



RN-BSN
Nursing Program Handbook
2024-2025

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Evergreen Statement: Refer to the current [Utica University Student Handbook](#).

Welcome From the Director

Welcome Nurses! You have made an important decision to continue your nursing education and I am glad you chose Utica University. The Utica RN to BSN Program has been fully online since 2008 and our curriculum is geared toward the working professional nurse. You will experience an excellent curriculum that is always being revised and updated to reflect current standards of practice. Almost all of our nursing courses are [Quality Matters](#) certified and we are experienced with the online education of professional nurses. Our full-time and part-time faculty are caring and attentive and most are engaged in current professional practice. Class sizes are small, and students receive one-on-one attention creating a lasting professional relationship that carries on well after graduation.

Regardless of what led you to make this decision, we are confident that your Utica University education will change you and change your practice in exciting ways.

Please do not hesitate to reach out with questions, concerns or a simple “hello” along the way!

Sincerely,

Amy Haver, MS, RN, FNP-BC
Assistant Professor of Nursing
RN to BSN Program Director

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

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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 Title [IX Webpage](#) and the Utica University Non-Discrimination Statement.

DIVERSITY, EQUITY AND INCLUSION

Utica University is proud of its commitment to diversity and inclusion, providing a unique opportunity for students to learn and grow in an environment welcoming to a variety of cultures, backgrounds, and experiences. Through a diverse college community, students can feel free to express themselves and their thoughts while gaining valuable exposure to different perspectives and ideas in positive ways. Please refer to the Utica University [Diversity, Equity and Inclusion](#) webpage for additional information and resources.

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.

UTICA UNIVERSITY RN TO BSN PROGRAM OUTCOMES

Upon successful completion of the Utica University RNtoBSN Program, the graduate will:

1. (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.
2. (Domain 2) Provide evidence-based person-centered care that is holistic, individualized, just, respectful, compassionate, coordinated, and developmentally appropriate across the lifespan.
3. (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.
4. (Domain 4) Evaluate and apply nursing knowledge to inform practice, improve patient outcomes, and influence health care.
5. (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.
6. (Domain 6) Collaborate across professions and with care team members, patients, families, and communities, to optimize care, enhance the healthcare experience, and improve outcomes.
7. (Domain 7) Utilizes available resources to coordinate safe, quality, and equitable care across diverse populations within complex systems.
8. (Domain 8) Utilize informatics and healthcare technologies to inform care and deliver safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.
9. (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.
10. (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.

ADMISSION CRITERIA

1. Applicant must be a graduate of an accredited Associate Degree Nursing (ADN) or Diploma Nursing program.
2. If from a diploma program, the applicant must also have completed an associate degree or a bachelor's degree from an accredited institution prior to transfer.
3. A maximum of 90 credits may be transferred from four-year institutions, and 60 credits from two-year institutions, depending on one's academic major.
4. Courses considered for transfer credit must have been passed with a minimum grade of "C".
5. A transfer evaluation will be completed by the registrar at the time the student is accepted.
6. Those matriculating with an Associate's Degree or 57 credits from a four-year institution will be exempt from General Education requirements.
7. Current unencumbered 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 Utica must have the permission of the director and a "Permission to Study" form must be completed and forwarded to the director to process. See "Forms" on the Registrar's home page <http://www.utica.edu/academic/registrar/index.cfm>
11. Completion of a minimum 121 credit hours is required for graduation. Transfer credits are included in the total required 121 credit hours. At least 60 of the 121 credit hours must be taken in the liberal arts and sciences and at least 30 credits must be earned at Utica University. Students must complete a minimum of one 3-credit course with a Diversity, Equity, and Inclusion (DEI) designation at Utica University.

Footnote: A provisional admission can be granted for students who have completed an ADN program and are planning to take the Registered Nurse State Licensure Exam during their first semester at Utica. The student must

provide proof of RN licensure before registering for classes in the second semester.

