PROGRAM HANDBOOK

UTICA UNIVERSITY

Contents

Evergreen Statement: Please refer to the most current version of the [Utica University Student Handbook.](#)

WELCOME FROM THE DIRECTOR

Welcome Future Nurses!

You have made an important decision in your education to pursue a career in nursing and we are glad you chose Utica University. Our faculty and staff are honored to be part of your journey into this profession. To be a nurse is an honor and a privilege. Your nursing education will require passion, determination, integrity, and commitment. Our faculty will challenge you in ways you probably have not experienced before in your education. We will prepare you to become a nurse and teach you the skills and knowledge that you will use for your entire career

The faculty and staff of the Utica University Traditional and Advanced Standing Nursing programs are committed to your success! We will provide you with the resources and knowledge you need to achieve your goals to become a nurse. We continue to evaluate our policies, processes, and curriculum to ensure we are delivering the most effective and up to date evidence-based education to you. The faculty will be your greatest source of support during your courses. Please do not hesitate to reach out to them with questions or concerns. The faculty have office hours to meet with you or you can schedule an appointment with them.

Please use this handbook as a guide throughout your academic journey. It includes important information about our program policies, procedures, and clinical guidelines. We hope you find this handbook useful and encourage you to review it thoroughly and refer to it often.

Regardless of what led you to make this decision to pursue a nursing career, we are confident that your Utica University education in the Nursing program will prepare you to be a successful Registered Professional Nurse.

Please do not hesitate to reach out if I can be of any assistance
 along the way. Sincerely,
James H. Monahan MS, RN, EMT-P, CHEC

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PURPOSE OF THIS 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. 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.

NOTICE OF COMPLIANCE

The Department of Nursing (DON) 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 refer to the https://www.utica.edu/directory/human-resources/title-ix-utica-university

DEPARTMENT OF NURSING MISSION STATEMENT

Our mission is to provide high quality, innovative, and transformational education to diverse learners and professionals to promote equitable healthcare. We prepare nurses to excel in critical reflection, clinical 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.

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, high-quality, and efficient healthcare services in accordance with best practices 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.

ADMISSION CRITERIA

Freshman Track

- Required overall GPA of 85% or equivalent.

- Satisfactory completion of three years of science and mathematics on high school transcripts, with a required minimum grade of 85% or equivalent letter grade.

- Letters of recommendation and personal essay consistent with University application requirements.

- SAT or ACT preferred.

- Students must complete both General Education Core and major related courses with a GPA of 2.80 prior to beginning the nursing courses.

Transfer Track for Traditional Nursing Program

- Transfer students, either internal or external to the University, must have a cumulative grade point average of 2.8 or better and a minimum grade of C for major-related courses for admission to the nursing program.

- Students must complete both General Education Core and major-related courses with a GPA of 2.8 prior to beginning the nursing courses.

Advanced Standing Track (Post Secondary Pathway)

- 60 credit hours in liberal arts courses, including all non-nursing courses that are nursing program degree requirements; **or**

- A conferred associate degree from a regionally accredited institution.

- Students must have a cumulative grade point average of 2.8 or better with minimum grade of C for major-related courses for admission to the nursing program.

- Post secondary students admitted to the Advanced Standing Track must meet Gen Ed Core requirements and major cognates.

Fees

Tuition and fees for undergraduate campus programs can be found on the following website: https://www.utica.edu/tuition-and-financial-aid/tuition-and-fees/tuition-and-fees-undergraduate-campus

NURSING CURRICULUM

At Utica University, the nursing program is designed to provide students with a liberal arts education as well as a professional foundation that integrates nursing theory with skills required for nursing practice. The program leads to a Bachelor of Science (BS) degree in nursing. **During the first two years or completed at time of admission to be enrolled in the undergraduate nursing curriculum, students will have completed all General Education Core and prerequisite liberal arts and sciences courses. The nursing courses will be taken in four (4) semesters at the junior and senior level. Students must successfully complete all of the nursing courses in each semester before they can take courses in the next semester; they must follow the program sequence.**

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

The nursing program is fully accredited by the Commission on Collegiate Nursing Education (CCNE) and is approved by the New York State Education Department. Graduates are eligible to take the National Council Licensure Examination for Registered Nursing (NCLEX-RN).

Courses

Following is a description of the major and major-related course offerings required in all tracks of the Traditional nursing program.

Transfer Students** For transfer students the baccalaureate nursing curriculum at Utica University includes a minimum of four (4) semesters of study in nursing. All General Education Core and major-related courses must be fulfilled before entering the nursing courses

General Education Core (34-55 credits)

All tracks within the Traditional Nursing program seek to provide students with educational experiences that will develop their ability to think clearly and critically, to express themselves accurately, and to become aware of the rich and varied areas of knowledge.

Concepts introduced in the General Education Core will be reinforced and developed through each student's chosen course of study.

The faculty has identified 10 goals of the General Education Core program. These goals will be introduced at a foundational level in the General Education Core but are intended to be reinforced and assessed throughout the curriculum. Three of the goals will be addressed specifically in major and major-related course work.

The following list outlines the academic groups from which students may select courses to fulfill the requirements, and the numbers of all courses that have been approved as General Education Core courses. For descriptions of each of these courses, see the "[Courses of Instruction](#)" section of this catalog. Some General Education Core courses satisfy major and major-related courses or prerequisites for those courses.

Major Related Courses

BIO 101 and 102 - Human Anatomy and Physiology (4 credits each) These courses are offered in consecutive semesters and provide the student with the background necessary to understand the way the body normally functions.

