or available.

To file an appeal, log in to the Appeals Portal and click on the Academic Appeals Form. Complete the necessary information, uploading any supporting documentation required for your appeal.

INTELLECTUAL HONESTY

Utica University expects its faculty and students to observe traditional canons of scholarly discourse, academic behavior, and due process. The faculty at Utica University expect intellectual honesty from students. Intellectual honesty is necessary for the free exchange of ideas. Plagiarism, a serious form of intellectual dishonesty, is defined as the use of ideas and phrases in the writings of others as one's own without crediting the source.

Cheating refers to both giving and receiving unauthorized assistance in taking examinations. Students who assist other students in acts of plagiarism and/or cheating or who otherwise contribute to acts of intellectual dishonesty are subject to the appropriate penalties.

Academic dishonesty includes both cheating and plagiarism. Plagiarism is the intentional or unintentional use of other people's ideas, words, and/or factual information without crediting the source. Cheating refers to both the giving and the receiving of unauthorized assistance in taking examinations or creating assigned and/or graded classwork.

Utica University faculty are authorized to assign academic penalties for intellectual dishonesty, including the grade of "F for cheating." Students who receive an "F for cheating" forfeit their rights to from the course without penalty. Students who wish to appeal a penalty should consult with Academic Support Services. Appeals are heard by the Academic Standards Committee, which may recommend a more or less severe penalty.

You are expected to read and abide by the University policies, which outline your responsibilities and consequences for violations of the Utica University Code of Student Conduct. A student's name or other unique identifiers on any course exercise (theme, report, notebook, performance, computer program, course paper, laboratory or clinical or co-op report, examination, website, or quiz) is taken as an assurance that the exercise is the product of the student's thoughts and study and that it is expressed in the student's own words and produced without assistance, except as indicated by quotation marks, references, and footnotes acknowledging the use of printed sources or other outside help. Any examination must be solely the student's work unless otherwise directed by the faculty member. Communication is not allowed between or among students while an examination or quiz is being taken, <u>nor are students permitted to consult books, papers, study aids, or notes without the faculty member's explicit permission.</u> Misunderstanding of the code is not an acceptable excuse for academic misconduct. If a student is uncertain whether a practice is permitted in a particular course, the student should consult the faculty member instructing the course in order to avoid the accusation of academic misconduct".

Prohibited behavior is outlined by Utica University as:

1.   Academic dishonesty which includes, but is not limited to plagiarism, cheating, misuse of academic resources or facilities, misuse of software, data, equipment, or networks, or any act that hinders the academic process. *
2.   Academic and professional misconduct which includes, but is not limited to misuse of academic resources or facilities, behavior in and outside of the classroom, misuse of software, data, equipment, or networks, or any act that hinders the academic process

STATEMENT ON ARTIFICIAL INTELLIGENCE

Artificial Intelligence (AI) software (e.g. Chat GPT) should not be used for writing assignments in this class. Please be aware that although AI appears to make writing easy, the work it produces

is not always reliable and accurate. In addition, using AI is fairly easy to detect. More importantly, if you choose to let AI write a paper for you, you will lose the ability to learn, grow, and develop important skills that are part of the ultimate goal for attending this university. If you use AI, you are committing plagiarism (i.e., using ideas and words that are not your own) and are not fulfilling the requirements associated with writing your own paper. Plagiarism is a form of cheating and will be penalized accordingly.

The nursing faculty will follow Utica University's Process regarding academic dishonesty if the use of AI is detected. Tools used to check writing, such as the autocorrect feature in Google Docs and Grammarly, are acceptable for editing **your** work. AI technology may include the use of programming engines, software, and/or assignment generating programs. Examples of unacceptable AI programs/software include but are not limited to ChatGPT, GrammarlyGO, Dall-E-2, RyterAI, Quillbot, and Paraphrasingtool.ai. If you have any questions about AI websites, software, or technology, please contact the course faculty to discuss.

ACADEMIC DISHONESTY PROCESS

Any student who plagiarizes, or cheats in any way (e.g., tests, papers, presentations) is subject to penalty, and sanctions by the instructor, the Office of Student Conduct, and/or the Academic Standards Committee. When academic dishonesty is detected by a faculty member, the faculty member determines the appropriate sanction. Sanctions that the faculty member can impose include work assignments (such as repeating a paper) or penalty grades, up to and including the grade of "F for Cheating." Sanctions other than work or grade penalties must be recommendations on the part of the department to the Dean of the relevant academic division.

Regardless of the sanction imposed, the faculty member must inform the student of intellectual dishonesty in writing and copy the Office of Academic Affairs using the form letter to be found on the Academic Honesty website at https://www.utica.edu/academic/facultyinfo/intellectualdishonesty.cfm. Academic Affairs checks to see if this is a repeat offense. If this is the first such offense no further action will be taken, although the letter will remain on file in the Office of Academic Affairs and specific academic programs may impose additional sanctions. A repeat offense may occur on different assignments in the same class or in different classes. If it is a repeat offense, Academic Affairs informs the student in writing that the materials are being forwarded to the Academic Standards Committee for review. Academic Affairs collects relevant material from the faculty members, including syllabi and assignment sheets. Academic Affairs receives any materials submitted by the student. The Academic Standards Committee convenes a meeting to review the case. The Associate Provost brings the collected material to the meeting. Following the meeting, the Academic Standards Committee Chair informs the student in writing of the committee's decision. Student

appeals are directed to the Office of Academic Affairs, and any appeal of the decision is heard by the Provost. Appeals must be filed by the student within 14 days of the date of the letter from Academic Standards.

Plagiarism in any nursing course will not be tolerated. This notice is considered your first warning. If you are unclear about what constitutes plagiarism or academic dishonesty, it is your responsibility to seek appropriate guidance. Students who wish to appeal a penalty should consult with Academic Support Services. Appeals are heard by the Academic Standards Committee, which may recommend a more or less severe penalty.

GRADING POLICY

Students must earn a grade of B or better in all of the graduate nursing courses and in all of the separate but linked courses (separate but linked courses cover related content in two settings: mastery of didactic knowledge in the academic setting; application of didactic knowledge to practice in clinical settings). Both separate but linked courses must be passed with a satisfactory grade (B). If a student fails either of the two courses, they must retake both courses. If the student receives 79.5 or higher on the exam average and/or final grade, the grade would be rounded to 80. Student grades .5 or higher will be rounded up to the next whole number; this grading rule applies to final grades.

If you have questions about a grade on any assignment, discussion, or exam, you must contact the instructor of record of the course with your questions within one week of the grade being posted.

This policy is specific to ALL the courses in the Graduate Nursing Program.

GRADE RANGE

The DEMSN program grading policy is defined by a numerical rating system as follows:

Letter Grade	Percent Range
A	94-100
A-	90-93.49
B+	87-89.49
B	84-86.49
B-	80-83.49

C+	77-79.49
C	74-76.49 Unacceptable Grade
F	73.49 and below Unacceptable Grade

* Incomplete (I) grades may be granted according to the University policy (see University Catalog). A minimum of B (84%) must be achieved to successfully pass a nursing course.

