

UTICA



UNIVERSITY

**School of Health Professions
and Education**

**Advanced Standing
Bachelor of Science
Nursing Program**

Fall 2024

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Welcome from the Director

Welcome Future Nurses!

On behalf of Utica University, it is with great pleasure and enthusiasm that I extend a warm welcome to you as you embark on this incredible journey towards becoming a registered professional nurse. Congratulations on your acceptance into our esteemed nursing program! The next 16 months will fly by, and before you know it, you will be graduating. Our program is designed to provide you with a comprehensive and dynamic learning experience, equipping you with the knowledge, skills, and values necessary to excel in the field of nursing.

As you commence this educational adventure, you will be guided by a team of dedicated and experienced faculty members who are committed to your success. They are not only experts in their respective fields but also passionate about nurturing the next generation of healthcare professionals. Our state-of-the-art facilities and cutting-edge resources are here to support your academic journey and enhance your practical skills.

We understand that the path to becoming a nurse may present challenges, but rest assured, you are not alone. Our support services, including academic advising, counseling, and peer mentoring, are readily available to assist you throughout your time at Utica. Together, we will ensure that you have the resources and encouragement needed to overcome any obstacles and thrive in your academic and personal pursuits.

Once again, welcome to Utica University! Your dedication and commitment to pursuing a career in nursing have set you on a path of immense significance. We look forward to witnessing your growth, accomplishments, and contributions to the nursing profession. If you have any questions or need assistance, please do not hesitate to reach out to me or any of our dedicated faculty and staff. Your success is our priority, and we are here to support you every step of the way.

Sincerely,

James Monahan

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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. First, an informed student is a better student. We want students to understand the educational goals and mission of the entire program in order to facilitate integration of individual course content into your overall view of the nursing profession. Second, the faculty and staff take seriously the responsibility of providing students with a quality education that will prepare them to fulfill their responsibilities as a professional nurse. However, the student is the one ultimately responsible for taking full advantage of the program. This handbook provides students with the information necessary for them to take on that responsibility.

NOTICE OF COMPLIANCE

The Department of Nursing adheres to the statement of equal opportunity in every aspect of student recruitment, admission, and retention. It is the policy of Utica 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 [Utica University Non-Discrimination Policy](#).

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.

DEPARTMENT OF NURSING GOALS

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

PRELICENSURE PROGRAM GOALS

(Domain 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.

(Domain 2) Provide evidence-based person-centered care that is holistic, individualized, just, respectful, compassionate, coordinated, and developmentally appropriate across the lifespan.

(Domain 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.

(Domain 4) Evaluate and apply nursing knowledge to inform practice, improve patient outcomes, and influence health care.

(Domain 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.

(Domain 6) Collaborate across professions and with care team members, patients, families, and communities, to optimize care, enhance the healthcare experience, and improve outcomes.

(Domain 7) Utilizes available resources to coordinate safe, quality, and equitable care across diverse populations within complex systems.

(Domain 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.

(Domain 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.

(Domain 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.

ADVANCED STANDING NURSING PROGRAM

Admission Criteria:

Transfer Track

- Qualify for admission to the University.
- Transfer students, either internal or external to the University, must have a cumulative grade point average of 2.8 or better with a minimum grade of C+ in nursing and a minimum grade of C for major-related courses for admission to the nursing program. Applicants may receive individual consideration from the Nursing Admissions Committee.
- Students must complete both General Education Core and major-related courses with a GPA of 2.80 prior to beginning the nursing courses. • Transfer students from another nursing program must also submit 2 letters of reference from nursing faculty in the Transfer University or university **prior to acceptance into the nursing major.**

All students seeking admission to the nursing program shall adhere to all current departmental requirements.

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>

Advanced Standing Nursing Curriculum

At Utica University, the nursing program is designed to build on a liberal education as well as a professional foundation that integrates nursing theory with skills required for nursing practice in an in-person format. The program leads to a Bachelor of Science (BS) degree in nursing. During the 16 months, students will complete all nursing courses. Students must successfully complete all of the nursing courses in each semester before they can take courses scheduled for the next semester.

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 designation, have health and liability insurance, and meet the health requirements of the respective clinical 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 the nursing program.

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

Refer to the college catalog for nursing course descriptions, credit hours and pre-requisite requirements.