CHE 211 - General Chemistry I (4 credits) The study of chemistry is necessary for an adequate understanding of the physical and chemical properties of all matter. Concepts of acid base, organic, and biochemical structures are required for the appropriate understanding of specific treatment modalities.

BIO 203 - Microbiology (4 credits) This course contributes to the student's understanding of pathogenic microorganisms, their role in disease, their inhibition and destruction, and principles and techniques of bacteriology.

BIO 205 - Human Nutrition (3 credits) The application of nutritional principles by nurses is essential in health promotion and prevention and/or minimizing complications of illness. To accomplish these goals, nurses need a sound background of nutrition.

PSY 101 - Introduction to Psychology (3 credits) Whether you are working in an acute care agency, home health setting, or the community, your clients will demonstrate a variety of psychological strengths and needs. An understanding of psychological processes is necessary to adequately understand and respond to those needs.

PSY 223 - Life-Span Developmental Psychology (3 credits) or HLS 245 - Human Development Process (3 credits) In nursing practice, it is important to understand how normal psychosocial, neuromuscular, perceptual, cognitive, physical, and socio-cultural development proceeds in order to identify strengths and weaknesses in the development of clients across the life span.

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.

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.

Nursing Course Descriptions

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

First Semester = 13 credits

NUR 311 Socialization to Professional Nursing (3) (Lecture)
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 evidence-based practice.
Co-Requisites: NUR 321, NUR 326, NUR 332

NUR 321 Foundations for Nursing Care (4) (2 Lecture, 1 Lab, 1 Clinical)

NUR 321 is an introduction to foundations of nursing practice and the nurse-patient relationship. The essential elements of caring, critical thinking, teaching, assessment, communication, and professionalism are addressed. The phases of the nursing process are introduced with the focus on holistic assessment of the patient from wellness to illness in the acute care setting. The nursing skills needed for the integral components of patient care will be taught. Key concepts that will be covered are technology, infection control, and injury prevention which will promote a safe patient environment. Learning experiences guide the

development of affective, psychomotor, and cognitive skills necessary for the practice of a professional nurse. Lab and clinical experience included.
Prerequisites: General Education Core Complete with a GPA of 2.8 or better; Co-requisites: NUR 321 Clinical and 321 Lab

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

Provides the opportunity through classroom and laboratory sessions for students to learn the theories and skills involved with the assessment of physical, psychological, social, cultural, and environmental aspects of clients across the life span. 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, performing a systematic physical examination, and a psychosocial assessment. As a provider of care and 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 326 utilizes differential interpretation of normal versus abnormal, with an emphasis placed on the well individual with references to illness for comparison. NUR 326 fosters the development of critical thinking abilities, utilizing the nursing process, as well as identifying assessment characteristics of a variety of symptoms which forms a basis for clinical reasoning.
Prerequisites: General Education Core Complete with a GPA of 2.8 or better Co-requisites: NUR 326 Lab, NUR 321, NUR 332

NUR 332 Pathophysiology (3) (Lecture)

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 discuss how systems interact during times of illness and how nursing care is impacted.
Prerequisites: General Education Core Complete with a GPA of 2.8 or better, Co-requisites: NUR 311, 321,326

Second Semester = 17 credits

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

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.
Prerequisites: NUR 321, NUR 326, NUR 332; Co-Requisites: NUR 366 C, NUR 365, NUR 371, NUR 333

NUR 366 Care of the Aging Population (8 weeks, 3 credits) (2 Lecture, 1 Clinical)

This course will provide an in-depth look at the older adult who constitutes a majority and growing proportion of people who receive nursing care. The health status of older adults is diverse and frequently very complex, often influenced by income level, living arrangements, and need for physical and psychosocial support. The focus is on learning strategies to assist the aging population to maintain optimal health with chronic illness. To accomplish this, the student will discuss modalities for health promotion, health maintenance, disease prevention, and treatment of illness. Clinical included.
Prerequisites: NUR 321, NUR 326, NUR 332; Co-Requisites: NUR 366 C, NUR 365, NUR 371, NUR 333

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

The nursing process is used to operationalize critical thinking and clinical decision-making in the care of individuals, groups, and families responding to complex neurobiological and psychosocial alterations. Clinical practice occurs in diverse settings where emphasis is placed on the development of the therapeutic nurse-client relationship and the utilization of therapeutic communication as the ideal context for the delivery of excellent care. A diverse range of biopsychosocial interventions will be utilized including psychotropic medications, individual and group therapies and psychoeducation.
Prerequisite: NUR 321, 326, 332 Co-requisites: NUR 371, NUR 333, 366

NUR 371 Medical/Surgical Nursing Care I (5) (2 Lecture, 1 Lab, 2 Clinical)

This course builds upon theoretical concepts, integrating the nursing process to facilitate individual and family adaptation to acute stressors within adult medical-surgical nursing. Common physiological and psychosocial stressors and related principles of patient care management are explored. Major concepts related to oxygenation, perfusion, orthopedics, and gastrointestinal are covered. Topical areas include assessment and interventions, which enhance movement towards achieving adaptation utilizing the nursing process reflective of evidence-based practice. The laboratory component allows the student to develop competency with clinical skills and employ all knowledge learned in class and lab in the clinical setting. Lab and clinical experience are included.

