



Utica College

RN-BSN  
Nursing Program

Revised 2021

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**Evergreen Statement: Refer to the current [Utica College Student Handbook](#).**

## Welcome From the Director

Welcome Nurses!

You have made an important decision to continue your nursing education and I am glad you chose Utica College (UC). The UC RN to BSN Program has been fully online since 2008 and our curriculum is geared toward the working professional nurse. You will experience an excellent curriculum that is always being revised and updated to reflect current standards of practice. Almost all of our nursing courses are [Quality Matters](#) certified and we are experienced with the online education of professional nurses. Our full-time and part-time faculty are caring and attentive and most are engaged in current professional practice. Class sizes are small, and students receive one-on-one attention creating a lasting professional relationship that carries on well after graduation.

Regardless of what led you to make this decision, we are confident that your Utica College education will change you and change your practice in exciting ways.

Please do not hesitate to reach out with questions, concerns or a simple “hello” along the way!

Sincerely,

Amy Haver, MS, RN, FNP-BC  
Assistant Professor of Nursing  
RN to BSN Program Director

## PURPOSE OF THIS HANDBOOK

This handbook is to be used in conjunction with the [Utica College Student Handbook](#), and students are responsible for adhering to the content of both handbooks. Changes in policies and procedures may be made annually and communicated to students via the updated handbook.

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

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

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## **NOTICE OF COMPLIANCE**

The Department of Nursing adheres to the statement of equal opportunity in every aspect of student recruitment, admission, and retention. It is the policy of Utica College to admit students who can benefit from the educational opportunities it offers and whom the College has the capability to serve. Students are admitted on the basis of their potential for intellectual, social, personal, and professional growth. Please refer to the Title [IX Webpage](#) and the Utica College Non-Discrimination Statement.

## **DIVERSITY, EQUITY AND INCLUSION**

Utica College is proud of its commitment to diversity and inclusion, providing a unique opportunity for students to learn and grow in an environment welcoming to a variety of cultures, backgrounds, and experiences. Through a diverse college community, students can feel free to express themselves and their thoughts while gaining valuable exposure to different perspectives and ideas in positive ways. Please refer to the Utica College [Diversity, Equity and Inclusion](#) webpage for additional information and resources.

## **DEPARTMENT OF NURSING MISSION STATEMENT**

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

## **DEPARTMENT OF NURSING VISION STATEMENT**

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

## GOALS

The goals of the RN to BSN program are in keeping with the Department of Nursing Goals which are listed below:

### UTICA COLLEGE DEPARTMENT OF NURSING GOALS

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

### UTICA COLLEGE RN TO BSN PROGRAM OUTCOMES

Upon successful completion of the Utica College RNtoBSN Program, the graduate will:

1. Integrate the arts and sciences with nursing science as a foundation for nursing practice, utilizing technological, verbal and written methods of communication
2. Apply interprofessional, management and leadership principles based on current evidence that supports quality outcomes in nursing practice.
3. Demonstrate ethical, moral and legal standards of professional behavior with individuals, families and groups across diverse health care settings
4. Use critical reflection, current evidence and diagnostic reasoning in the promotion of health, reduction of risk and management of illness with diverse populations across the life span.

### ADMISSION CRITERIA

1. Applicant must be a graduate of an accredited Associate Degree Nursing (ADN) or Diploma Nursing program.
2. ***If from a diploma program***, the applicant must also have *completed* an associate degree or a bachelor's degree from an accredited institution prior to transfer.
3. A maximum of 90 credits may be transferred from four-year institutions, and 60 credits from two-year institutions, depending on one's academic major.
4. Courses considered for transfer credit must have been passed with a minimum grade of "C".
5. A transfer evaluation will be completed by the registrar at the time the student is accepted