COURSES WITH QUIZZES AND EXAMS

Nursing graduate students must maintain an 80 (B) average on quizzes and exams, exclusive of their graded assignments to pass the following courses:

- NUR 511
- NUR 514
- NUR 521
- NUR 525

- NUR 534
- NUR 541
- NUR 551

- NUR 555
- NUR 556
- NUR 571

Should the weighted exam average fall below 80, the exam average will be the final grade recorded on the transcript regardless of the overall course grade. Once the student has achieved an 80 or above exam average, all other course assignments will be factored into the course grade and the cumulative average will be the final grade recorded on the transcript. Students must earn a B (84) grade or better in all courses and separate but linked courses.

EXAMINATION AND QUIZZES

The Nursing Department at Utica University is committed to providing a safe and fair testing environment for all students throughout all the graduate nursing programs. This policy aims to outline the policy and procedures related to proctored exams for nursing students at Utica University. As the technology is ever-changing, this policy may be revised as institutional policies are modified or new policy modifications are required.

Most of your quizzes and exams will be scheduled and conducted in person at a designated site. Unless otherwise stated, you may not collaborate with others or use any references during any examination. Any student who plagiarizes or cheats in any way on quizzes or exams is subject to penalty, and sanctions by the instructor, the Office of Student Conduct, and/or the Academic Standards Committee. When academic dishonesty is detected by a faculty member, the faculty member determines the appropriate sanction. Sanctions that the faculty member can impose include work assignments or penalty grades, up to and including the course grade of "F for Cheating." Sanctions other than work or grade penalties must be recommendations on the part of the department to the Dean of the relevant academic division.

Actions/behaviors are examples and but not limited to the following:
- Open another browser window/URL

- Use any other method to lookup an answer
- Communicate with anyone via online chat, telephone, e-mail, text message, in-person, or any other method
- Use your phone or video camera
- Ask someone to take the exam for you
- Copy or photograph exam questions for your personal use or to share with others.

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 expectations and has met course objectives satisfactorily. The student must pass the theory, lab, and clinical components to pass the course.

TESTING POLICY

1. All material provided to you within the course, all class activities, lectures and power points, are testable on the exams.
2. Examinations are to be taken when scheduled. Make-up exams are not permitted, except in the case of medical emergency. In this case, a note from a medical provider will be required to be considered for permission to make-up the exam. Students experiencing a medical emergency should contact the Program Director and Course Faculty prior to the exam to request permission to reschedule. When an exam reschedule is permitted, ten points may be deducted from the exam score.
3. Students must arrive on time for the examination. 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.
4. Students will be directed to download the exam while in the proctored testing environment.
5. Students must upload the exam and show the confirmation screen to the proctor before exiting the testing room. Students who do not exit the exam before leaving the testing room will receive a grade of zero on the exam.
6. 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 other items including must be left outside of the exam room.
7. Students may not talk to or otherwise communicate with any other student for any reason during the testing period.
8. Students may not read questions and/or answer choices aloud.
9. Students receiving testing accommodations from the Office of Learning Services must present their signed accommodations letter to the course faculty at least two weeks in advance of an exam to receive their accommodations on that exam. Students may choose not to utilize their prescribed accommodations as such they will need a formal email must be sent to the course faculty one week in advance.

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.

ACCOMMODATIONS

Accommodations: Academic

Please contact Learning Services in the Academic Support Services Center (315-792-3032), in order to determine eligibility for services and to receive an accommodation letter. Any accommodation must be submitted in written documentation at least four days in advance or it will not be considered for the exam. We will work with you to help you in your efforts to master the course content in an effective and appropriate way.

Excused Absences and Medical Leave

Allow you to return to the same academic and extracurricular status as before your medical leave began, which should include giving you the opportunity to make up any work missed while you were out.

Ensure that teachers understand the Title IX requirements related to excused absences/medical leave. Your teacher may not refuse to allow you to submit work after a deadline you missed because of pregnancy or childbirth. If your teacher's grading is based in part on class participation or attendance and you missed class because of pregnancy or childbirth, you should be allowed to make up the participation or attendance credits you didn't have the chance to earn.

Student will need to notify the **Graduate Nursing Leadership (Coordinator/Director), Academic Advisor, and Success Coach. Student will need to fill out the return authorization statement**

https://docs.google.com/document/d/1kyhmsnxlt_nw6I1kL_U_RZkrBrd2yiRXF7surUExpe M/edit

https://www2.ed.gov/about/offices/list/ocr/docs/dcl-know-rights-201306-title-ix.html

Military Leave

Students leaving for military duty or returning from an assignment, please contact any of the Utica University's Veterans' Liaison listed as contacts on this page.

https://www.utica.edu/veterans-and-service-members-utica

Military Related Withdrawal

Student will need official orders for military duty sent to the Utica Registrar's Office, the Graduate Nursing Leadership (Coordinator/Director), Academic Advisor, and Success Coach.

There will be no academic penalty for withdrawing from courses provided the student:

- Notifies each instructor of leave within reasonable timeframes.
- Work out arrangements to complete assignments.
- Mutually agree on a course completion plan.

There will be no financial penalties for withdrawing from courses provided the student:
notifies the Center for Student Success of leave and speaks personally to financial aid counselor.

****PLEASE NOTE:** *Didactic/Lab/Practicum Instructors MUST be given adequate communication regarding students leave and are only required to give reasonable accommodation for military leave. Reasonable accommodation is determined by the instructor. If you feel reasonable accommodations are not being made, please notify the veterans' liaison, and provide written proof of your case.*

https://www.utica.edu/veterans-and-service-members-utica

Religious Accommodations

Utica University recognizes 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 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.

However, due to clinical partner involvement, the DEMSN Program **may not always be** able to accommodate all requests. This may include the scheduling of exams, labs and clinical due to religious holidays or worship times. Any concerns regarding religious accommodation must be brought to the attention of the appropriate faculty at the start of the semester (refer to the chain of communication policy). Appropriate documentation will be required.

ATTENDANCE POLICY

Attendance is required at every class (in-person and virtual) and lab session. Emergencies can and do occur. Absences affect not only you, but your classmates as well. You must contact your course instructor via Utica University e-mail prior to or within 24 hours of missing the scheduled class/lab. Missed class/lab times may result in an altered grade. Missed labs must be made up. There are no guarantees that makeup labs will be available within the term. Two or more lab absences within one section will result in course failure.

COURSE PARTICIPATION

Professional behavior demands a responsible and mature approach to participation in class. Class participation is an essential element of learning. Critical skills are best acquired through the experiential learning that takes place in the classroom (face to face or virtual) or laboratory settings. Class participation includes attendance, punctuality, preparation for class, contributions to in-class discussions, professional behavior in the course or lab, and eagerness to learn and share. Lack of participation may result in a final grade that is dropped a full letter grade lower.