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

SEQUENCE OF COURSES

At Utica University, the Advance Standing program is designed to provide students with a professional foundation that integrates nursing theory with skills required for nursing practice. The program leads to a bachelor's of science (BS) in nursing. **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 CPR, Basic Life Support, have health and liability insurance, and meet the health requirements of the respective agencies. Transportation is the responsibility of the student. Details about these requirements are available from the program office.

The Advanced Standing 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).

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. 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](#).

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.

Academic Dishonesty Process

Any student who plagiarizes, or cheats in any way (e.g., tests, papers, presentations) is subject to penalty, and sanctions by the instructor, the Office of Student Conduct, and/or the Academic Standards Committee. When academic dishonesty is detected by a faculty member, the faculty member determines the appropriate sanction. Sanctions that the faculty member can impose include work assignments (such as repeating a paper) or penalty grades, up to and including the grade of "F for Cheating." Sanctions other than work or grade penalties must be recommendations on the part of the department to the Dean of the relevant academic division. Regardless of the sanction imposed, the faculty member must inform the student of intellectual dishonesty in writing and copy the Office of Academic Affairs using the form letter to be found on the Academic Honesty website at

<https://www.utica.edu/academic/facultyinfo/intellectualdishonesty.cfm>. Academic Affairs checks to see if this is a repeat offense. If this is the first such offense no further action will be taken, although the letter will remain on file in the Office of Academic Affairs and specific academic programs may impose additional sanctions. A repeat offense may occur on different assignments in the same class or in different classes. If it is a repeat offense, Academic Affairs informs the student in writing that the materials are being forwarded to the Academic Standards Committee for review. Academic Affairs collects relevant material from the faculty member, including syllabi and assignment sheets. Academic Affairs receives any materials submitted by the student. The Academic Standards Committee convenes a meeting to review the case. The Associate Provost brings the collected material to the meeting. Following the meeting, the Academic Standards Committee Chair informs the student in writing of the committee's

decision. Student appeals are directed to the Office of Academic Affairs, and any appeal of the decision is heard by the Provost. Appeals must be filed by the student within 14 days of the date of the letter from Academic Standards.

Plagiarism in any nursing course will not be tolerated. This notice is considered your first warning. If you are unclear about what constitutes plagiarism or academic dishonesty, it is your responsibility to seek appropriate guidance. Students who wish to appeal a penalty should consult with Academic Support Services. Appeals are heard by the Academic Standards Committee, which may recommend a more or less severe penalty.

Process for Filing an Appeal

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.

An appeal is warranted for the following reasons:

- You were impacted by a violation of established policies or procedures.
- You have identified a miscalculation of a grade.
- You have additional evidence attesting to extenuating circumstances that was not previously submitted or available.

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.

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 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 DON Nursing Program.

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

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

CONFIDENTIALITY STATEMENT

All students are required to be familiar with and comply with the Standards of Professional Behavior while enrolled in the Utica 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, etc., or with friends/family at any time.
- Failure to protect PHI may be considered a violation of a patient's right to privacy. Properly dispose of documents containing PHI by discarding them in assigned containers marked for proper disposal; do not throw these documents in the trash.
- If a student is unsure whether his or her actions will be in violation of these policies, he or she must consult the instructor *prior* to taking action with the PHI.
- Any student in violation of these policies may be terminated from a clinical position, fail the class, and/or be removed from the nursing program, depending on the circumstances of the violation.

SOCIAL MEDIA POLICY

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

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

- Recognize obligation to maintain privacy and confidentiality
- Do not disseminate information that will degrade or embarrass the patient
- Do not transmit patient related information
- Do not post information that could reasonably identify the patient
- Do not take photos or videos in the Healthcare setting
- Do not refer to patients in a disparaging manner
- Do not take photos or videos of patient, unless authorized
- Maintain professional boundaries

- Consult employer policies
- Report breaches of confidentiality of privacy
- Be aware of employer and hospital policies on the use of computers, cameras, and other electronic devices etc.
- Do not post disparaging remarks about students, faculty or staff member

ALCOHOL, DRUG AND SUBSTANCE POLICY

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

Advisor/Advisee Role and 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.

The student advisee will:

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.

COMMUNICATION POLICY COMMUNICATION

Electronic communication is the required method of communication used in the Advanced Standing 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.

STUDENT COMMUNICATION POLICY - ACADEMIC CONCERNS

When students have a concern about their learning experience, the following is the best path to a *resolution.