for admission

6. Those matriculating with an Associate's Degree or 57 credits from a four-year institution will be exempt from Components One and Two of the General Education Core.
7. Current Registered Nurse State Licensure (from any state) is a prerequisite for enrollment. A copy of the student's RN Registration Certificate must be on file in the Department of Nursing office and remain active while in the program
8. Upon matriculation, 30 transfer credits in nursing are granted toward the baccalaureate degree based upon a current nursing license. Up to 30 credits of Arts and Sciences can be transferred from the associate's degree program and up to 60 from a baccalaureate degree program.
9. Individuals may register for undergraduate classes as a non-matriculated student for a total of 15 credit hours, provided that their total accrued number of credits does not exceed 75.
10. Once matriculated to the college any courses taken outside UC must have the permission of the director and a *Permission to Study* form must be completed and forwarded to the director to process. See "Forms" on the Registrar's home page <http://www.utica.edu/academic/registrar/index.cfm>
11. Completion of a minimum 121 credit hours is required for graduation. Transfer credits are included in the total required 121 credit hours. At least 60 of the 121 credit hours must be taken in the liberal arts and sciences and at least 30 credits must be earned at Utica College.

## MATRICULATION

1. Fill out the [Utica Online RN-BSN Application](#) online
2. A Program Manager from our On-line Admissions Office will contact you upon receipt of the application. They will guide you through all the necessary requirements and documentation needed.
3. You will need to submit:
  - a. Copy of your Nursing License
  - b. Original transcripts from all the Institutions you have attended. Your program manager will give you the address you need to have them mailed to.
4. Once that is received, the admissions personnel will process the completed file.
5. **You may request a Utica College I.D. card right from our website.**  
<http://www.utica.edu/academic/uticaonline>  
**Once there, in the upper right you'll find a link called: "Get My ID Card".**

## FEES

Tuition and fees for undergraduate online programs can be found on the following website:

<https://www.utica.edu/tuition-and-financial-aid/tuition-and-fees/tuition-and-fees-undergraduate-online>

## RN TO BSN PROGRAM CURRICULUM

### Major Nursing Courses:

The nursing program is fully accredited by the Commission on Collegiate Nursing Education (CCNE), and is approved by the New York State Education Department.

#### NUR 311 Socialization to Professional Nursing (3) (**Writing Intensive**)

This course sets the foundation for professional practice that is built upon throughout the curriculum. As the healthcare industry changes swiftly, so does professional nursing practice. This course introduces students to all aspects of the nursing profession, including an overview of nursing roles, theories, and professional practice. In addition, this course will introduce nurses as members of the healthcare team, emphasizing the importance of patient-centered care, interprofessional collaboration and teamwork, and evidenced based practice.

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

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

This course develops effective communication, leadership and teamwork characteristics and provides an understanding of the many ways in which nurses function as leaders in clinical, educational, political, and community settings. Technologies are developed continuously that impact healthcare and nursing leadership. This overview will touch on the areas of patient safety, accessibility to care (telehealth), and the benefits and challenges of electronic health records.

NUR 325 Health Assessment in Professional Nursing Practice (3) (**Practice Experience**) This course allows practicing nurses the opportunity to learn the theories and skills involved with assessment of physical, psychological, social, cultural, and environmental aspects of clients across the life span through theory and virtual laboratory sessions. The major focus is on the well individual with references to illness for comparison.

Health Assessment is designed to assist the student in developing history interviewing skills, perform a systematic physical examination and a psychosocial assessment. As a provider of care, functioning in the professional role, students will learn to integrate knowledge from the physical and behavioral sciences, initiate a comprehensive assessment review and document data findings. NUR 325 utilizes differential interpretation of normal versus abnormal, with an emphasis placed on the well individual with references to illness for comparison. NUR 325 fosters the

development of critical thinking abilities, utilizing the nursing process, identifying assessment characteristics of a variety of symptoms that forms a basis for clinical reasoning.

#### NUR 332 Pathophysiology (3)

This course will examine the basic principles and processes of pathophysiology including cellular communication, genetics, forms of cellular injury, fluid and electrolytes, acid - base balance, immunity, stress, coping, illness and tumors. We will build upon prior clinical knowledge to discuss how systems interact during times of illness and how nursing care is impacted.

#### NUR 333 Pharmacology (3)

This course examines pharmacology related to nursing. Course content will provide information for safe, effective nursing care related to pharmacology. Covers actions, uses, administration alerts, pharmacokinetics, pharmacodynamics, adverse effects, contraindications, interactions with other drugs, herbs and food, and treatment of overdose and antidotes.