MATRICULATION

1. Fill out the [Utica Online RN-BSN Application](#) online
2. A Program Manager from our On-line Admissions Office will contact you upon receipt of the application. They will guide you through all the necessary requirements and documentation needed.
3. You will need to submit:
 - a. Copy of your Nursing License
 - b. Original transcripts from all the Institutions you have attended. Your program manager will give you the address you need to have them mailed to.
4. Once that is received, the admissions personnel will process the completed file.
5. **You may request a Utica University 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".

FEES

Tuition and fees for undergraduate online programs can be found on the following website:

<https://www.utica.edu/tuition-and-financial-aid/tuition-and-fees/tuition-and-fees-undergraduate-online>

RN TO BSN PROGRAM CURRICULUM

Major Nursing Courses:

The nursing program is fully accredited by the Commission on Collegiate Nursing Education (CCNE), and is approved by the New York State Education Department.

NUR 311 Socialization to Professional Nursing (3) (**Writing Intensive**)

This course sets the foundation for professional practice that is built upon throughout the curriculum. As the healthcare industry changes swiftly, so does professional nursing practice. This course introduces students to all aspects of the nursing profession, including an overview of nursing roles, theories, and professional practice. In addition, this course will introduce nurses as members of the healthcare team, emphasizing the importance of patient-centered care, interprofessional collaboration and teamwork, and evidenced based practice.

NUR 312 Leadership and Informatics in Professional Nursing (3)

This course differentiates nursing leadership from nursing management and describes how nurses lead professionally. Additionally this course will explore the impact of informatics and technology on nursing, patient care, and health care delivery.

This course develops effective communication, leadership and teamwork characteristics and provides an understanding of the many ways in which nurses function as leaders in clinical, educational, political, and community settings. Technologies are developed continuously that impact healthcare and nursing leadership. This overview will touch on the areas of patient safety, accessibility to care (telehealth), and the benefits and challenges of electronic health records.

NUR 325 Health Assessment in Professional Nursing Practice (3) (**Practice Experience**) This course allows practicing nurses the opportunity to learn the theories and skills involved with assessment of physical, psychological, social, cultural, and environmental aspects of clients across the life span through theory and virtual laboratory sessions. The major focus is on the well individual with references to illness for comparison.

Health Assessment is designed to assist the student in developing history interviewing skills, perform a systematic physical examination and a psychosocial assessment. As a provider of care, functioning in the professional role, students will learn to integrate knowledge from the physical and behavioral sciences, initiate a comprehensive assessment review and document data findings. NUR 325 utilizes differential interpretation of normal versus abnormal, with an emphasis placed on the well individual with references to illness for comparison. NUR 325 fosters the development of critical thinking abilities, utilizing the nursing process, identifying assessment characteristics of a variety of symptoms that forms a basis for clinical reasoning.

NUR 332 Pathophysiology (3)

This course will examine the basic principles and processes of pathophysiology including cellular communication, genetics, forms of cellular injury, fluid and electrolytes, acid - base balance, immunity, stress, coping, illness and tumors. We will build upon prior clinical knowledge to discuss how systems interact during times of illness and how nursing care is impacted.

NUR 333 Pharmacology (3)

This course examines pharmacology related to nursing. Course content will provide information for safe, effective nursing care related to pharmacology. Covers actions, uses, administration alerts, pharmacokinetics, pharmacodynamics, adverse effects, contraindications, interactions with other drugs, herbs and food, and treatment of overdose and antidotes.

NUR 347 Care of Populations and Communities for RNs (3) **(Practice Experience)** This course focuses on the health of populations and communities through the study of epidemiology, health promotion and disease prevention across the lifespan. The influences of environment, genetics, culture, economics, and access to care are analyzed. The organization and function of federal, state, and local health care systems and their relationship is explored. The practice experience (clinical component) will allow the student to interact and apply concepts learned in this course.

