Utica College

2012-2013
RN-BS Nursing Handbook

For students who began the RN-BS program
before Spring 2013

Revised 9.12

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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.

<table>
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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.

Terminal Program Outcomes

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 Undergraduate Catalog*), and the Code of Student Conduct (*Student Handbook*), the Department of Nursing faculty has developed the following policy statement:

> The faculty and students of the Department of Nursing believe that the eleven statements of 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.

American Nurses' Association Code of Ethics for Nurses (2001)

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by consideration of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nurse practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the professional through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social 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. **See "Forms" on the Registrar's home page** http://www.utica.edu/academic/registrar/index.cfm
11. Completion of a minimum 121 credit hours is required for graduation. Transfer credits are included in the total required 121 credit hours. At least 60 of the 121credit hours must be taken in the liberal arts and sciences.

Matriculation Process

1. Fill out the Utica Online RN-BS Application online at:
   http://www.onlineuticacollege.com/contact-us/apply.asp
2. A Program Manager from our On-line Admissions Office will contact you upon receipt of the application. They will guide you through all the necessary requirements and documentation needed.
3. You will need to submit:
   - 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 (73.5%) 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 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. **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. The student may appeal this decision to the nursing faculty and/or the Dean of the School of Health Professions and Education.

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. It does not affect the student's enrollment in the College. Students may apply for readmission to the Nursing Program at a later time, but readmission is not guaranteed.

Any student who has been suspended or dismissed from the Nursing Program may appeal that decision. Any student going through an appeals process is encouraged to request advice and counseling in the Office of Academic Support Services *early* in the process. Faculty takes an active role in supporting student appeals when appropriate, and provides the Division Dean and Academic Vice-President and Dean of the Faculty with suggested contingencies for reinstatement and progression toward successful completion of the Program.

Procedure of Appeal of Suspension or Dismissal

The process of appeal is as follows:

1. The student initiates a written appeal to the Program Chair within fifteen business days of notification of suspension or dismissal. The appeal must include a petition containing a detailed description of the problem leading to the action, the student's explanation of the problem, and the reasons that the student feels that the decision is unfair, inappropriate or inconsistent with the facts of the case. *No exceptions are allowed from this time frame. The suspension or dismissal stands if written notification of appeal is not received by the Program Chair within fifteen business days of notification of suspension or dismissal.*

2. The full-time nursing faculty meet in special session to consider the case. The student, accompanied by an advocate if desired, addresses the faculty at the meeting. The faculty committee member involved may also is desired, addresses the faculty at the meeting. The faculty may ask for further information or clarification at that time. After meeting with the student, the faculty committee meets in closed session and determines their decision to uphold or overturn the decision to suspend or dismiss the student from the Nursing Program. If the full-time faculty member is involved in the appeal the faculty member must be recues from the discussion and the vote. The student is notified, in writing, of the Faculty Committee's decision within seven business days.

3. If the decision of the Faculty Appeals Committee is unacceptable to the student, then the student may elect to appeal to the Dean of the School of Health Professions and Education.

4. The student is required to make an appointment with the Dean within fifteen business days of notification of the decision of the Nursing Faculty Committee.

5. The student will provide the Dean with all materials for review prior to the meeting. The Dean hears the case and evaluates the information presented. The Dean may send the case back to the faculty with instructions for further discussion and reevaluation, or may uphold the decision of the faculty, or may overturn the decision of the faculty and grant the appeal.

6. If the decision of the Dean is not acceptable to the student, the student may appeal to the Academic Standards Committee through the Office of Academic Support Services. The student is responsible for seeking assistance from the Office of Academic Support Services and is encouraged to do so early in any grievance, complaint, or appeal process.

7. The Academic Standards Committee will review the case relative to procedural issues only to ensure that due process has been followed.

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.

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 Chair.