NUR 347 Care of Populations and Communities for RNs (3) (**Practice Experience**) This course focuses on the health of populations and communities through the study of epidemiology, health promotion and disease prevention across the lifespan. The influences of environment, genetics, culture, economics, and access to care are analyzed. The organization and function of federal, state, and local health care systems and their relationship is explored. The practice experience (clinical component) will allow the student to interact and apply concepts learned in this course.

#### NUR 411 Management in Prof Nursing (Health Policy) (2)

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

NUR 413 Trends and Issues in Professional Nursing (3) (**Practice Experience**) This course focuses on current trends in the nursing profession and health care. Trends and issues regarding nursing education, research, and practice are analyzed within a historical, social, and multicultural systems framework. Topics include the ethical and legal aspects of nursing and health care, the legislative process, role of the nurse as political advocate, and professional development. Students will appraise the future of nursing, with particular emphasis on the creativity, critical thinking and decision-making needed to meet the challenges of an increasingly complex health care system. A 42- hour clinical component will allow students to apply their leadership abilities in the practice setting.



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

This course introduces the student to palliative and hospice care nursing across the lifespan. Emphasis is placed on the interprofessional approach to nursing care for the physical, psychological, social and spiritual concerns of patients and families as they relate to pain, symptom management, and comfort care, and end-of-life decisions. Students will explore their own perceptions of death and loss and how this affects their ability to care for themselves and their patients.

### **Major-Related Courses:**

**\*abbreviated course description provided\***

### SOC 151 - Introduction to Sociology (3 credits)

This course is an introduction to sociology and United States society including: social class, race, ethnicity, sex, age, family, education, religion, sub-cultures, polity, economy, deviance, urban life, collective behavior, population, bureaucracy, social groups, and social change.

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

This course examines the effects of culture on health, beliefs, and practices related to illness and healing. Prerequisite(s); if any: ANT 101 or SOC 151 or Permission of Instructor.

### BIO 113- Human Genetics (3 credits)

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

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

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

### MAT 112 - Basic Statistics (3 credits) or PSY 211 - Statistics in the Behavioral Sciences (3 credits)

It is important that nurses understand statistical methods and their application to research. This knowledge will facilitate understanding of nursing research literature and methodologies. **THIS IS A PREREQUISITE TO NUR 445**

NUR 445 Introduction to Research Methods and Design (3) (**Writing Intensive**) This course introduces students to the scientific method that provides a foundation for evidence based

practice. Critical elements of the research process will be taught, discussed, and applied using published research studies. Emphasis will be placed on scientific integrity and maintaining ethical standards. Students develop the skills needed to become critical consumers of research literature and participants in the research process. Prerequisites: Mathematics 112 or Psychology/Sociology 211

## **ACADEMIC HONESTY POLICY**

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

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

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

## **PROFESSIONAL NURSING CODE OF CONDUCT**

Since students are preparing for a professional role, professional conduct is expected in all aspects of the course. The Utica College DON will additionally uphold the American Nurses Association (ANA) Code of Ethics as the standard for professional conduct of nurses. Nursing students are referred to <http://nursingworld.org/codeofethics>. The Utica College DON is committed to the development of a professional nurse who will practice within the ANA Nursing Code of Ethics and whose practice is guided by the values of altruism, autonomy, human dignity, integrity and social justice. Our goal is to graduate students 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 College DON Nursing Program.

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

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

### **CONFIDENTIALITY STATEMENT**

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

- Students in clinical have access to protected health information (PHI) of patients on a "need to know" basis and it is solely for use within the scope of duties relating to patient treatment.
- Students may only access the PHI of patients if they are directly participating in their treatment.