NUR 411 Management in Prof Nursing (Health Policy) (2)

This course expands the knowledge of nursing management in practice, education, political and community settings. It emphasizes the essential elements of management, including different management techniques and routine tasks such as budgeting, planning, supervision and delegation.

NUR 413 Trends and Issues in Professional Nursing (3) **(Practice Experience)** This course focuses on current trends in the nursing profession and health care. Trends and issues regarding nursing education, research, and practice are analyzed within a historical, social, and multicultural systems framework. Topics include the ethical and legal aspects of nursing and health care, the legislative process, role of the nurse as political advocate, and professional development. Students will appraise the future of nursing, with particular emphasis on the creativity, critical thinking and decision-making needed to meet the challenges of an increasingly complex health care system. A 45- hour clinical component will allow students to apply their leadership abilities in the practice setting.

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

This course introduces the student to palliative and hospice care nursing across the lifespan. Emphasis is placed on the interprofessional approach to nursing care for the physical, psychological, social and spiritual concerns of patients and families as they relate to pain, symptom management, and comfort care, and end-of-life decisions. Students will explore their own perceptions of death and loss and how this affects their ability to care for themselves and their patients.

Major-Related Courses:

Must be completed prior to transfer*

BIO 101 Anatomy & Physiology I (4 credits)*

BIO 102 Anatomy & Physiology II (4 credits)*

BIO 203 Microbiology (4 credits)*

PSY 101 Introduction to Psychology (3 credits)*

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BIO 113 Human Genetics (3 credits) 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. (Lecture only). Open to all majors, but may not count as a major elective for biology majors. 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. (Lecture only). Open to all majors, but may not count as a major elective for biology majors.

ANT 415 - Cultures, Health and Healing (3 credits, **DEI designation**)

This course examines the effects of culture on health, beliefs, and practices related to illness and healing. Prerequisite(s); if any: ANT 101 or SOC 151 or Permission of Instructor.

SOC 151 - Introduction to Sociology (3 credits)

This course is an introduction to sociology and United States society including: social class, race, ethnicity, sex, age, family, education, religion, sub-cultures, polity, economy, deviance, urban life, collective behavior, population, bureaucracy, social groups, and social change.

OR

ANT 101 - Introduction to Anthropology (3 credits)

Overview of anthropology, highlighting diversity and global scope of human experience, past and present. Biological anthropology, archaeology, linguistic and cultural anthropology.

PHI 107 - Ethics (3 credits)

A critical and historical study of the major ethical theories from the period of Plato to the present. Analysis also of problems present in the construction of ethical theories, the nature of moral judgment, and moral evaluation.

OR

PHI 108 - Professional Ethics (3 credits)

This course examines ethical dilemmas encountered by professionals at work. Journalism, health care, law, education, computer science/information technology and public relations all provide examples.

HLS 445 Clinical Research **OR** NUR 445 Introduction to Research Methods and Design (3)

(Writing Intensive) This course introduces students to the scientific method that provides a foundation for evidence based practice. Critical elements of the research process will be taught, discussed, and applied using published research studies. Emphasis will be placed on scientific integrity and maintaining ethical standards. Students develop the skills needed to become critical consumers of research literature and participants in the research process. Prerequisites:

Mathematics 112 or Psychology/Sociology 211

ONE FROM THE FOLLOWING GROUP

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MAT 112 - Basic Statistics (3 credits)

It is important that nurses understand statistical methods and their application to research. This knowledge will facilitate understanding of nursing research literature and methodologies. THIS IS A PREREQUISITE TO NUR 445

OR

PSY 211 / SOC 211 - Statistics in the Behavioral Sciences (3 credits) Application of statistical methods in behavioral and social science research. Descriptive statistics, tests of significance, correlation, simple analysis of variance, chi-square, and some nonparametric methods. Same as SOC 211. Prerequisite(s); if any: MAT 107, MAT 124, MAT 143, MAT 151, MAT 201, or a math placement score of 2 to 4, or a 3C test score of 070 to 100.