Prerequisites: NUR 311, 321, 326, 332; Co-requisites: NUR 333, 366, 444

NUR 333 Pharmacology (3) (Lecture)

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.
Prerequisites: NUR 321, NUR 326, NUR 332 Co-requisites: NUR 371, 444, 366

Third Semester = 16 credits

NUR 411 Leadership/Management in Professional Nursing (2) (Lecture)

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.
Prerequisite: NUR 312, 371, 333, 444, 366; Co-requisites: NUR 421, 423, 446, 365

NUR 421 Medical/Surgical Nursing Care II (4) (2 Lecture, 2 Clinical)

Focuses on increasing complexity of illness, nursing process in the adult population, complex physiological and psychosocial stressors, and related principles of patient care management.
Prerequisite: NUR 371, 333, 444, 366 Co-requisites: NUR 411, 423, 446, 365

NUR 423 Senior Nursing Care Seminar Lab I (1) (Lab)

Seminar based course which explores patient scenarios through case studies, laboratory experiences, and simulation. Students work in teams to analyze patient situations and develop critical thinking skills in the effective delivery of holistic patient care.
Prerequisite: NUR 371, 333, 444, 366 Co-requisites: NUR 411, 421, 446, 365

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

Focuses on maternal, paternal, fetal/neonatal, physiologic, and psychosocial responses to childbearing. Family theory provides a framework for interpreting and understanding the way the family adjusts to pregnancy, birth, and the addition of the newborn.
Prerequisite: NUR 371, 333, 444, 366 Co-requisites: NUR 411, 421, 423, 446

NUR 446 Care of the Pediatric Population (8 weeks, 3 credits) (2 Lecture, 1 Clinical)

This course focuses on the nurse's role in promoting adaptation in the childrearing family. Stressors considered include perinatal complications in the childrearing family, well-child

health promotion, and childhood illness. Emphasis is placed on the nurse's use of anticipatory guidance and knowledge of the normal processes of childrearing and child development. Several unifying principles guide the organizational structure of the course: the family as the unit of care, the integration of growth and development, focus on wellness as well as illness, and the critical role of research in guiding nursing practice. Clinical is included Prerequisite: NUR 371, 333, 444, 366 Co-requisites: NUR 411, 421, 423, 365

NUR 445 Introduction to Research Methods and Designs (3) (Lecture)

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 NUR 311

Fourth Semester = 16 credits

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

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 throughout the course. The organization and function of federal, state, and local health care systems and their relationships are also explored. The practical experience (clinical component) will allow the student to interact and apply the concepts learned in this course. The design of the clinical experience lends itself as a service-learning project to introduce nursing students to community programs and services that focus on health promotion, disease prevention, and risk reduction for specific populations. Service-learning is one mechanism for creating intentional partnerships and meaningful experiential learning opportunities. Students will have the opportunity to assess community-based programs, identify health promotion initiatives, make recommendations, develop health education activities, and present findings through assignments and reflective journals.
Prerequisites: NUR 321, NUR 326, NUR 371, 421, 423; Co-requisites: NUR 465, 471, 412, 473

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

Focuses on preparation for the transition from student to professional baccalaureate generalist nurse. Trends and issues regarding nursing education, research, and practice are analyzed within a historical, social, and multicultural systems framework. This course also provides a transitional clinical experience that serves as a bridge from student nurse to graduate nurse.

*Students must successfully complete all previous courses, including NUR 471 and NUR 473 before beginning the clinical portion of this course.
Prerequisites: NUR 321, NUR 326, NUR 371, 411,421, 423 Co-requisites: NUR 346, 465,471, 473

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

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.
Prerequisites: NUR 321, NUR 326, NUR 371, 411,421, 423 Co-requisites: NUR 346, 412, 455, 471, 473

NUR 471 Advanced Medical/Surgical Nursing (5) (3 Lecture, 2 Clinical)

Integration of theoretical, clinical, and professional concepts to provide care for patients with complex health issues. Emphasis on assessment, differential diagnosis, pathophysiology, pharmacology, critical thinking skills, and clinical judgment.
Prerequisites: NUR 321, NUR 326, NUR 371, 411,421, 423; Co-requisites: NUR 346, 412, 455, 465, 473

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

This course is a seminar-based course which explores patient scenarios through case studies, laboratory experiences, and simulation. Students work individually and in teams to analyze patient situations and develop critical thinking skills for the effective delivery of holistic patient care.
Prerequisites: NUR 321, 326, 371, 411,421, & 423; Co-requisites: NUR 346, 412, 455, 465, 473

Total required nursing credits = 62, Clinical hours = 588, Lab hours = 225

RETENTION

Success in the nursing curriculum requires that students demonstrate the knowledge, skills, and professional behaviors expected of an entry-level registered nurse. Knowledge and skills are examined in a variety of formats including written assignments, testing, and clinical observation.

The faculty at Utica University strive to provide a successful educational experience for every student. Each student is required to meet the following criteria in order to remain in the nursing program:

The student must:

- Complete **all** General Education Core and major-related courses prior to progression into upper-division nursing courses.

- Be aware of prerequisite course requirements. Prerequisites will not be waived. Program courses are listed and scheduled in semester sequence, thus making them prerequisites for successive semesters.

- Achieve and maintain a minimum **2.8 cumulative G.P.A**. in order to progress into upper-division nursing courses. A minimum grade of C is required for all major-related courses

- A student who achieves a grade of **less than a C** in a major-related course has one (1) opportunity to repeat the course. **Any withdrawal from a course will count as an attempt at that course**. **A maximum of two major-related courses may be repeated.** Failure to achieve the **minimum grade of C** in the repeated course will result in academic dismissal from the nursing program.