The nursing faculty meets to determine whether the requirements for reinstatement have been satisfied. The student is notified in writing, within fifteen business days of that meeting, of the Program faculty's decision to reinstate or dismiss the student from the Nursing Program.

Students who do not maintain standards for academic progress will be dismissed from the Program.

Students who are dismissed for academic reasons shall not be permitted to take any further courses at Utica College for at least one semester (see *Utica College Undergraduate Catalog*).

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:

Acceptable Grades – Pass

A	= 94 –100%		C-	=70-72%
A-	= 90 – 93%		D+	=67-69%
B+	= 87 – 89%		D	=63-66%
B	= 83 – 86%		F	=62%
B-	= 80 – 82%			
C+	= 77 – 79%			
C	= 73 – 76%			

* 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 201 - Health Assessment and the Nursing Process (3 credits)
A nurse spends much of practice time assessing patients in various settings. This course provides settings/opportunities to learn assessment of physical, psychological, social, cultural, and environmental aspects of well individuals.

NUR 351- Conceptual Framework for Nursing Practice (3 credits)
Theoretical foundation for RNs entering the nursing program. Concepts of stress/adaptation systems, human interaction, critical thinking, problem-solving and decision making

NUR 345- Clinical Pharmacology: Application to Practice (3 credits)
This course provides the students with a review of pharmacological agents used in the health care practitioner practice setting. Reality-based scenarios will be used to promoter application of drug knowledge.

NUR 472 - Trends and Issues in Professional Nursing (2 credits)
This course continues the socialization of nursing student to their professional role expectations. The course is conducted in a seminar format, with issues past and present as they impact on the practice of professional nursing the center of discussion.

NUR 474 - Community Health Nursing (3 credits)
This course provides the student with a greater understanding of the resources available in the community for the total care of patients in a variety of settings such as homes, clinics, schools and industries. Significant emphasis is placed on measures to prevent illness and maintain the health of chronically ill persons.

NUR 474C - Community Health Nursing – C (1 credit):
Independent clinical project for in-depth exploration of community needs and resources, and nurses' role in a community setting

NUR 475 - Nursing Management in the Community (3 credits)
This course introduces the student to the role of the nurse manager. Basic theoretical knowledge of concepts of management is addressed.

NUR 475C - Nursing Management in the Community – C (1 credit):
Independent clinical project for in-depth exploration focus on patient care management with an opportunity to explore the role of nurse manager. Theories and principles of management are applied to nursing practice.

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. **Pre-requisite MAT 112.**

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

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
3. You must have an overall cumulative average of at least 2.5.
4. **Your last 30 credit hours granted toward your Utica College degree must have been earned in residency (taken through Utica College) with matriculated status.**
5. You must have paid or satisfactorily adjusted all indebtedness due to the College.
6. You must be recommended by the faculty (upon application, the director will review your qualifications and provide certification for graduation)
7. 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

- 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 201 - Health Assessment $30-$40 Webcam
Distance Learning Fees $60/online course
Estimated Textbook Costs (per semester) $200-$300

Utica College ID Cards

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

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:

A.   Minimum software requirement: Microsoft Office 2003 or 2007 (Student Edition)
B.   Create, save, print text documents in Microsoft Word
C.   Navigate: Banner web, WebCT (for all on-line courses); access, send and receive e-mail through using the Utica College webmail.
D.   Locate an internet web site given a URL site
E.   Use a internet search engine (Google, Ask, Yahoo)
F.   Access, send, receive and e-mail an attachment.
G.   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/

Utica College Computer Help Desk: for computer related problems, password issues: phone: (315) 792-3115; available from 0830-1700 Monday- Friday. OR: helpdesk@utica.edu

Angel: http://www.utica.edu/academic/uticaonline/angelinfo/tech.cfm 1.866.264.1537

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

Library Resources: 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

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

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

- Make sure you check Banner every semester to make sure your course grade is posted, etc.
- 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
- 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 that you will be notified about on line, it will allow you to receive your grade for the course earlier
- 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.