Academic Honesty Policy

In addition to the Utica University regulations regarding academic honesty ([Utica University Catalog](#)), and the [Code of Student Conduct](#), the Department of Nursing faculty has developed the following policy statement: *The faculty and students of the Department of Nursing believe that ethical behavior in the American Nurses' Association Code for Nurses implies the highest standards of honesty and integrity, and applies equally to nursing students and practicing nurses. All aspects of the Department of Nursing life and culture are designed to further the achievement of these standards. Students should maintain academic honesty at all times. Students must do their own work on all tests and assignments without the use of Artificial Intelligence (AI). Any quoted or paraphrased phrases or sentences from published material, Internet sources, or other individuals' work must be correctly referenced. Students may not resubmit their own previously graded work when retaking a course or for a grade in a different course without faculty approval. Resubmitting earlier work will be considered self-plagiarism and treated as any other form of academic dishonesty. Refer to the [Utica University Academic Honesty site](#).*

Academic Appeals

Students may file complaints if they experience or witness violations of federal or state law and University policies. The process for filing a complaint depends on the type of complaint being made. Specific information regarding how to file a complaint is outlined on the Student Complaints page.

Most issues can be resolved through the complaint process. However, if a student has filed a complaint related to academic matters and believes that the issue was not addressed fairly or

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properly, the student may file a formal academic appeal to the University's Academic Standards Committee. Additional information is available at: <https://www.utica.edu/academic/appeals.cfm>

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.

PROFESSIONAL NURSING CODE OF CONDUCT

Since students are preparing for a professional role, professional conduct is expected in all aspects of the course. The Utica University DON will additionally uphold the American Nurses Association (ANA) Code of Ethics as the standard for professional conduct of nurses. Nursing students are referred to <http://nursingworld.org/codeofethics>. The Utica University DON is committed to the development of a professional nurse who will practice within the ANA Nursing Code of Ethics and whose practice is guided by the values of altruism, autonomy, human dignity, integrity and social justice. Our goal is to graduate students who will practice with these inherent values and to ensure the profession continues to be accountable to and trusted by the communities we serve. Behavior that deviates from the ANA Nursing Code of Ethics will not be tolerated within the nursing program and can result in course failure and or dismissal from the Utica University 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 to 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 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 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.

PROFESSIONAL ATTIRE POLICY FOR PRACTICE EXPERIENCES

The Mentor and the agency have the prerogative to send students away from a Practice Experience if they do not meet the appropriate dress criteria.

Please note: we are guests in our partner healthcare organizations. As such, we are required to abide by the established dress code and presentation requirements. It is your responsibility to know these requirements before meeting with your mentor for the first time. 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.

ADVISOR/ADVISEE ROLE AND FUNCTION

Students will be provided support from pre-admission through graduation by a series of support services. Program Managers will be a resource for students from admission to registration for the first semester courses. Once matriculated, students will be assigned a Success Coach who will meet with each student to construct an individualized academic plan. The Success Coach will be your primary point of contact for course planning and registration, and will direct you to other helpful resources as needed to support your success. The Program Director is your academic advisor and works closely with the Success Coach. The Director is available to assist with academic or professional questions or concerns as they arise.

COMMUNICATION

Electronic communication is the required method of communication used in the RN to BSN Program. Students are required to check their Utica University webmail for college wide announcements and messages from their success coach, advisor and course faculty.

Engage email will also be utilized for course related issues/concerns.

Student Communication Policy- Academic Concerns (Traditional, RN to BSN and MS Programs)

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.
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 (Traditional, RN to BSN or MS)**.
3. The **Director of the Nursing Program** will decide whether to notify the **Department Chair**
4. The **Department Chair** will decide whether to notify the **Dean**
5. The **Dean** will decide whether to notify the **Provost**

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

Attendance Policy For Courses With Clinical/Practice Experience Department of Nursing

Students who are unable to attend clinical, or meet practice experience requirements for any reason will not be able to meet the objectives associated with the 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, clinical/practice experience) to meet all the objectives resulting in successful course completion."