- Achieve & maintain a minimum cumulative **G.P.A. of 2.8 in all major-related courses**.

- Have earned 65 credits prior to entering nursing courses.

- Demonstrate the professional and ethical behaviors required for successful performance of professional nursing practice as noted by faculty and clinical instructors.

- Successfully complete **all** of the nursing courses in a semester before moving on to the next semester of courses. Failure to achieve the minimum grade of C+ in the repeated course will result in academic dismissal from the nursing program.

- Adhere to established course sequence in nursing major.

- Adhere to Utica University academic rules and regulations.

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

Retention Criteria

1. 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 Nursing program. Expected behaviors include but are not limited to:

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

   b. Prepare for class/lab/clinical according to course requirements identified in each course syllabus.

   c. Complete all assignments according to the time frame posted in the syllabus.

   d. Demonstrate respect and courtesy toward faculty, staff, and fellow students.

   e. Demonstrate honesty and integrity in all academic and clinical settings.

   f. Contribute to the educational growth of self and fellow students.

   g. Wear appropriate attire for course as identified by syllabus, faculty or organizational partners.

2. It is the responsibility of the student to check Banner and make sure all requirements are met and posted.

3. For graduation requirements, students are encouraged to review the University Catalog and their individual degree evaluations.

GRADING POLICY

The Nursing Program's grading 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%
F <=62%

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

A minimum of C+ (77%) must be achieved to successfully pass a nursing course.

A minimum grade of C+ (77%) will be required for all nursing courses. A student who achieves a grade of less than a C+ in a nursing course has one opportunity to repeat the course. A maximum of one nursing course may be repeated. Failure to achieve the minimum grade of C+ in the repeated course will result in academic dismissal from the nursing program.

Grading Policy for NUR 321, 326, 371, 421 and 471 courses

- To achieve a passing grade, the student must meet the following criteria:

- Exam grade of 77% or higher based on weighted average of unit exams and final exam.

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

- Successfully pass clinical as outlined in the clinical evaluation measurement tool.

- Successfully pass lab (NUR 321 and 371) as outlined in the lab (comp) packet.

Grading of Clinical Experiences

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

Testing Policy

All material provided within the course, and all class activities, lectures, associated labs and PowerPoint presentations, are testable on the exams.

1. Examinations are to be taken when scheduled.

2. An excused absence is one that has been arranged with the permission of the course faculty prior to the scheduled exam. Unexcused absence from a test will result in a zero (0).

3. If an excused absence is granted and prior arrangements are made, a make-up test will be allowed. The make-up test will be based on the original test objectives and the format of the test will be at the discretion of the instructor. Make-up tests must be taken within one week of the originally scheduled exam. Failure to do so will result in a zero for the examination.

4. Students should arrive 15 minutes prior to exam start. Students should be prepared to start the exam at the scheduled time. Any student who arrives late for a test, will be denied entry into the classroom and the test. If a student is experiencing an emergency and will be late for the exam, the student must contact the course faculty prior to the start of the exam. The student may be allowed to take the exam at the discretion of the instructor but will not be granted extra time for the exam.

5. If a student is a no call no show for any of the first exams during their first semester in the Nursing courses the student will be given an opportunity to take the exam at a time and place designated by the faculty. The maximum score a student will receive in this exam will be a 75% maximum score. If a student is absent (no call, no show) for any other exams the student will receive a zero "0" for 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, food and/or beverages.

7. Students must wear their scrubs for all exams. Students may not wear hats, caps or hoods during exams. Students who are not in compliance with the Uniform Policy for an

exam will not be permitted to take the examination.

8. Students can bring only their computer into the exam room. All other electronic devices must be turned off prior to the start of the exam, and all personal belongings (jackets, purses, backpacks, laptop cases, water bottles) need to be left in the designated area of the room.

9. Students may bring a pen or pencil. Scrap paper will be provided if required and will be collected at the end of the exam.

10. Students should be prepared to start the exam at the scheduled time.

11. Once the exam has begun students are not permitted to leave and re-enter the exam room. Students are not allowed to leave the exam room for bathroom breaks. Please use the restroom ahead of time.

12. If students need assistance, they may raise their hand to attract the attention of the faculty for technical issues; however, the faculty will not answer any questions related to exam questions or content. Students must answer the questions to the best of their ability.

13. Students receiving special testing accommodations from the Office of Learning Services

14. Students seen talking or accessing the internet during the exam may be asked to leave the room and forfeit their test. Students may not assist their fellow students with anything during the test. Doing any of the above constitutes cheating and poor ethical integrity. If caught, both students will be subject to the University academic dishonesty policy. All papers, including scrap papers, must be submitted to the instructor/proctor before leaving the classroom. No materials may be removed from the examination room.

15. Students must exit the exam and show the faculty the uploaded exam screen and turn off their computer before leaving the testing room. Students who do not exit the exam and/or upload their exam before leaving the testing room will receive a grade of zero on the exam.

16. Students are asked not to congregate outside testing room doors at any time (This includes before and after exams) or in the hallways.

Test Review Policy

A group test review will be done in person per the course schedule. Students will be able to review their exams for fifteen minutes (15) during class at the time identified. This is an opportunity to visualize the test questions and answers. Individual questions will not be answered at this time. The only items allowed in the test review is their laptop computer.

After the test review, students may schedule a meeting with their course faculty to review specific individual test questions based on their exam only. Students may only schedule this meeting with their faculty if they have attended the in-person review.