RESPECT THE CLASSROOM

- Dress: Be appropriately dressed - comfortable clothing is fine, but you should not attend class in your pajamas or beachwear.
- Setting: Set your live session classroom space in a quiet private area where you know family, pets, and other distractions will not interrupt your learning (or the learning of your classmates). For example: Do not attend synchronous sessions from the beach, the bed, or from the car. Please do not attend the session and have conversations off-screen; please be engaged.
- Lighting: Be sure your camera has the appropriate lighting on your face. Be careful you do not have too much backlighting, such as a bright window behind you, making it difficult for your face to be seen.
- Each week, you are expected to prepare for the live session before class time; specific details on work to be completed before the live session can be found in the course work area for each week. Section Instructors will review this before the live session and use it to inform discussion and deepen learning.
- You are expected to be ready to work during your live session. The live session is not a passive experience - it requires your full presence and commitment to learning. Each week, you must be prepared to listen to your classmates, offer feedback, and engage in a lively discussion.

NETIQUETTE

"Netiquette" is civil and respectful behavior in electronic communication, including discussion forums, chat services, e-mail, video conferences, and social media. Such behavior is essential to

the integrity of the academic environment and the free exchange of ideas. In order to keep communication academically professional and appropriate, the student should avoid:

- Personal attacks. The subject under discussion is always the content of the idea and not the characteristics of the person expressing that idea.
- USING ALL CAPITAL LETTERS IN A SENTENCE implies the student is yelling at the reader.
- Using many exclamation points to end the sentence also implies that the student is yelling at, or is very upset with, the reader!!!!!!!!
- Writing offensive or sarcastic messages.
- Sending numerous e-mails with the same point in a short period of time.

In order to keep your communication professional, remember the following principles:

- Always respect the opinions of others and keep opinions positive. A robust discussion will have disagreements, even strong disagreements, but should not degenerate into a personal attack.
- Always avoid offensive, rude, and sarcastic messages. If the student receives a message of this nature, do not respond in the same tone. If this type of communication continues from someone, inform the faculty member.
- Never send a message when you are angry or upset. Leave it in draft form, walk away, and review it later after you have calmed down.

Utica University is committed to maintaining an open and free learning environment. Violations of the netiquette policy may result in disciplinary action, including being referred to the Student Conduct Process for violation of the Code of Student Conduct.

TARDINESS, REMOVAL FROM CLASS & ACTIVITIES

The professor may remove the student from any in-person or synchronous session for not abiding by the above expectations. If the student arrives more than 15 minutes after the class/lab starting time, they may not be admitted and would be considered absent. This action will result in the student forfeiting the earned credit for the session or activity. An academic alert https://www.utica.edu/directory/center-student-success/academic-alerts will also be sent as well as a Utica University Points System Sanction http://www.utica.edu/student-conduct.

COMMUNICATION POLICY

All students, staff, and faculty are issued an official UU e-mail account and are required to use it for official communication with UU students, staff, and faculty. The UU e-mail account is the primary official channel through which the University will communicate with the student; therefore, the student must regularly check the e-mail account. Information on using the UU e-mail account is found at www.utica.edu/helpsheets.. Emails from email addresses outside of the Utica University email may not be responded to, please use your @utica.edu. Please allow 72 hours (3 business days) for a response (not including weekends or holidays).

Students are responsible for checking the online course shell and Utica University e-mail folders online for communication from the instructors.

CHAIN OF COMMUNICATION POLICY

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.
2. If unresolved, the student(s) may request an appointment and send a written description of their concern to the **Success Coach** for further guidance.
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* going directly to the faculty member, will risk a longer and more complicated response. However, 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 identify suggestions for *collaborative problem solving*.

Do not skip steps in this process. Not only is this a professional approach, but it also provides the best opportunity to serve your needs so that we can have the most information possible. As registered professional nurses and future advanced practice nurses, you are expected to maintain a professional approach to all correspondence about concerns/issues. Remember that sometimes these e-mails are forwarded or shared with others in an effort to resolve the issue.

ASSIGNMENTS

Assignments are important in the acquisition of knowledge required to meet the course outcomes. for graduate students in the DEMSN Program. It is important that the student is familiar with and understands the Utica University Academic Integrity Policy. In addition, it is important that graduate students submit their best work for assignments. It is up to the instructor of record for each class whether or not to accept late assignments or allow assignments to be re-written to improve the student's grade. All courses within the nursing program will follow the writing guidelines according to APA format.

Submission of Assignments

You will complete several written assignments or certificate assignments throughout this program. Your written work is used to assess your ability to integrate your learning and apply it in

practice. Quality documentation is stressed and expected. You must submit your work according to instructions and by the due date indicated. Late assignments may be refused. Unacceptable assignments will receive a zero (0) grade and may be returned to you for re-accomplishment at faculty discretion. You are encouraged to keep a copy of each electronic assignment you submit during the semester. If an instructor is willing to accept a late paper, the instructor reserves the right to reduce the grade on any late paper up to 10 points per day. You are expected to notify your instructor of any extenuating circumstances (such as illness, injury, or emergencies), which may affect your ability to be timely in your submissions. No discussion posting will be accepted after the end of the module; a zero will be assessed for that discussion assignment.

Extensions

Extensions may be granted at the discretion of the faculty member. It is the right of the faculty member to refuse an extension. Extensions MUST be requested before the due date of the assignment in writing via the Utica University E-mail. No extension will be granted without a proposed date the assignment will be submitted included in the written request.

Lost Work

Each student is encouraged to keep a copy of each electronic and written assignment and contribution submitted to the instructor during the semester. A simple way to do this is to e-mail the assignment as an attachment to yourself so that you can retrieve the document in the event of a hardware/software malfunction.

Grade Changes

 Once a grade has been reported, it may not be changed except to correct an error. All such cases must be reported by the course instructor and require the approval of the academic 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.

Incomplete (I) Grade

A grade of I (Incomplete) is given only under extenuating circumstances. Students should not assume an I grade will be given just because they did not complete the coursework in time. A student may request an I grade, or an instructor can offer an I grade if exceptional circumstances warrant it, but the decision is ultimately at the instructor's discretion. Such extenuating circumstances may include but are not limited to illness of the student or immediate family

member, death of a family member or someone close, special work circumstances (e.g., military deployment, acceptance into a law enforcement academy, caught in civil unrest), or a learning disability documented with the Office of Learning Services and presented to the instructor at the beginning of the course.

To allow a grade of I, there needs to be an agreement between the student and the instructor https://www.utica.edu/academic/registrar/New_Graduate_Incomplete_Contract.pdf. An Incomplete Contract Form needs to be completed with a set deadline for completion of course requirements. Banner defaults the deadline to be six weeks from the Latest Final Grades Due date for the given semester (actual dates listed online at www.utica.edu/ogs/graduationdeadlines.cfm); note that the default deadline is based on the semester, not 8-week parts of term, so the default is the same for a D1 or a D2 course as well as a 16-week on-ground course in the same semester. The deadline entered in Banner means the new grade must be entered in Banner by that date, NOT that student must submit work by that date with the time needed to grade the work.

