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*Evergreen Statement: Please refer to the most current version of the Utica College Student Handbook.*

*Footer Edited 8/2019*
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

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.
UTICA COLLEGE RN TO BSN PROGRAM GOALS

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 at: http://www.onlineuticacollege.com/contact-us/apply.asp
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”.

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

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.

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. 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. 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:**
   http://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

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**GRADING POLICY**

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

Acceptable Grades – Pass

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
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<tbody>
<tr>
<td>A</td>
<td>94 – 100%</td>
</tr>
<tr>
<td>A-</td>
<td>90 – 93%</td>
</tr>
<tr>
<td>B+</td>
<td>87 – 89%</td>
</tr>
<tr>
<td>B</td>
<td>83 – 86%</td>
</tr>
<tr>
<td>B-</td>
<td>80 – 82%</td>
</tr>
<tr>
<td>C+</td>
<td>77 – 79%</td>
</tr>
<tr>
<td>C</td>
<td>73 – 76%</td>
</tr>
<tr>
<td>C-</td>
<td>70-72%</td>
</tr>
<tr>
<td>D+</td>
<td>67-69%</td>
</tr>
<tr>
<td>D</td>
<td>63-66%</td>
</tr>
<tr>
<td>F</td>
<td>62%</td>
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* 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. A student dismissed from the RN to BSN program is automatically dismissed from the college. 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 Grievance and Complaint Procedure in the Utica College Catalog.

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 and the College.

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

Permanent Dismissal from the Nursing Program

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

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

Readmission After Taking One or More Semesters Off

A re-admission form must be completed online at this link: [http://utica.edu/academic/registrar/readmission_info.cfm](http://utica.edu/academic/registrar/readmission_info.cfm)

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

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 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 online at [http://www.utica.edu/academic/registrar/degree_application.cfm](http://www.utica.edu/academic/registrar/degree_application.cfm)

- 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

Edited 8/2019 ABH