Test review can only be done regarding the exam up until the next exam. Previous exams will not be reviewed. **Exam review does not occur after a final examination.**

**This policy may change at any time; students will be notified of such changes.

PROCEDURE - MODIFIED PROGRESSION OR DISMISSAL

Academic Probation A student will be placed on University academic probation if his/her cumulative grade point average falls below 2.0. Academic probation is a University 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 University Undergraduate Catalog.* **Any student placed on University academic probation will be dismissed from the nursing program**.

Modified Progression or Dismissal Students in the nursing program are required to comply with specific requirements regarding progress in academic, clinical and behavioral criteria. When a student fails to meet these requirements, the student may be put on a modified completion schedule or dismissed from the program. The student receives written notification regarding this change in their progression. The student may appeal this decision to the nursing faculty and/or the Dean of the School of Health Professions and Education as outlined in this handbook.

- Students who are unsuccessful in a component of a course that includes didactic, clinical/practicum, simulation, and lab:

  The student will be notified in writing of the following:

  - Student will not remain in clinical and lab, effective immediately

  - Student may elect to observe the remaining didactic component but will not be

allowed to take exams or submit assignments

- The student must submit in writing that they would like to stay in the didactic portion of the course to observe

- Should the student be granted an appeal, the course requirements would be completed using an incomplete designation

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

- **Dismissal** means that the student has been officially dismissed from the nursing program. If a student believes they have been treated unfairly by the University please see the [Student Grievance](#) [and Complaint Procedure](#) in the Utica University Catalog.

Immediate Dismissal from Nursing Program

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

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

RULES AND REGULATIONS - CLINICAL EXPERIENCE

Policy Statement: Successful completion of all assigned clinical practice hours is required for nursing students to progress in the program.

Clinical experiences are designed to provide support and integration of the academic coursework. A nursing faculty member will provide direct, on-site supervision for clinical experiences except for selected clinical courses. Attendance is required at ALL scheduled clinical experiences. Students are expected to be in their assigned unit, ready to go, at least 10 minutes prior to the start of their shift, with all necessary, required equipment and prepared for their day. If a student is late for clinical, the student will be sent home and not allowed to participate in clinical. The student will be required to make up the clinical at a future date.

Clinical ends when dismissed by the clinical instructor.

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 Clinical Coordinator 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 after the clinical start time is considered an absence and the student will not be allowed to participate in the day.

"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.

1. All students must provide their own transportation to clinical settings. Parking at clinical facilities is at the student's expense.

2. All students must meet orientation and health requirements for each clinical prior to clinical start date at the date designated by the program. Clinical orientation is mandatory. Failure to complete health requirements or clinical site orientation will result in the student not being able to proceed in the clinical course.

3. Clinical assignments may occur anywhere within a 60-mile radius of students' assigned campus.

4. Cell phones can be used for emergencies only; otherwise, use of cell phones may be included as a mark of unprofessional behavior.

5. Two absences from clinical (ex. no call, no show) will result in failure of the clinical course.

6. Clinical experiences are graded on a pass/fail (P/F) basis. Outcome criteria for clinical evaluation are clearly stated in the course syllabus and clinical evaluation tool.

7. A student who is found to endanger the health/welfare of a client will be considered to have engaged in misconduct. **The following constitute cause for immediate dismissal from the clinical setting and failure of the clinical course, as well as dismissal from the nursing program:**

   a. Coming to clinical practice under the influence of alcohol or illegal drugs.

   b. Emotional or physical jeopardy. This includes any action by the student toward a patient, family/significant other of patient, or staff member(s) such as, but not

   c. limited to the following: threat to emotional and/or physical well-being; willfully harassing; physically, verbally, or emotionally abusing; use of intimidation.

   d. Student actions incongruent with Utica University Nursing Department policies, actions incongruent with clinical partner organizations, actions inconsistent with course objectives, and actions inconsistent with the principles of patient safety, professional behavior, and ethics.

   e. Actions and behaviors that demonstrate persistent disregard for client, colleague, religious, ethnic, and cultural practices.

8. Students who commit acts judged by the clinical instructor to be unsafe may be dismissed from the clinical setting and/or course. Examples of unsafe acts include, but are not limited to:

   a. Error in medication administration.

   b. Administration of a medication without having knowledge of the drug.

   c. Inaccurate recording or failure to record medication administration.

   d. Error in administration of intravenous fluids.

   e. Failure to report changes in patient's condition.

   f. Failure to seek supervision when necessary.

   g. Failure to report and document nursing care.

   h. Compromising patient care by inadequate preparation for clinical experience.

i.   Breach of confidentiality.

j.   J. Neglecting personal safety.

k.   Creating or causing personal safety hazards.

l.   Sleeping in the clinical area.

m. Disregard for clinical faculty instructions.

n.   Falsification of documentation

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

i.   Inform the student immediately of the unsafe act.

ii. Provide the student with written documentation concerning the unsafe act.

iii. Review the incident and counsel the student, recommending remediation as needed.

iv. Notify the Director of Nursing and send the copy of the occurrence report to be filed in the student's academic file.

v.   Follow the policy for reporting an occurrence as required by the clinical agency or institution.

Student Responsibilities for Clinical Experiences

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, the nursing faculty

assigns students to clinical groups. Students will register into their assigned clinical groups. **Any changes are subject to faculty review and may be granted only under exceptional circumstances**. Changes to clinical sites may incur an administration fee. Under no circumstances may students negotiate a clinical placement directly with the clinical setting.