The instructor, however, can change the default deadline based on the given circumstances. If the deadline is changed to a LATER date beyond the default deadline, PLEASE select the grade entry deadline for the part of term or semester in which you are allowing the extension, depending on what type of course (online versus on-ground). For example, a student taking a D1 course in the fall would receive an I grade default extension deadline in February. However, the circumstances allow you to consider extending the deadline to the end of summer. Check the Academic Calendar and Deadlines or contact the Registrar's Office to determine the grade entry deadline for that summer's D2 course. Using an existing grade entry deadline for the I grade extension deadline will allow any deficient grades to be reviewed in a timely manner by the Academic Standards Committee (or Graduate Academic Standing Subcommittee).

A grade of I will remain on the academic transcript. Any new grade earned by the student must be entered in Banner with the I grade included (e.g., IA, IB+). Failure on the part of the student to complete the requirements will result in a grade of IF, which is equivalent to a grade of F. Failure on the part of the instructor to enter an alternative grade OR extend the deadline by the entered I grade deadline will result in a grade of IF for the student, and the student will be referred to Academic Standards for the deficient grade.

ALL course grades MUST be submitted by the grade entry deadline for the part of term or semester in which the course is being taught. If an instructor is working with a student at the end of a course and allows the student extra time to submit final work that prohibits the instructor from submitting the student's grade by the grade entry deadline, and I grade MUST be given.

The instructor is responsible for keeping track of I grade deadlines and extending the deadline if needed and warranted. Should a student be approaching the I grade deadline and indicates the work may not be completed in time; the instructor should consider the possibility of extending the I grade deadline, even by a week or two, and negotiating that extension with the student and via

an Incomplete Contract Form. Any new deadline extensions must be entered in Banner. If the instructor is unwilling to take on the responsibilities associated with an I grade – including working with the student as needed– then the recommendation is not to give I grades.

Repeating a Course

A student may ONLY repeat two courses in the DEMSN program. Only courses in which the student earned a grade below B may be repeated, and a course may be repeated only once and with the written permission of the relevant program director. When a course is repeated, the lower grade remains on the transcript but is no longer calculated into the student's GPA (credit is only awarded once). Repeating a course may affect financial aid eligibility. Therefore, students are encouraged to speak with their student financial services counselor prior to registering. Note that a student is **required** to repeat a course in which a grade below a B is received, this will fall under the Academic Warning, Probation, and Dismissal policy. Students in the DEMSN program must earn a B or better in all graduate program courses.

Student Conduct

As an institution, Utica University is committed to providing a safe and secure living and learning environment for all community members. Therefore, Utica University expects each student to uphold our community's values, norms, and expectations. Therefore, Utica University's Student Conduct program emphasizes each student's responsibility for themselves and other members of their community.

Integral to the Code of Student Conduct and our Student Conduct program is the connection to the University's core values. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this University community. The goals of the Student Conduct program include a commitment to fostering a sense of community that allows every member to comfortably live, work, and study in an atmosphere of mutual respect, providing a conduct process in which there is the opportunity for participants to experience personal growth and appreciation for the responsibilities of living in a community and assisting students in developing alternatives to inappropriate behavior. As a result, students will be held accountable for behavior that violates our Code of Student Conduct. Utica University follows the Utica University Code of Student Conduct. Please see this link https://www.utica.edu/student-conduct. Due to the high licensing standards of professional programs in nursing, the Master of Science in Nursing program at Utica University has additional academic demands than those presented in the graduate catalog of Utica University. Failure to meet these additional standards can result in probation or dismissal from the DEMSN program.

Points System

It is expected that students will be respectful and professional in all participation and communication. Therefore, you are expected to maintain professional conduct and speech in all aspects of this course. Professional behavior demands a responsible and mature attitude in your approach to your course, both in-person and online. Disrespectful, unethical, unsafe, and or unprofessional behaviors will not be tolerated within the nursing program and can result in course failure and or dismissal from the Utica University Nursing Program.

The Utica University Department of Nursing (Utica University DON) upholds the Utica University Student Code of Student Conduct. Utica University follows a Student Conduct Point System www.utica.edu/student-conduct. Utica University has developed a point system for sanctioning students who are found responsible for violations of the Code of Student Conduct. This point system is designed to provide clarity, predictability, and consistency in the sanctioning process. Assigned point values reflect the level of severity for each possible violation of the Code of Student Conduct. The system also tracks a student's conduct history. If a student continues to violate the Code of Student Conduct, their point total rises to reflect their conduct history. Point totals are cumulative within a single incident and over a student's academic career at Utica University. Therefore, an incident may result in multiple violations within the Student Conduct Point System. The graduate nursing program does not allow forgiveness of points.

Student Code of Conduct Violation Procedure

1. The faculty will complete an Academic Alert in Banner Web. See this link https://www.utica.edu/directory/center-student-success/academic-alerts
2. The faculty will follow the procedure outlined by the Utica University Student Conduct Policy. See this link https://www.utica.edu/student-conduct
3. Faculty will notify the Program Director of the Student Code of Conduct Violation in writing
4. Depending on the area(s) of concern, reasonable efforts will be made to support the student's learning. When specific concerns are noted, a learning contract may be used as one option.
5. If the student does not meet the criteria for continuation after being offered an opportunity for remediation, the student may be dismissed from the clinical site and or DEMSN program. If a student is dismissed from a clinical site, they will receive an F grade for both components of the course.

Student Code of Conduct Progressive Discipline Policy

1. The progressive discipline process will apply to any violation of the student code of conduct as outlined in the Student Handbook for non-academic issues.
2. Prior to issuing any disciplinary action, the faculty will check Utica University Navigate system to identify any previous violations.

3. When the nature of the incident requires a verbal warning, it will be documented as such.
4. A verbal or written warning will be issued by the faculty based on the incident that occurred or past violations.
5. Following the written warning, the student may progress to non-academic probation when a subsequent issue warrants further discipline.
6. Utica University's Nursing administration reserves the right to apply the most appropriate disciplinary action for the offense committed, inclusive of dismissing the student from the clinical setting, probation, or dismissal from the program.
7. Discipline/Probation document to include a summary of the verbal or written incident. The faculty and student will sign the document. A copy of the form is provided to the student.
8. All completed progressive disciplinary documentation will be scanned into the student's file in Navigate and will remain there until program completion.
9. Progressive discipline actions continue in effect throughout the student's enrollment in the program. Actions will be sequential and/or appropriate for the offense committed.

