Utica College

RN-BS Nursing Handbook

Revised July 2016
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WELCOME

The nursing faculty and staff welcome you to Utica College. Nurses are increasingly involved in complex decision-making in today’s dynamic health care system. In order to prepare you for professional responsibilities in the future, the breadth and depth of your education is essential. The College's approach to education is based upon a philosophy dedicated to the cultivation of a liberally educated professional person. Each student is offered a unique blend of liberal arts and professional educational experiences. We encourage you to take full advantage of the variety of learning opportunities while pursuing your educational goal as a Bachelor’s prepared professional.

PURPOSE OF THIS HANDBOOK

The faculty and staff take seriously the responsibility of providing you with a quality education that will prepare you to think critically, communicate effectively, and assume the leadership of our profession now and in the future. You are the one ultimately responsible for taking full advantage of the program. This handbook provides you with the information necessary for you to assume that responsibility.

Understand that changes in policies and procedures may be made periodically, and it is your responsibility to become familiar with them as well. Any questions that you may have regarding the policies and procedures should be referred to the Director of the Program, Nursing faculty, or the Chair of Nursing.

It is the policy and obligation of the College to keep in strict confidence all that pertains to any student and any student’s affairs. Every person employed in the College shares this obligation. Therefore, information regarding the academic and private affairs of students is confidential and may be disclosed only by persons specifically authorized to do so and, in those cases, only to people who are authorized to receive such information.
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Mission Statement

The Department of Nursing is an integral part of Utica College, and demonstrates philosophical congruence with the mission and values of the College. The mission of the Department is to offer professional nursing education for pre-licensure students and registered nurses pursuing a baccalaureate degree. Intellectual and personal growth both of the students and nursing faculty is valued. The mission prepares graduates to meet the challenge of professional nursing practice, and strengthens the quality of nursing care rendered to the health care consumer in this age of health care reform. The Department of Nursing is committed to serving the professional nursing community and the public by providing education and resources.

Program Goals

Upon successful completion of the Utica College Nursing Program, the graduate will be able to:

- Assimilate theories and concepts from liberal education into generalist nursing practice
- Practice leadership concepts to deliver high quality health care
- Incorporate professional standards of moral, ethical and legal conduct into practice
- Provide safe, competent entry-level care across the life span

Notice of Compliance

Utica College admits applicants without regard to race, religion, national origin, age, or gender. The College and its academic programs do not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal and state laws and regulations.

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 capabilities to serve. Students are admitted on the basis of their potential for intellectual, social, personal, and professional growth.
Intellectual Honesty Policy

In addition to the Utica College regulations regarding intellectual honesty (*Utica College 2014-2015 Undergraduate Catalog*), and the Code of Student Conduct (*Student Handbook 2014-2013*), the Department of Nursing faculty has developed the following policy statement:

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

Students should maintain intellectual honesty at all times. Students who engage in plagiarism or cheating may receive an “F for Cheating” for the course on their transcripts. 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.**

**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 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 principals of social justice into nursing and health policy.

**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 be 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. Forms can be found at [http://www.utica.edu/academic/registrar/index.cfm](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 Process

1. Fill out the Utica Online RN-BS Application online at: [http://www.onlineuticacollege.com/contact-us/apply.asp](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:
   - Copy of your Nursing License
   - 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.

Academic Rules and Regulations

**Students are ultimately responsible for their academic program.** All students are required to read and comply with the Department of Nursing and College requirements. These rules and regulations are found in the *Utica College Undergraduate Catalog*, the *Utica College Student Handbook*, and the *Department of Nursing RN-BS Student Handbook*.

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 Nursing 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 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. **A maximum of one nursing course may be repeated.** 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. A maximum of two major-related courses may be repeated. Failure to achieve the minimum grade of C in the repeated courses 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 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. 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 coordinator of learning services located in Academic support services.

9. 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.

10. 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 program director via e-mail. 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

11. For graduation requirements, students are encouraged to review the College catalog. Of specific concern to nursing students is the requirement that 60 credits are from the liberal arts and sciences and that even when all requirements are met, the student MUST have completed the total credits required, including the required 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.