For all *preceptor* clinical experiences, students are assigned clinical experiences with a registered nurse preceptor. Students participate in clinical learning activities under the supervision of the registered nurse preceptor and the nursing faculty member responsible for the course. Preceptors are assigned through a joint process between the Department of Nursing faculty and the participating agency.

Completion of the Clinical Requirement In all cases, students *must complete the required number of clinical hours assigned to the course* through on-site clinical experience or completion of an assignment determined by the faculty member. All hours must be completed within the scheduled semester. If justified according to University policy, an incomplete grade may be assigned. An incomplete grade may prevent the student from progression in the program.

Equipment Associated with The Nursing Major

Uniform: Utica University Nursing scrubs which can be purchased at the Utica University Bookstore

Stethoscope** (Sprague or Rappaport type, with bell, diaphragm, and pediatric adapter)

> **It is essential that you buy a good stethoscope. You will use this for the remainder of your professional career, and the cheap ones do not permit reliable assessment.

> *The Nursing photo ID badge should be obtained through Campus Safety at least two (2) weeks prior to clinical experience (contact Campus Safety 315-792-3046).

In addition to tuition and fees for all students attending Utica University, the following fees associated with this program may be found at: **https://www.utica.edu/tuition-and-financial-aid/tuition-and-fees**

Laboratory Use

The nursing program at Utica University offers its students the opportunity to practice, review, or refine clinical skills in the laboratory setting. Located in 2nd Floor Romano Hall, a variety of equipment and audiovisual materials is available for student use. The students may utilize the laboratory facilities by arrangement with faculty members and by attendance during open lab hours (hours posted on lab door). During scheduled open lab

hours, the Laboratory Coordinator or designated Lab Assistants are available to assist with and supervise learning activities.

Guidelines for Student Use

To ensure that all students have equal opportunity to utilize the laboratory and to ascertain that the environment remains safe and conducive to learning, the following policies regarding laboratory use are in effect:

1. Non-nursing students may be present in the laboratory only with permission of an instructor in advance of the requested time.

2. Teaching aids (e.g., videos), blood pressure cuffs, stethoscopes, and/or other equipment are not to be removed from the laboratory.

3. Students will assume responsibility for conducting themselves in a safe manner during laboratory/activities.

4. Students will assist with necessary clean-up duties after laboratory use.

Kaplan

The Department of Nursing has contracted with Kaplan Inc. to provide integrated testing. Kaplan's Integrated Testing program consists of a series of online tests designed to evaluate the nursing knowledge of students in an undergraduate program leading to RN licensure.

Comprehensive Assessment and NCLEX-RN Pre-Testing

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

In preparation for the NCLEX-RN, assessment testing will be required by all students in the spring semester of senior year. In addition, all seniors will participate in a **mandatory 3-day review** course. It is strongly recommended that the NCLEX-RN Licensing Examination be completed within 90 days of graduation. Outcome data show that graduates who take the exam within this time period after graduation tend to have higher pass rates than those who choose to delay taking the exam.

Additional Information

Student Representation on Department of Nursing Committees

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

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.

Graduation Requirements

1. You must have satisfied all requirements listed for your major in the University Catalog.

2. You must have satisfied all requirements concerning standards of professional behavior. [Graduation Requirements](#) & [Applying for A Degree](#)

HEALTH CLEARANCE REQUIREMENTS

In accordance with the New York State Health Department and by the terms of the contractual agreements between the university and host facilities, students must adhere to the following policy regarding health requirements. Students must be prepared to complete any additional state or agency/facility health requirements required by their specific placement site. These requirements promote the protection of students, clinicians and individuals served at the host facilities.

Health Clearance Policy

Each student is required, at their own expense to have an ANNUAL physical examination and specified immunizations/titers. Other requirements are specific to the students' programs but may include: current Basic Life Support certification, proof of personal health insurance, drug testing, and/or background check.

These requirements must be completed by the due dates established by the students' programs. Students should plan in advance to ensure that the required items are submitted on time and are current and valid for the duration of the clinical education experiences. It is

strongly suggested that students keep valid and current copies of these health records at all times.

Failure to observe the stated deadlines and requirements will prevent the student from participation in clinical education, which in turn will delay or prevent progress in the student's program. **EXCEPTIONS WILL NOT BE MADE.**

Utica University has contracted with American DataBank or ACEMAPP to provide compliance tracking with these requirements. Physical exams and additional health requirements are submitted directly by the student to American DataBank using directions provided by the students' programs.

The following **must be completed and documented six (6) weeks prior to** the first day of the clinical experience. Failure to meet these requirements will prohibit your attendance at clinical experiences.

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

- Documented Physical examination including all body systems within 1 year of beginning clinical and updated every 12 months

- Quantiferon TB test yearly

- DT within 10 years

- Measles, Mumps, Rubella Titers

- Measles, Mumps, Rubella vaccinations if indicated by titer results

- Hepatitis B vaccine (includes a series of 3 injections (initial, 1 month, 5 months over a 6-month period)) or written waiver refusing vaccination

- Varicella (chicken pox) titer

- Influenza vaccine annually (Dates will be determined based on hospital mandates)

- Meningococcal Meningitis vaccine or signed refusal form

- COVID-19 Vaccine and Booster

CPR: The CPR/BLS certification is a prerequisite for all clinical nursing experiences. Certification in cardiopulmonary resuscitation AHA Healthcare Provider must be obtained through the **American Heart Association** and be kept current throughout the nursing program. Failure to meet these requirements will prohibit your attendance at clinical

experiences. Please submit a copy to American DataBank.