Probation and Dismissal

A letter of academic probation will be issued to any student who meets any of the following criteria:
- 1 grade of F
- 1 grade of WF

If a student receives an F or WF, the student will be placed on academic probation and must successfully retake the course or an equivalent course as approved by the program director in the next semester. If the course is not offered in the next semester, the student may, with the program chair's approval, 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. Failure to successfully retake 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, specialization, or concentration in which the student is enrolled, the student, with the permission of the program director, may decide not to repeat the course, but the grade of F will remain calculated in the GPA.

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 University. 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 previously being placed on 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 online at Utica.edu/petition

Warning and Probation Process

- A letter of warning will be issued by the program director to any student who receives a grade below a B and has 12 or fewer attempted credit hours in the Graduate Nursing programs. A copy of any letter of warning will go to the student's advisor.
- A letter of probation will be issued by the program director to any student who receives a grade of F in the degree program.
- Courses in which a student receives an F or its equivalent must retake the course as described in the Utica University Graduate Academic Probation and Dismissal policies (above) but must receive a grade of B or better to prevent dismissal from the Graduate Nursing program. A failing grade may also subject the student to dismissal from Utica University as per the requirements described in the Utica University Graduate Catalog. The student is allowed to retake the course only once.

Written Warning Procedure

Written warnings may be issued in conjunction with the Utica University Conduct System and the Utica University Summary Dismissal Procedure.

1. The faculty will meet with the graduate student and share the alleged problematic behavior, how the behavior violates the code of conduct or program requirements, and the desired behavior going forward with any necessary time component specifically articulated. The graduate student is given an opportunity to discuss the issue.
2. If discipline is warranted, a written warning is issued. A written warning should always be delivered verbally and in writing to the graduate student, using the Utica University Graduate Nursing Warning Form. A signed copy of this document will be sent to the student's advisor, the Director of the Program, and the Chair of Nursing.
3. A learning contract will be completed by the faculty member. A copy of the learning contract will be sent to the student, the student's advisor, the Director of the DEMSN Program, and to the Chair of Nursing. This contract will be placed in the student's electronic file.
4. If after a first written warning, the graduate student fails to improve, repetitive behavior that led to the written warning, or commits a new, an additional offense, then another written warning will be issued and a Failure to Complete Learning Contract form will be completed. A copy of the Failure to Complete Learning Contract will be sent to the student's advisor, Director of the Program, and the Chair of Nursing. This form will also be placed in the student's electronic file.
5. During the Utica University DEMSN Nursing Program, a graduate student may only receive a total of three (3) written warnings.
6. If a student receives three written warnings or a single warning of egregious behavior that threatens the safety of patients, preceptors, faculty, or fellow students they will be referred to the Dean of Graduate Studies for summary dismissal from the Utica University DEMSN Nursing Program.

Summary Dismissal Violations Specific to the Graduate Nursing Program

In addition to the Utica University Student Code of Conduct Points System https://www.utica.edu/student-conduct , the Graduate Nursing Program recognizes the following violations for Summary Dismissal and will result in immediate dismissal. A violation of the Utica University Code of Conduct and or a Summary Dismissal will be assessed at any time during the graduate education experience, in the event a student exhibits unprofessional or unsatisfactory behavior in the following critical areas:

- Safety
- Professional behavior
- Legal and ethical practice

Students engaging in egregious acts of professional misconduct, including but not limited to:

- HIPAA violation
- FERPA violation
- Violation of the American Nurses Association Code of Conduct
- Violation of the Scope of Practice set by the State Board of Nursing
- Error or incident that has the potential or causes permanent injury, loss of life or limb, or transient but potentially life-threatening harm.
- Physical or sexual violence/harassment or abusive behavior
- Falsification of documents, including vaccination documentation
- Falsification of clinical records and required hours
- Professional licensure loss, probation, and or encumberment
- Conviction of a Felony
- Theft
- Selling or diversion of narcotics, prescriptions, or marijuana
- Attending clinical experiences under the influence of alcohol, narcotics including prescription drugs or marijuana
- Sexual harassment
- Rape or attempted rape
- Use or threatened use of a weapon
- Bias incident
- Hate crime
- Unauthorized use of electronic devices to make audio or video recordings of any person without their prior knowledge and/or consent
- Removal of the student from clinical experiences by the preceptor and/or clinical facility/organization
- Attending clinical without permission from the program and or the preceptor

In the event that a student qualifies for a Summary Dismissal the faculty member will contact in writing the Nursing Program Leadership.

Student Resources: Success Websites

- **Utica University Main Website:** http://www.utica.edu
- **Utica University IITS Help Sheets:** Helpsheets | Utica University
- **Utica University Computer Help Desk**: For computer-related problems and password issues: phone: (315) 792-3115; available from 0830--1700 Monday- Friday. OR: helpdesk@utica.edu.
- Course Delivery Support is available under the help corner. To contact support, click the 'Get Assistance with Your Course' link. This message will be sent to the course delivery support person. Use this support regarding questions on course delivery, i.e., you cannot access the quiz, or you find a broken link.
- **Engage Learning Management System** support is available 24/7 through Engage support hotline or Chat with Engage Support located under the help link.
- **Library Resources:** http://www.utica.edu/academic/library/resources/resources.cfm
- **Tutoring Resources: Thinkingstorm** is an online tutoring service available to all UU students free of charge. It provides tutoring in various subjects, some available 24 hours a day, seven days a week. Some services are live interactions, while others are asynchronous, where questions or papers can be submitted, and a response received in ~24-48 hours. Graduate students may find the Writing Lab very helpful, where they can submit a portion of a paper and specify the area of assistance needed (e.g., grammar, punctuation, transitions).
- **Read and Write Gold** is software to help you read, write, study, and research and can be found at: https://www.utica.edu/student/development/learning/rwgold/
- **Grammarly Subscription:** https://www.grammarly.com/signin
- **Up-to-date Membership:** https://ezproxy.utica.edu/login?url=https://www.uptodate.com/contents/search?unid=%5Eu&srcsys=EZPX533206

Get Help

If you are having difficulty or need help with your written assignments or any part of the course, it is your responsibility to contact your instructor to get help. Do not wait until late in the semester if you are struggling. Get help—the sooner, the better.

Technology

It is the student's responsibility to make sure that they have the proper technology (i.e. computer, webcam). Furthermore, reliable access to the Internet prior to synchronous sessions and exams to complete course work. If a student anticipates a technology issue prior to any of these situations, their Instructor and Student Support should be notified proactively. A copy of the support ticket

must be forwarded to the faculty in the event of a technology issue with assignments, exams or quizzes, synchronous sessions, or presentations. If the student does not send proof of technological issues from the ITs department, a zero will be assessed for that activity or assignment. Exam retakes are not allowed. Students should contact Student Support immediately if there is a technology issue during an exam. Students should not copy, paste, or photograph unsecured quizzes or exams when given the opportunity to review the questions and answers; this is considered a breach in academic honesty. All these situations will be reviewed by the Course Faculty and Program Director.