1. The student(s) shares the concern with the class, clinical or lab **faculty member** directly involved with the concern.
2. If unresolved, the student(s) may request an appointment and send a written description of their concern to the **Director of the Advance Standing Nursing Program**

*Seeking a resolution *without* going directly to the faculty member, will risk a longer and more complicated response. However, the student(s) may wish to discuss the concern with their **success coach and/or advisor** to seek support and direction regarding the best way to articulate the concern, identify their need and identify suggestions *for collaborative problem solving*.

ACCOMMODATIONS

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

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

RETENTION

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 pre-requisites 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. 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 and maintain a minimum cumulative **G.P.A. of 2.8 in all major-related courses.**
- Have earned 65 credits prior to entering the 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 telephoned **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 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 AND LAB 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, 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 Program Director or 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 must arrive on time for the examination. Any student who arrives late for a test, can 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 but will not be granted extra time for the exam.
5. The only items students are allowed in the examination room are their identification badge, Laptop and a writing utensil. A piece of scrap paper will be provided for exams if needed. Students may be asked for their identification prior to entering the examination room and anytime during the exam. Students may not talk to or otherwise communicate with any other student for any reason during the testing period.
6. If students need assistance, they may raise their hand to attract the attention of the proctor.
7. 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.

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 Lap Top 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.

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

PROCEDURE FOR MODIFIED PROGRESSION OR DISMISSAL FROM NURSING PROGRAM

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*. *Utica University 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.

- **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 he or she has been treated unfairly by the University please see the **Grievance and Complaint Procedure** in the Utica University Catalog.

A student who has been placed on a program modification from the nursing program receives a letter presenting the specific criteria necessary for progression in the program. When the requirements for progression have been fulfilled, the student must provide written evidence to the program chair.

The nursing faculty determines whether the requirements for progression 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.

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

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. The instructor and the agency have the prerogative to send students away from a clinical unit if they do not meet the appropriate dress criteria. The purpose of the uniform policy is to identify personnel in agencies and to promote safety for both student and client 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 two (2) Utica University nursing uniforms, one (1) white lab coat, and a set of non-skid white closed-toe uniform shoes.

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.

The student uniform and student photo ID must be worn and visible when in the clinical area. It is understood that the uniform is clean, has no stains, and is not wrinkled. Under clothing must be white. Shoes must be white and clean, but may have light colored insignia.

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.

Grooming

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 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.

HEALTH CLEARANCE REQUIREMENTS POLICY

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--paid directly to **Acemapp**--to have an ANNUAL physical examination and specified immunizations/titers. The Utica University Health Form must be used and completed in full. The students' programs will provide a list of those immunizations/titers that are required. The Student Health Center has information regarding the location of area clinics that provide these services.

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 Acemapp to provide compliance tracking with these requirements. Physical exams and additional health requirements are submitted directly by the student to Acemapp 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 Titer
 - 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
 - Meningococcal Meningitis vaccine or signed refusal form

BACKGROUND CHECK AND DRUG TESTING

All nursing students are required to complete a level II background check, fingerprinting, and drug screening prior to the first nursing course. Compliance with these requirements is essential for clinical placement and program progression. **Students who fail to submit a toxicology screen, or students whose toxicology screen results are positive, will be dismissed 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. Students should contact their state board of nursing to determine their eligibility for licensure based on the criminal background prior to submitting an application to the nursing program. Students are subjected to random drug screening throughout the duration of the program.

Disorderly Student

It is expected that all students adhere to the Utica University alcohol and other drug policies. Refer to the [Annual Drug and Alcohol Notice](#). It is the policy of the Department of Nursing that students be free of chemical impairment during participation in any part of their program including classroom, laboratory, and clinical activities. A chemically impaired student is defined as a person who, while in the classroom, laboratory, or clinical setting, is under the influence of, or has abused, either separately or in combination: alcohol, over-the-counter medication, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Students who are chemically impaired in the clinical setting may jeopardize the lives of their clients and will be asked to leave their particular setting (class, clinical activity, etc.). If a student is suspected to be under the influence of any substances, they will be required to submit a toxicology screening. Utica University Nursing students will adhere to hospital/clinical placement Drug and Alcohol policies and New York State nursing licensure guidance regarding these policies.

CPR/BLS CERTIFICATION

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 kept current throughout the nursing program. Failure to meet these requirements will prohibit your attendance at clinical experiences. Please submit a copy to the student's Certified Background account.