- Students may not record PHI of patients (such as name, social security number, date of birth, etc.) on forms which are turned in for clinical or class assignments. PHI will not be removed from the health care facility. This includes oral, written, and electronic disclosures.
- Students may never discuss PHI in public or inappropriate areas to include but not limited to hallways, elevators, restrooms, cafeterias, etc., or with friends/family at any time.
- Failure to protect PHI may be considered a violation of a patient's right to privacy. Properly dispose of documents containing PHI by discarding them in assigned containers marked for proper disposal; do not throw these documents in the trash.
- If a student is unsure whether his or her actions will be in violation of these policies, he or she must consult the instructor *prior* to taking action with the PHI.
- Any student in violation of these policies may be terminated from a clinical position, fail the class, and/or be removed from the nursing program, depending on the circumstances of the violation.

### **SOCIAL MEDIA POLICY**

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

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

- 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

## **ALCOHOL, DRUG AND SUBSTANCE POLICY**

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

## **ADVISOR/ADVISEE ROLE AND FUNCTION**

Students will be provided support from pre-admission through graduation by a series of support services. Program Managers will be a resource for students from admission to registration for the first semester courses. Once matriculated, students will be assigned a Success Coach who will meet with each student to construct an individualized academic plan. The Success Coach will be your primary point of contact for course planning and registration, and will direct you to other helpful resources as needed to support your success. The Program Director is your academic advisor and works closely with the Success Coach. The Director is available to assist with academic or professional questions or concerns as they arise.

## **COMMUNICATION**

Electronic communication is the required method of communication used in the RN to BS Program. Students are required to check their Utica College webmail for college wide announcements and messages from their success coach, advisor and course faculty. Engage email will also be utilized for course related issues/concerns.

### **Student Communication Policy- Academic Concerns Department of Nursing**

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 class, clinical or lab faculty member directly

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involved with the concern.

2. 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(s) 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 needs, and identify suggestions for collaborative problem solving.

### **Attendance Policy For Courses With Clinical/Practice Experience Department of Nursing**

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

### **ACCOMMODATIONS**

Utica College welcomes the physically challenged and in compliance with Section 504 of The Rehabilitation Act of 1973 (as amended) and The Americans with Disability Act of 1990 (ADA), does not discriminate on the basis of handicap.

Students are responsible to inform the faculty of any need for accommodations as identified by the [Office of Student Learning Services](#).

### **RETENTION**

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

1. Students are expected to be aware of prerequisite course requirements. Prerequisites will not be waived.
2. A minimum grade of C+ (76.5%) will be required for all **MAJOR NURSING COURSES**. A student who achieves a grade of less than a C+ in a nursing course has one opportunity to repeat the course. Failure to achieve the minimum grade of C+ in the repeated course will result in academic dismissal from the nursing program.
3. A minimum grade of C will be required for all **MAJOR RELATED COURSES**. A student who achieves a grade of less than a C in a major-related course has one opportunity to repeat the course. Failure to achieve a minimum grade of C in the repeated course will

result in academic dismissal from the nursing program.

4. Achieve and maintain a minimum cumulative G.P.A of 2.5
5. Adhere to Utica College academic rules and regulations (see the UC Undergraduate Catalog)
6. Students who are placed on academic probation by the College may be suspended or requested to withdraw from the nursing major.
7. Students are expected to maintain standards of professional behavior within academic and clinical settings. The student who fails to meet these standards may be subject to dismissal from the College and/or the program. Expected behaviors include but are not limited to:
  - a. Participate in all classes and clinical experiences. In the case of illness or an emergency, the appropriate faculty member must be notified.
  - b. Prepare for class according to course requirements identified in each course syllabus.
  - c. Complete all assignments in a timely manner.
  - d. Demonstrate respect and courtesy toward faculty, staff, and fellow students.
  - e. Demonstrate honesty and integrity in all academic and clinical settings.
  - f. Contribute to the educational growth of self and fellow students.
8. Students may declare a minor. Minors usually require additional 15-21 credits. If a student is interested in declaring a minor, s (he) is encouraged to discuss this with the director.
9. **It is the responsibility of the student to check Banner (conducting a Degree Evaluation) and make sure all courses are posted, if there is a discrepancy found, please notify the Success Coach via email. Instructions for running a Degree Evaluation may be found at:**

[https://www.utica.edu/academic/registrar/Degree\\_Evaluation\\_Information\\_for\\_Students.pdf](https://www.utica.edu/academic/registrar/Degree_Evaluation_Information_for_Students.pdf)