Alcohol, Drug, and Other Substance Policy

It is expected that all students adhere to the Utica University alcohol and other drug policies. [Utica University'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 Practicum activities. A chemically impaired student is defined as a person who, while in the classroom, laboratory, or Practicum 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 Practicum setting may jeopardize the lives of their clients. In addition, chemical impairment has a negative effect on the personal health of the student and may alter the student's ability to learn.

Social Media Policy

Nursing students may not video or audio record at any time in a Practicum setting. They may not post any material that could potentially violate patient confidentiality on social media sites. Students may be subject to disciplinary action by the school and the Practicum 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 and FERPA violations.

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

- Recognize obligation to maintain privacy and confidentiality
- Do not disseminate information that will degrade or embarrass the patient
- Do not transmit patient related information
- Do not post information that could reasonably identify the patient

- Do not refer to patients in a disparaging manner
- Do not take photos or videos of patient, unless authorized
- Maintain professional boundaries
- Consult employer policies
- Report breaches of confidentiality of privacy
- Be aware of employer and hospital policies on the use of computers, cameras, and other electronic devices, etc.
- Do not post disparaging remarks about students, faculty or staff member

Uniform Policy/ Dress Code

As representatives of the Utica University nursing program and the nursing profession, students are expected to behave and dress in an appropriate manner. Students will be required to wear their Nursing uniform in both the lab and clinical setting. The purpose of the uniform policy is to identify personnel in agencies and to promote safety for both students and patients in the prevention of cross-infection. The uniform is a representation of the Utica University Department of Nursing and, therefore, should be worn in all professional settings. All students should have a minimum of three (3) Utica University nursing uniforms, one (1) solid navy blue warm-up/scrub jacket, and a set of non-skid white or dark closed-toe uniform shoes. The uniforms are available at the Bookstore and must have the Utica University insignia on the scrubs.

● The student uniform and student Nursing photo ID must be worn and visible when in the clinical and lab area. Your scrubs must be clean, wrinkle free and be the Utica University-issued scrub uniform.
● You may wear a clean, wrinkle-free, solid white long-sleeved shirt under your scrub top if you get cold or a solid navy blue warm-up/scrub jacket
● Jogger scrub pants or scrub coats other than navy blue are not acceptable, no pullover fleeces, no hooded sweatshirt, etc.
● Shoes must be clean, Shoes must be white or dark colored and clean but may have light-colored insignia. (no crocs with holes, no canvas flats, open-toe shoes, etc).
● Students must also wear their Utica University Nursing name badge when on campus in the lab or at clinical.

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

Psychiatry/Community Health Students will wear street clothes that portray a professional image with the university photo ID and flat, close-toed shoes. Jeans, "low-rider" pants, shorts, cut-offs, tank tops, or any other tight-fitting clothing that exposes the torso or under clothing is not acceptable.

Jewelry
1. A watch with a second hand must be worn with the uniform.
2. A plain wedding band may be worn, but in some settings, it must be removed when caring for patients in isolation and when working in the operating room, delivery room, or nursery.

3. Only small post-type earrings are acceptable (limited to 2 per ear). No hoop or pendant earrings. Other body piercings (eyebrows, nose, lips, tongue) are not acceptable.
4. No other jewelry is worn with the uniform; it has the potential for scratching clients and for harboring bacteria.

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

The instructor and the agency have the prerogative to send students away from a lab or clinical unit if they do not meet the appropriate dress criteria.

Please note: We are guests in our partner healthcare organizations. As such, we are required to abide by the established dress code and presentation requirements. It is your responsibility to know these requirements before the first day of clinical. If an organization representative identifies you as out of compliance and you are requested to leave the clinical environment, this will be counted as an absence and you will be required to make up this time. Prior to returning to the clinical environment and/or scheduling make-up clinical time, it is expected that the violation will be resolved.

Confidentiality Statement

 All students are required to be familiar with and comply with the Standards of Professional Behavior while enrolled in the Utica University 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 Practicum 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 Practicum or class assignments.   PHI will not be removed from the health care facility. This includes oral, written, and electronic disclosures.
- Students may never discuss PHI in public or inappropriate areas to include but not limited to hallways, elevators, restrooms, cafeterias, etc., or with friends/family at any time.
- Failure to protect PHI may be considered a violation of a patient's right to privacy. Properly dispose of documents containing PHI by discarding them in assigned containers marked for proper disposal; do not throw these documents in the trash.
- If a student is unsure whether his or her actions will be in violation of these policies, he or she must consult the instructor *prior* to taking action with the PHI.
- Any student in violation of these policies may be terminated from a Practicum position, fail the class, and/or be removed from the nursing program, depending on the circumstances of the violation.

Conflict of Interest

A conflict of interest may affect clinical education when the clinical education site and the student have a relationship that could influence the provision of the clinical education experience or the evaluation of the student's performance during the clinical education experience. Examples may include, but are not limited to, clinical education sites where the student has been an employee; clinical education sites owned by, or employ, an immediate relative of the student or with a provider actively treating the patient. Students must disclose to the Graduate Practicum Coordinator and Practicum Faculty if a facility or setting is a potential conflict of interest.

Clinical Attendance Policy

Students are expected to complete all scheduled clinical hours, as specified per each course. An absence from a clinical experience must be reported via Utica University email, including both the Clinical Instructor and the Director of Academic Operations prior to the start of clinical.

If a student is absent from a clinical experience, this may lead to additional sanctions, up to clinical course failure. Students who are absent from the clinical setting MUST submit an appeal to the Clinical Appeal Committee within 5 business days of clinical absence. Please see the process below.

In order for an appeal to be heard by the Clinical Appeals Committee (CAC), there must be clear evidence of extenuating circumstances that prevented the student from completing the University requirement for which they are appealing. Petitions will ONLY be accepted if official documentation of extenuating circumstances (i.e. strong evidence) is attached to the petition at the time of submission. Completed appeals should be submitted to the respective Program Director via Utica University email.

Tardiness in clinical practice is unacceptable. In the event a student anticipates arriving beyond the scheduled start time, there must be proactive communication to the clinical instructor and the Director of Nursing Services or Clinical Coordinator. Arriving beyond 5 minutes after the clinical start time is considered an absence and the student will not be allowed to participate in the day. Students presenting to clinical late, but within 5 minutes of the start time may participate in clinical but will receive a clinical alert accordingly. Two occurrences of tardiness that fall within 5 minutes of the start time will result in a clinical absence and will follow the process as outlined for clinical absences. "No Call/ No Show" is defined as, lack of timely notification related to an absence prior to the start of clinical, or after the start of clinical. A "No Call/ No Show" will result in an immediate failure of the clinical course.