Predisposing Medical Conditions

Should there be any predisposing or changes in a student's health status that might jeopardize their well-being or patient safety, it is mandatory for the student to inform the faculty without delay and to submit documentation from the treating medical provider. Conditions or treatments of concern include, but are not limited to, pregnancy, surgical procedures, or medications that could impair alertness or judgment. Confidentiality is assured, and all feasible accommodations will be provided to support the student's progression. Before continuing with didactic, lab, and clinical experiences, students are required to present documentation that confirms health clearance without restrictions.

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.

RULES AND REGULATIONS PERTAINING TO CLINICAL EXPERIENCE

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.

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.

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

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. Clinical orientation is mandatory. Failure to complete health requirements or clinical site orientation may 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, frequent

use of cell phones may be included as a mark of unprofessional behavior.

5. If a student must miss clinical due to illness or personal emergency, he or she must call the clinical instructor and course faculty prior to the start of the clinical shift. The course faculty will determine if the absence will be excused or unexcused. All missed clinical experiences must be made up in order to meet the determined clinical hours for each course. The course faculty will determine how and when the missed clinical time will be made up.

6. Unexcused absences from clinical (no call, no show) will result in failure of the clinical course.

7. In the case where a student has a legitimate reason to reschedule clinical for example:

- (military obligation or scheduled medical leave), the student must provide official, written proof of the obligation to the course faculty. Only after this has been received will the change be considered.

8. 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.

9. 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 limited to the following: threat to emotional and/or physical well-being; willfully harassing; physically, verbally, or emotionally abusing; use of intimidation.
- c. 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.
- d. Actions and behaviors that demonstrate persistent disregard for client, colleague, religious, ethnic, and cultural practices.

10. 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. Neglecting personal safety.
- k. Creating or causing personal safety hazards.
- l. Sleeping in the clinical area.
- m. Disregard for clinical faculty instructions.

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. Place copy of incident report in student's academic file.
- v. Follow the policy for reporting an incident as required by the clinical agency or institution.

RESPONSIBILITIES OF THE NURSING STUDENT

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.

Student Absences The clinical instructor, preceptor, and course coordinator **must be notified in advance** in the event that the student will be absent from clinical. Unexcused absences will result in a grade of F for the clinical experience. Please refer to the clinical grading rubric to determine how an absence can affect your final clinical grade.

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: UC Nursing scrubs are part of the tuition and will be ordered during orientation.

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

Additional supplies may be purchased at any uniform or medical supply store.

Psychiatry/Community Health

For Psychiatric and Community Health clinical, attire may be determined by clinical partnership. Students will wear Utica University scrubs unless otherwise specified by a clinical partner. If clinical partners do not want students in scrubs, students will wear business casual clothing which portray a professional image, along with the University photo ID and flat, close-toed shoes. Students may be asked to purchase khaki pants and a blue university polo shirt. Jeans, “low-rider” pants, shorts, cut-offs, tank tops, or any other clothing that exposes the body or under clothing is not acceptable.

LABORATORY USE

The nursing program at Utica University offers its students the opportunity to practice, review, or refine clinical skills in the laboratory setting. 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 is 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.

RULES AND REGULATIONS PERTAINING TO 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.

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 their last semester. In addition, all seniors will participate in a mandatory 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

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 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.

APPLICATION FOR DEGREE

Students must submit their degree applications by the deadline of the semester in which they expect to fulfill their degree requirements. It is crucial that students do not delay this process until after finishing their final course or internship, or they risk not graduating that semester. The degree application can be easily completed via the Degree Application Form found on the Registrar's website.

The deadlines for degree application are outlined below:

- May graduate: March 15
- August graduate: June 15
- August graduate AND participate in Commencement: March 15
- December graduate: October 15

CHAIN OF COMMUNICATION POLICY **Student Communication Policy- Academic Concerns**

When students have a concern about their learning experience, the following is the best path to a resolution*.

1. The student(s) shares the concern with the **faculty member** directly involved with the current course, clinical, and/or lab.
 - a. The student 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 provide suggestions for collaborative problem-solving discussion.
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. If unresolved, the student(s) may request an appointment and send a written description of their concern to the **Dean**.

***Seeking a resolution without following the above-outlined process may hinder a timely resolution.**

LEAVE ACCOMMODATIONS

Military Leave:

If you will be 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 Advanced Standing Director and the Director of Nursing Services/Clinical Faculty Coordinator.

❖ 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 accommodations for your military leave. Reasonable accommodations are determined by your instructor. If you feel reasonable accommodations are 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, due to clinical partner involvement, Utica University Advanced Standing 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.