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 BS 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 2014 academic rules and regulations.

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-BS Program and the College.

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

Grading Policy

Academic Grading

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

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<th>Acceptable Grades – Pass</th>
<th>A = 94 –100%</th>
<th>C- = 70 – 72%</th>
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<tr>
<td>A-</td>
<td>90 – 93%</td>
<td>D+ = 67 – 69%</td>
</tr>
<tr>
<td>B+</td>
<td>87 – 89%</td>
<td>D = 63 – 66%</td>
</tr>
<tr>
<td>B</td>
<td>83 – 86%</td>
<td>F = 62%</td>
</tr>
<tr>
<td>B-</td>
<td>80 – 82%</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>77 – 79%</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>73 – 76%</td>
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* Incomplete (I) grades may be granted according to the College policy (see College catalog)

The RN-BS Nursing Program Curriculum

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

NUR 325 Health Assessment in Professional Nursing Practice (3)
Allows practicing nurses to broaden their skills involved with assessment of physical, psychological, social, cultural, and environmental aspects of clients across the life span. Focus is on well individuals with references to illness for comparison.

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

NUR 332 Pathophysiology (3)
Basic principles and processes of pathophysiology including cellular communication, genetics, forms of cellular injury, fluid and electrolytes, acid - base balance, immunity, stress, coping, illness and tumor biology.
NUR 333 Pharmacology (3)
Information for safe, effective nursing care related to pharmacology. Covers actions, uses, administration alerts, pharmacokinetics, pharmacodynamics, adverse effects, contraindications, interactions with other drugs, herbs and food, and treatment of overdose and antidotes.

NUR 347 Care of Populations and Communities for RNs (3)
Explore health of populations/communities through study of epidemiology, health promotion and disease prevention. Influences of environment, genetics, culture, economics, and access to care are analyzed. Students will participate in a community practice experience.

NUR 411 Management in Prof Nursing (Health Policy) (2)
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)
Focuses on trends and issues confronting Nursing, emphasis on role of bachelor’s prepared nurse. Students will participate in a practice experience requiring application of leadership abilities in practice setting.

NUR 465 End-of-Life and Palliative Care Practice (2)
Physical, psychological, social, and spiritual concerns of patients and families as they relate to pain and comfort care, and end-of-life decisions.

**Major Related Course Descriptions**

SOC 151 - Human Society (3 credits)
Clients exist in a society and it is necessary that the nurse understand how sociological systems influence their behaviors and decisions. An understanding of how such systems operate also assists the nurse to make appropriate professional decisions within the working environment.

ANT 415 - Cultures, Health and Healing (3 credits)
A culture is composed of individuals who share a set of learned values, beliefs, practices, and information. It is important to understand the effects of culture on health and beliefs and the practices related to illness and healing.

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 HLS 445

HLS 445 - Clinical Research (3 credits)
As a nurse, you will need to have a working knowledge of research concepts in order to understand the literature in your profession, the importance of research-based nursing interventions, and to advance the profession of nursing through your own research endeavors. MAT 112 is a pre-requisite for this course.

**How to Register for Courses**

It is very important that all students communicate with their Success Coach PRIOR to each semester before registering for the next semester’s courses.

If you need step-by-step how to Register Online instructions, please go the following link: [http://www.utica.edu/academic/iits/compuserservices/helpsheets/online_registration.pdf](http://www.utica.edu/academic/iits/compuserservices/helpsheets/online_registration.pdf)

**CHECK YOUR UTICA EMAIL FREQUENTLY FOR IMPORTANT INFORMATION**

**Graduation Requirements**

1. You must have satisfied all requirements listed for your major in the College catalog.
2. You must pass all nursing courses with a minimum of a C+
3. You must pass all major related courses with a minimum of C
4. You must have an overall cumulative average of at least 2.5.
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.
6. You must have paid or satisfactorily adjusted all indebtedness due to the College.
7. You must be recommended by the faculty (upon application, the director will review your qualifications and provide certification for graduation)
8. For the Bachelor of Science degree, a minimum of 60 credits must be taken in the liberal arts and sciences.