Responsibilities of Nursing Student

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

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

Placement of Students in Clinical Groups

For all clinical experiences, students will be automatically assigned a clinical group for each course that has a clinical component. No requests for specific instructors, facilities, assigned day/time or individual concerns (e.g child care/ transportation) will be honored. Under no circumstances may students negotiate a clinical placement directly with the clinical setting. Clinical placement in transitional and community based courses, may vary based upon the institutional partner processes. 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 and Lab Requirement

Students must complete all the required number of clinical and lab hours as outlined within each course. All hours must be completed within the scheduled semester.

Rules and Regulations Pertaining to the Practicum Experiences

Practicum experiences are designed to provide support and integration of academic coursework. A nursing faculty member will provide direct, on-site supervision for Practicum experiences except for selected Practicum courses. Attendance is required at ALL scheduled Practicum experiences.

- **All students must provide their own transportation to Practicum settings. Parking at Practicum facilities is at the student's expense.**
- All students must meet orientation and health requirements for each Practicum prior to Practicum start date. Practicum orientation is mandatory. Failure to complete health requirements or Practicum site orientation may result in the student not being able to proceed in the Practicum course.
  - 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).
  - 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 Practicum partner to grant a petition for waiving ANY established requirement.
- Fingerprinted Level II background checks are required. Students must understand that the results of the background check must be disclosed to the Practicum partners. As such, background checks that indicate any criminal activity will be evaluated by the Practicum partner directly. Practicum partners may refuse to allow students to participate in Practicum based upon background check findings. Further, background checks indicating any criminal activity may result in program dismissal.
- Students understand that an inability to meet all of the Practicum partner requirements to be cleared for Practicum may result in an inability to continue in the program.
- Practicum assignments may occur anywhere within a 60-mile radius of students' assigned campus.

- Cell phone use is prohibited at Practicum sites unless directed otherwise by the Practicum instructor. Cell phone use in instances other than authorized by the Practicum instructor will be considered unprofessional and warrant further action such as the writing up of a Practicum corrective action plan and/or a behavioral contract.
- Practicum experiences are graded on a pass/fail (P/F) basis. Outcome criteria for Practicum evaluation are clearly stated in the course syllabus and Practicum evaluation tool.
- 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 Practicum setting and failure of the Practicum course, as well as dismissal from the nursing program**:
    - Coming to Practicum under the influence of alcohol or illegal drugs.
    - 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.
    - Student actions incongruent with Utica University Nursing Department policies, actions incongruent with Practicum partner organizations, actions inconsistent with course objectives, and actions inconsistent with the principles of patient safety, professional behavior, and ethics.
    - Actions and behaviors that demonstrate persistent disregard for client, colleague, religious, ethnic, and cultural practices.
- Students who commit acts judged by the Practicum instructor to be unsafe may be dismissed from the Practicum setting and/or course. Examples of unsafe acts include, but are not limited to:
    - Error in medication administration.
    - Administration of a medication without having knowledge of the drug.
    - Inaccurate recording or failure to record medication administration.
    - Error in administration of intravenous fluids.
    - Failure to report changes in patient's condition.
    - Failure to seek supervision when necessary.
    - Failure to report and document nursing care.
    - Compromising patient care by inadequate preparation for Practicum experience.
    - Breach of confidentiality.
    - Neglecting personal safety.
    - Creating or causing personal safety hazards.
    - Sleeping in the Practicum area.
    - Disregard for Practicum faculty instructions.

Upon the incidence of an unsafe act by a student, the Practicum 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 a copy of incident report in student's academic file.
5.   Follow the policy for reporting an incident as required by the Practicum agency or institution. Notify the Clinical Coordinator and the Program Director immediately.

Predisposing Conditions

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

Readmission to Practicum Following Illness/Injury

Students are responsible for ensuring their safety and the safety of those they are in contact with throughout the clinical experience. An unexpected absence due to an illness/injury must be immediately communicated to the Practicum Coordinator and Practicum Professor. A medical release may be requested by the Practicum Coordinator and Practicum Professor prior to readmission to the clinical experience if it is felt that the student's illness or injury may limit or endanger the safety of self or patients.

Additionally, if the student has a note from a physician that excuses them from work/school for any reason unrelated to any type of disability or workers' compensation claim, they should have the physician specifically indicate that their excused absence does not prohibit them from engaging in their clinical, clinical, or fieldwork experiences.

Readmission to Practicum Following Disability including Pregnancy and/or Worker's Compensation

If the student is employed and has filed a disability/workers compensation claim through their employer, the University cannot provide them clearance to partake in their clinical/fieldwork/clinical. The student must seek clearance from the claim administrator (employer). The student must seek clearance without any restrictions from the claim administrator to return to practicum/fieldwork/clinical.

Safety and Performance

The student may be dismissed or sent home from the clinical, simulation immersion experience, synchronous sessions, lab, or simulation experience for being unprepared, unprofessional, or unsafe. Dismissal from any of these activities is considered an unexcused absence, and the student will receive an academic alert and or a Summary Dismissal.

Students must attend clinical well-rested and ready to assume clinical responsibilities for their patients. Therefore, students may not work in the overnight hours (i.e., 11:00 p.m. – 7:00 a.m.) on the night before a morning clinical experience.

Students may not exceed twelve hours in a clinical practice setting on the same day.

Students may not participate in clinical learning experiences if they have taken prescription narcotic medication less than eight hours prior to the start time of their clinical experience.

As individuals completing clinical rotations in area hospitals or clinical sites, students should consider the health and well-being of patients. In the case a student becomes ill, it is vital that they do not compromise the health of their patients. If there is any doubt about whether or not to attend clinical, the student should consult with their Practicum Faculty prior to attending clinical. Conditions that may warrant a clinical absence include but are not limited to the following:

- Skin lesions or rash, especially if lesions are weeping or fever is present.
- Non-intact skin or dermatitis
- Conjunctivitis or "pink eye."
- Diarrheal illness
- Cough of more than two weeks (unless explained by a non-infectious disease). Prolonged cough may be a symptom of tuberculosis or Pertussis.
- New onset of jaundice
- Exposure to TB, COVID-19, Measles, influenza, or any other contagious condition
- Any diagnosis of a communicable disease by the student's primary care provider. These conditions include but are not limited to COVID-19, measles, chickenpox, scabies, lice, TB, impetigo, mumps, streptococcal pharyngitis, staphylococcal skin infections, and influenza.

Health Compliance Requirements

The following **must be completed and documented prior to the first day of the program.** Failure to meet these requirements will prohibit your starting the program. Health forms are available on the Utica University Nursing Website: https://www.utica.edu/student/health/media/Health_Form.pdf lab. Student health records should

be submitted to the student's account. For DEMSN-Castlebranch. These requirements **must** be updated as indicated:

***Individual Clinical/Practicum agencies may request additional health requirements which will be the financial responsibility of the student.