**Or video instruction:**

[http://www.youtube.com/watch?v=e6ZbWt2Q\\_40&feature=youtu.be](http://www.youtube.com/watch?v=e6ZbWt2Q_40&feature=youtu.be)

## **GRADING POLICY**

The Nursing Program's policy is defined by a numerical rating system as follows:

Acceptable Grades – Pass

A = 94 –100%

A- = 90 – 93%

B+ = 87 – 89%

B = 83 – 86%

B- = 80 – 82%

C+ = 77 – 79%

C = 73 – 76%

C- =70-72%

D+ =67-69%

D =63-66%

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F =62%

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

## **PROCEDURES FOR PROBATION, SUSPENSION, DISMISSAL & READMISSION**

### **Academic Probation**

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

### **Student Suspension or Dismissal**

Students in the nursing program are required to comply with specific requirements regarding progress in academic, clinical and behavioral criteria. When a student fails to meet these requirements, the Nursing faculty takes action to suspend or dismiss the student from the Program. The student receives written notification of the faculty decision regarding suspension or dismissal.

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

Dismissal means that the student has been officially dropped from the major. Students may apply for readmission to the Nursing Program at a later time, but readmission is not guaranteed.

**If a student believes he or she has been treated unfairly by the College please see the Utica College [Student Complaint Process webpage](#).**

### **Readmission Following Suspension or Dismissal from the Nursing Program**

A student may apply for readmission to the Nursing Program when all conditions for suspension or dismissal have been satisfied. Students granted readmission must adhere to the academic rules and regulations that are in place at the time of readmission.

A student who has been suspended from the Nursing Program receives a letter presenting the specific criteria necessary for reinstatement to the Program. When the requirements for



reinstatement have been fulfilled, the student must provide written evidence to the Program Director.

The nursing faculty determines whether the requirements for reinstatement have been satisfied. The student is notified in writing, within twenty-four (24) hours of that meeting, of the Program faculty's decision to reinstate or dismiss the student from the RN-BSN Program.

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

### **Permanent Dismissal from the Nursing Program**

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

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

### **Readmission After Taking One or More Semesters Off**

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

<https://www.utica.edu/directory/registrar/registrar-forms>

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

### **GRADUATION REQUIREMENTS**

For graduation requirements, students are encouraged to review the College catalog. Of specific concern to RN to BSN students is the requirement that *60 credits must have the liberal arts designation*, and that even when all requirements are met, the student **MUST** have completed the *total credits required*, including the required major nursing courses, the required major related courses and 60 credits of liberal arts. At least 30 credits must be taken at Utica College to earn the Utica College degree. **The Degree Evaluation is the best way to plan and track your own progress.**

The following offers a checklist of graduation requirements:

- You must pass all major nursing courses with a minimum of a C+
- You must pass all major related courses with a minimum of C
- You must have an overall cumulative average of at least 2.5.

- ❑ Your last 30 credit hours granted toward your Utica College degree must have been earned in residency (taken through Utica College) with matriculated status.
- ❑ You must have paid or satisfactorily adjusted all indebtedness due to the College.
- ❑ You must be recommended by the faculty (upon application, the director will review your qualifications and provide certification for graduation)
- ❑ For the Bachelor of Science degree, a minimum of 60 credits must have the Liberal Arts designation

### **Application to Graduate:**

Whether or not you plan to participate in the Commencement ceremony in May, you must apply for graduation a minimum of TWO months prior to the month in which you wish to graduate.

The form may be obtained on line at

<https://www.utica.edu/directory/registrar/registrar-forms>

- If you filed for graduation in a previous semester, you must reapply, but will only be charged the graduation fee once.
- Degrees are conferred every May, August, and December.
- The intent to graduate puts into place a review of student file to confirm that all program requirements have been met. It is ultimately the student's responsibility to make sure all of the requirements have been met. Every student has access to his or her Degree Evaluation in Banner upon acceptance into the program. Students must use this record to develop their plan of study with the help of the Success Coach. The date of graduation will be the semester that all requirements are met.

**RN-BSN students are encouraged to participate in Commencement, which is typically scheduled the second Sunday in May**

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