**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 on line 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.

This 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-BS students are encouraged to participate in Commencement, which is typically scheduled the second Sunday in May.

**Other Expenses Associated with the Nursing Major**

In addition to tuition and fees for all students attending Utica College, the following fees are associated with the nursing major:

- **NUR 325 - Health Assessment**  
  $30-$40 Webcam
- Distance Learning Fees  
  $60/online course
- Estimated Textbook Costs (per semester)  
  $200-$300
- Tina (Software for Health Assessment class)  
  $89

**Utica College ID Cards**

You may request a Utica College I.D. card right from our website.  
[http://www.utica.edu/academic/uticaonline](http://www.utica.edu/academic/uticaonline)  
Once there, in the upper right you’ll find a link called: “Get My ID Card”.

**Computer Skills**

It is necessary that all RN-BS nursing students be updated in the following computer skills in order to be successful in the program:

- Minimum software requirement: Microsoft Office 2003 or 2007 (Student Edition)
- Create, save, print text documents in Microsoft Word
- Navigate: Engage (for all on-line courses); access, send and receive e-mail through using the Utica College webmail.
- Locate an internet web site given a URL site
- Use a internet search engine (Google, Ask, Yahoo)
- Access, send, receive and e-mail an attachment.
• Access and use the UC library resources

**Taking On-line Courses**

Advantages of distant learning (on-line courses):

• You can work at home or where ever there is a computer and the internet
• You can access the course whenever it’s convenient to you.
• You can work at your own pace (as long as the deadlines of the course are met)
• You can often see the work of your peers, and reading each other’s responses can improve your own depth of your own responses
• You can ask your questions to the professor with fear that the questions may sound ‘silly”
• You will be left with a database of information and web sites for use later on
• You will have more frequent interaction with the course professor

Disadvantages:

• Can feel initially fearful of the technology
• Not face to face with the professor
• Must be disciplined as far as course deadlines

**Helpful Web Sites**

**Utica College Main web site:** [http://www.utica.edu/](http://www.utica.edu/)

**Engage Help Desk** for computer related problems, password issues: phone: 1-877-497-5853

**Online Tutoring:** Utica College has a wonderful tutoring service called SMARTHINKING for its online student population. If you need help with your courses, you can find the link to SMARTHINKING in the quick links page: [http://www.utica.edu/instadvance/marketingcomm/about/logins.cfm](http://www.utica.edu/instadvance/marketingcomm/about/logins.cfm)

**Library Resources:** [http://www.utica.edu/academic/library/resources/resources.cfm](http://www.utica.edu/academic/library/resources/resources.cfm)

**New York State Nurses Associations:** nice site for practice issues: [http://www.nysna.org/programs/nai/practice/positions/positions.htm](http://www.nysna.org/programs/nai/practice/positions/positions.htm)

**APA format:** (Format for papers used in many nursing courses): [http://owl.english.purdue.edu/owl/resource/560/01](http://owl.english.purdue.edu/owl/resource/560/01)

**Tips/Important Resources** (from former/present students):

• Make sure you check your degree evaluation every semester to make sure your course
• Don’t hesitate to call the computer “24/7Help Desk” if you have any computer-related problems, they will take a message and get back to you. Make sure your computer is on when you speak to them and if you have an Error Message, read it exactly to them
• Speak to your professor first when you have questions or concerns about the course
• Don’t forget to get a “permission to study” form completed before you take a course outside of UC, it has to be signed so that the credits can be accepted, if not there is a delay.
• Fill out the course evaluation (SOOT), these are confidential and help us to make improvements to the program
• Try to register as early as possible each semester.
• Try to concentrate on the courses you are taking at the moment, it helps not to feel overwhelmed with the total credits you may need…you will get done and enjoy it in the process.
• If at all possible, DON’T GIVE UP, it’s much harder to get back in the swing if you do.