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

Background Check and Drug Testing

All students are required to complete a level II background check, fingerprinting, and drug screening prior to course registration. Compliance with these requirements is essential for clinical placement and program progression. If your initial toxicology screen is positive, you will be notified within 30 days of the test date.

After receiving the notification, you must complete a urine drug test within 24 hours. Failure to submit both the initial and repeat toxicology screens, or receiving a positive result on either test, may result in dismissal from the program. Students who fail to submit a background check or students whose background checks indicate a conviction may be dismissed from the nursing program. A history of past arrest and conviction may prohibit students from being licensed as a Registered Nurse or Family Nurse Practitioner. Students should contact their state board of nursing to determine their eligibility for licensure based on their criminal background prior to submitting an application to the nursing program. Students are subjected to random drug screening throughout the duration of the program.

Alcohol, Drug and Substance Policy

It is expected that all students adhere to the Utica University alcohol and other drug policies. Refer to the Annual Drug and Alcohol Notice [Utica University Alcohol, Drug and Substance Policy](). 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, simulation, 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.

If a student has been assessed by a faculty, staff, or clinical agency representative to possibly be impaired, a second nursing or healthcare professional is needed to confirm the suspicion. The student will be asked in writing to complete screening at the student's cost **immediately**. The student will not leave the premises independently and must seek alternate transportation.

The student will not be permitted in the clinical environment until the results are received and confirmed to be negative.

Should the results indicate the presence of substances, the student will be dismissed from the program if this is a second offense. If the positive result is the first occurrence, the student will be referred to the Counseling office and the student will be considered for return into the program with evidence of a clean screen.

If the student refuses testing, the student will be dismissed from the program.

Infection Prevention

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

Health Insurance

All students enrolled in clinical experiences **must** have personal health insurance. Students may obtain such insurance through individual/family health insurance policies or through the University. Health insurance policy forms are available in the University Student Health Center.

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

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

  o Jogger scrub pants are not acceptable.

  o Scrub coats other than navy blue are not acceptable, no pullover fleeces, 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 which 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 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.

<u>Grooming</u>

1. It is assumed that high standards of personal appearance, neatness, and hygiene will accompany wearing of the uniform.

2. All hair must be off the collar and neat. Unnatural hair color (such as blue, green, or purple and not limited to) 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.

RULES AND REGULATIONS - THE LAB CLASSROOM

Lab Policy

- Lab Tardiness Rules- Students who present to the lab environment after class start time are considered to be tardy and will not be allowed to participate if a quiz is scheduled and will receive a zero for the missed quiz.

- If a student is late twice, the Lab Tardiness Rules still apply and the accumulation of two lab tardies will result in a Lab absence.

- Lab absences related to tardiness are not able to be made up.

- Two unexcused lab absences will result in a failure of the Lab portion of a course.

- A "No Call/ No Show" to a lab competency will result in immediate failure of the lab.

- Students should be prepared to participate in their education, which includes obtaining necessary medical clearance, completing any pre-work, etc.

- Students must bring a laptop, notebook, a pen, a stethoscope, and required textbooks to every lab.

- The lab is a cell-phone free environment.

- Students may bring a covered drink with them into the lab, but eating is not allowed in the lab.

- Lab participation is mandatory. Active participation requires students to be prepared to engage in content review, ask appropriate questions, attempt to answer any questions asked by faculty, and be prepared to demonstrate any assigned skills in the lab with some level of understanding.

- All lab competencies are recorded.

- Students who leave lab early, without prior faculty approval, will count as a lab absence

- Lab ends when dismissed by the clinical instructor.

- Students enrolled in a lab course that includes skill competencies will have a **maximum of three attempts** to demonstrate proficiency. If a student fails to pass after three attempts, they will receive a failing grade for the lab, which will also result in a failure of the entire course. Failure to meet competency requirements will prevent the student from participating in associated clinical placements.

Photo and Video Policy

As a student in the nursing program, you may be recorded or photographed during specific activities, such as testing, simulations, competencies, and certain Zoom meetings or activities. These recordings will not be accessible to students and will only be used for quality assurance.

LEAVE ACCOMMODATIONS

Military Leave

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

Utica University policy for military-related withdrawal:

- You will need your official orders for military duty sent to the Utica Registrar's Office and the Director of the Nursing Program.

- There will be no academic penalty for withdrawing from your courses provided that you - (a) notify each of your instructors of your leave within reasonable timeframes, (b) work out arrangements with your instructors to complete assignments, and (c) mutually agree on a course completion plan.

- There will be no financial penalties for withdrawing from your courses provided that you - (a) notify the Center for Student Success of your leave, and (b) speak personally to your financial aid counselor.

PLEASE NOTE: Didactic/Lab/Clinical Instructors MUST be given adequate communication regarding your leave and are only required to give you reasonable accommodation for your military leave. Reasonable accommodation is determined by your instructor. If you feel reasonable accommodation is 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 Accommodation

Utica University does recognize 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 in order 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, Utica University Nursing 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 in regard to religious accommodations 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

ACADEMIC HONESTY POLICY

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 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.

- If a student has a complaint related to academic matters, the student has the right to first appeal to the Program Director. The appeal must be submitted through the Appeals Portal and should address why the student should not be held to the same standards as all other students and extenuating circumstances that should be considered.