Health Compliance Requirement Reference Table		
Requirement	**Submit**	**Acceptable Documentation**
Physical Examination	**Every Year**	**A physical exam completed within the last 6 months of the beginning of the clinical by an MD, NP, or PA indicates the ability to perform Practicum activities and that the student is free of communicable disease. This must be documented ONLY on the Utica University Health History and Physical Examination Form. NO EXCEPTIONS**
Tuberculosis (TB)	**Every Year**	**The date of a negative Mantoux or QuantiFERON-GOLD or T-Spot TB test in the last 6 months is required. A positive result will require documentation of a negative chest x-ray within the last year. The submitted physical exam form must state the student is free of signs or symptoms of active disease. The presence of potential signs or symptoms of TB will require further evaluation before clearance is granted.**
COVID -19	**Annually**	**Two dose series of COVID-19 vaccination OR single does COVID-19 vaccination.**
Flu (Influenza)	**Annually**	**Vaccination date required by October 15th of EACH year**

Titers required for Chicken Pox, DT, Hep B, MMR	**12 months prior to the start date**	**Titers within 12 months of entering program. If not, immune they must get a booster, then a follow up titer at the recommended interval. If still not immune, then we will need a medical note indicating that the student has not serioconverted . That will then be provided to the clinical partner to decide if the student may practice in their facility.**
Chicken Pox (Varicella)	**One Time**	**Two vaccination dates OR serologic evidence of immunity with the laboratory value OR medical documentation of varicella disease or herpes zoster. Minimum documentation includes the year of the disease.**
Diphtheria/Tetanus	**Every 10 years**	**The vaccination date must be valid throughout the clinical/praticum course. Update with DtaP is recommended.**
Hepatitis B	**One Time**	**Three vaccination dates OR serologic evidence of immunity with the laboratory value.**
Hepatitis B Antigen	**One Time**	**Antibody Test Check Titer table below**
Measles (Rubeola)	**One Time**	**Two vaccination dates after the first birthday OR serologic evidence of immunity with the laboratory value. Check Titer table below**
Mumps	**One Time**	**Two vaccination dates after the first birthday OR serologic evidence of immunity with the laboratory value. Check Titer table below**

Rubella	One Time	Two vaccination dates after the first birthday OR serologic evidence of immunity with the laboratory value. **Check Titer table below**
Meningitis	**One Time**	**Vaccination date within 10 years OR completed Meningitis Information Form**

Health Compliance: Immunization and Titer Guidance

Vaccination	Vaccination Status	Disease Status	Titer Status	Action	Follow up Action
Hepatitis B	Individual has NOT had Hepatitis B Vaccine x 3 doses	Had Hepatitis B	Draw titer 30-60 after 3rd Dose Negative titer	Vaccinate	Repeat titer to assess immunity
Hepatitis B	Individual has NOT had Hepatitis B Vaccine x 3 doses	Had Hepatitis B	Draw titer 30-60 after 3rd Dose Positive titer	None. Individual has immunity from vaccine.	
Hepatitis B	Individual has NOT had Hepatitis B Vaccine x 3 doses		Negative titer	Vaccinate x 3 doses	Draw titer 30-60 after 3rd Dose to assess immunity
Hepatitis B	Individual has DOCUMENTED Hepatitis B Vaccine x 3 doses		Draw titer 30-60 after 3rd Dose Positive titer	None. Individual has immunity from vaccine.	

Hepatitis B	Individual HAS HAD Hepatitis B Vaccine x 3 doses		Negative or unequivocal titer AFTER Vaccination x 3 doses	Give Hepatitis B vaccine booster x 2	DO NOT Repeat unless facility requires this.
Varicella	No Vaccine x 2 doses	Had Varicella	Positive titer	None. Individual has immunity from natural disease.	None
Varicella	No Vaccine x 2 doses	Had Varicella	Negative or unequivocal titer	Vaccinate x 2 doses	DO NOT Repeat titer unless facility requires this.
Varicella	Individual HAS DOCUMENTED Vaccine x 2 doses		Positive titer	None. Individual has immunity from vaccine.	None
Varicella	Individual HAS DOCUMENTED Vaccine x 2 doses		Negative or unequivocal titer AFTER Vaccination x 2 doses	Give Varicella Vaccine Booster x 2 doses	DO NOT Repeat titer unless facility requires this.
Measles Mumps Rubella	Individual HAS DOCUMENTED Vaccine x 2 doses		Negative or unequivocal titer AFTER Vaccination x 2 doses	Give MMR Booster x 1	DO NOT Repeat titer unless facility requires this.

Criminal Background Check and Drug Testing

Students will be required to complete a fingerprint Level II background check and drug screen before their program start. Additionally healthcare partners may require Agency for Health Care Administration (AHCA) screening. All screenings will be at the student's expense.

Any background check that is flagged will be sent to the Utica University Graduate School of Nursing leadership for review. The student is then required to compose a document to be submitted to the clinical partners for consideration. It is at the discretion of the clinical partners whether or not items flagged on the background check will be accepted. If a student is declined in the clinical setting due to a background check issue there is no guarantee that Utica University

will find an alternate clinical placement. This would hinder the students ability to successfully complete the program.

Please be advised that approval to continue in the program provided by the University Prior Offense Review Committee does not extend to clinical placements with clinical partners or with licensure following successful completion of program requirements. Students who have difficulty with a criminal background check, fingerprinting, and/or drug screening may encounter difficulty with clinical placements throughout the program and securing licensure components following program completion.

Bloodborne Pathogen Exposure

Strict adherence to barrier precautions and infection control practices decreases 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 Practicum agency policy and protocol.** Such exposure should first be reported to the Practicum instructor who will direct the student for appropriate care. (All students are responsible for the personal medical care costs accrued.)

CPR/BLS Certification

The student will provide a yearly copy of valid American Heart Association Healthcare Provider CPR/BLS Certification to remain in compliance.

Health Insurance

Proof of health insurance is required for all students enrolled in clinical courses. The student will provide evidence of *valid* health insurance to remain in health compliance in the form of a copy of a health insurance card. Utica University will charge the student account to ensure the requirement. If the student has private health insurance, this charge can be waived at http://www.haylor.com/University/utica-University/. Please note that the information the student provides regarding health insurance will be verified. Students who have been found not to have health insurance will automatically be re-enrolled in University's Health Plan and charged accordingly.

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.

Malpractice Insurance

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

Student Representation on 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 the Department of Nursing Committee. Student representatives are needed on the following committees: Curriculum, Assessment, and Resources, as well as on the Nursing Advisory Board. Please contact the program coordinator if you are interested in participating on any of these committees.

Student Nurses Association

The Student Nurses Association is a campus-based student-run organization open to all students in the Utica University 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.

Application for Degree

All students are required to apply for a degree by the deadline of the semester in which they anticipate completing their degree requirements. Students are NOT to wait until they've completed their last course or internship, or they will not graduate in that semester. The application process is a quick, online form on the Registrar's website; the link is also on the OGS website. The deadlines to apply for degree are as follows:

- to be a May graduate – March 15
- to be an August graduate – June 15
- to be an August graduate AND participate in Commencement – March 15
- to be a December graduate – October 15