- If the outcome of the appeal to the Program Director is not satisfactory to the student, she/he may appeal to the Chair of Nursing via email **within 7 days.**

- If the outcome of the appeal to the Chair of Nursing is not satisfactory to the student, she/he may appeal to the Dean of Health Professions and Education via email **within 7 days.**

- If the outcome of the appeal to the Dean of Health Professions and Education is not satisfactory to the student, and the student has additional information for the committee to consider, she/he may appeal to the University Academic Standards Committee **within 7 days.**

- If the outcome of the appeal to the University Academic Standards Committee is not

satisfactory to the student, and the student has additional information for the Provost to consider, she/he may appeal to the University Provost **within 7 days. The decision of the Provost is final.**

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.

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.

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 Nursing Program.

American Nurses' Association Code of Ethics For Nurses (2025)

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 recipient(s) of nursing, whether an individual, family, group, community or population.

3. The nurse establishes a trusting relationship and advocates for the rights, health and safety of recipient(s) of nursing care.

4. Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligation to promote health, prevent illness, and provide optimal care.

5. The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.

6. Nurses, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting that affects nursing care and the well-being of nurses.

7. Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health and social concerns.

8. Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends.

9. Nurses and professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing

10. Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

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 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, public areas etc., or with friends/family at any time.

- Students may not share passwords with anyone else and are required to log out of the computer prior to leaving the computer.

- 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.

<u>Social Media Policy</u>

Nursing students may not photograph, 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 patient/ 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 in the Healthcare setting

- Do not take photos or videos of patients

- 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

ADVISOR/ADVISEE ROLE AND FUNCTIONS

Utica University believes that the role of the advisor is a critical, mentoring one. Students are assigned an advisor from their major at the time of their admission to the university. Every attempt is made to maintain continuity by keeping the same advisor throughout your program. In order to maximize benefits of the advisor/advisee role, **it is recommended that students communicate with their advisor on a regular basis**. Students are responsible for knowing where their advisor's office is and introducing themselves.

All matriculated full-time students are required to meet with their advisor each semester prior to registering for courses. Upon selection of courses, the student advisor will provide the alternate pin number for registration on-line. A different pin number will be assigned to each student. Subsequent course schedule changes will also require approval.

The faculty advisor will:

1. Assist the student in developing his/her course load for registration.

2. Meet with the student, as needed, particularly at mid-semester, concerning the advisee's academic status.

3. Discuss and assist with academic or related problems, making appropriate referrals for additional guidance and/or counseling.

<u>The student advisee will:</u>

1. Identify and contact his/her advisor during the orientation period or early in the first semester on campus. Each faculty member has voice mail, posted office hours, and a mailbox in the University mailroom.

2. Discuss and confirm course selection for the registration process with the advisor.

3. Contact his/her advisor periodically during the semester relative to academic progress.

4. Be responsible for notifying advisors as soon as academic difficulties arise. Do not wait until the end of the semester because it may be too late to offer adequate assistance.

5. Discuss any problem that may potentially interfere with your academic progress. If your advisor is unable to assist you directly, he/she will refer you to an appropriate resource.

6. Be ultimately responsible for meeting all academic requirements of Utica University and the Department of Nursing.

Professionalism and Communication Standards

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

2. All verbal communication must be done in a calm and professional manner. No yelling, foul language, invading personal space, or threatening (language or behaviors).

3. All electronic communication should follow professional netiquette (address peers or staff by requested name and/or title, write in full sentences, use appropriate language, no use of excessive exclamation marks, bold print, or caps).

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

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

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

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

Progressive Discipline Policy

PURPOSE: To define the steps applied to the progressive discipline policy at Utica University's Nursing Program.

SCOPE: Applies to Utica University's nursing students administered by faculty and administration

REFERENCES Utica University of Nursing Student Handbook

Procedure / Directive

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 the 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. 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

6. Discipline/Probation document to include a summary of the verbal or written incident. The faculty and the student will sign the document. A copy of the form is provided to the student.

7. All completed progressive disciplinary documentation will be scanned into the student's file in Navigate and will remain there until program completion.

8. 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. Student Complaint Process

Communication

Electronic communication is the required method of communication used in the Traditional Nursing Program. Students are required to check their Utica University webmail for University wide announcements and messages from their success coach, advisor and course faculty. Engage email will also be utilized for course related issues/concerns. [Utica Email Communication](#)

Student Communication Policy - Academic Concerns

Traditional Nursing Program

When students have concerns 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 to discuss, or send a written description of their concern to the **Director of the Nursing Program.**

3. The **Director of the Nursing Program** will decide whether to notify the **Department Chair**

4. The **Department Chair** will decide whether to notify the **Dean**

5. The **Dean** will decide whether to notify the **Provost**

*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 need and identify suggestions *for collaborative problem solving*.

Accommodations

Utica University recognizes its obligation under Section 504 of the Rehabilitation Act of 1973 and must present their signed accommodations letter to the course faculty at least 72 hours in advance of an exam to receive their accommodations on that exam. Americans with Disability Act of 1990 to provide reasonable accommodations for students with documented disabilities. The Learning Services office is also committed to promoting access and awareness as a resource to all members of the Utica University community.

Students are responsible for informing the faculty of any need for accommodation as identified by the Office of Student Learning Services.

PROFESSIONAL LICENSING PROCEDURE

Upon fulfilling all academic requirements, the graduate is eligible to file an application with the New York 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 application packets and instructions for New York State are available through the Department of Nursing.

At the time of graduation, students must submit the completed NCLEX-RN either online or mailed to the New York State Department of Education. The application form and submission will be reviewed with students prior to the end of their final semester.

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