Clinical Behavior/Performance for Practice Experiences

University and Facility retain the right to request removal of, and bar, any Student from participation in the Program who, for any reason deemed sufficient by University or Facility, in its sole discretion, is not complying with the terms and conditions of this Agreement or Facility's policies and procedures; is disruptive; is behaving in a manner detrimental to the Program and/or Facility's patients, including drug or alcohol use; or is not participating in the Program at a level which will permit the Student to achieve the benefits of his/her experience; provided; however, that University or Facility exercises said privilege in a nondiscriminatory manner.

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PROGRESSIVE DISCIPLINE POLICY

Procedure/Directive

1. The progressive discipline process will apply to any violation of the student code of conduct as outlined in the Student Handbook for non-academic issues
2. Prior to issuing any disciplinary action, the faculty will check Utica University Navigate system to identify any previous violations.
3. When the nature of the incident requires a verbal warning, it will be documented as such.
4. A verbal or written warning will be issued by the faculty based on the incident that occurred or past violations.
5. Following the written warning, the student may progress to non-academic probation when a subsequent issue warrants further discipline.
6. Utica University's Nursing administration reserves the right to apply the most appropriate disciplinary action for the offense committed, inclusive of dismissing the student from the clinical setting, probation, or dismissal from the program
7. Discipline/Probation document to include a summary of the verbal or written incident. The faculty and student will sign the document. A copy of the form is provided to the student.
8. All completed progressive disciplinary documentation will be scanned into the student's file in Navigate and will remain there until program completion.
9. Progressive discipline actions continue in effect throughout the student's enrollment in the program. Actions will be sequential and/or appropriate for the offense committed.

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

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 RN to BSN Program:

1. Students are expected to be aware of prerequisite course requirements. Prerequisites will

not be waived.

2. A minimum grade of C+ (76.5%) will be required for all **MAJOR NURSING COURSES**. A student who achieves a grade of less than a C+ in a nursing course has one opportunity to repeat the course. **There is no limit to the number of nursing courses that may be repeated but each course can only be repeated once.** Failure to achieve the minimum grade of C+ in the repeated course will result in academic dismissal from the nursing program.
3. A minimum grade of C will be required for all **MAJOR RELATED COURSES**. A student who achieves a grade of less than a C in a major-related course has one opportunity to repeat the course. **There is no limit to the number of major related courses that may be repeated but each course can only be repeated once.** Failure to achieve the minimum grade of C in the repeated course will result in academic dismissal from the nursing program.
4. **Achieve and maintain a minimum cumulative G.P.A of 2.5**
5. Adhere to Utica University academic rules and regulations (see the Utica Undergraduate Catalog)
6. Students who are placed on academic probation by the University 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 University 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 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 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 Success Coach via email. Instructions for running a Degree Evaluation may be found at:**
https://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 see the University catalog. While students transferring into Utica University with an Associates Degree are exempt from most core requirements, New York requires that 60 credits of the bachelor's degree are courses designated as liberal arts and sciences. To be eligible to graduate, students must have completed the total credits required, including the required nursing courses; the required major related courses; and 60 credits of liberal arts. At least 30 credits must be taken at Utica University to earn the Utica University degree. The Degree Evaluation is the best way to plan and track your own progress.

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)

PROCEDURES FOR PROBATION, SUSPENSION, DISMISSAL & READMISSION

Academic Probation

A student will be placed on University academic probation if his/her cumulative grade point average falls below 2.0. Academic probation is a University policy to which the Department of Nursing adheres. The Academic Standards Committee rules on all cases related to academic probation or dismissal according to the *Utica University Undergraduate Catalog*. Any student placed on college academic probation for two consecutive semesters will be suspended from the nursing program.

Student Suspension or Dismissal

Students in the nursing program are required to comply with specific requirements regarding progress in academic, clinical and behavioral criteria. When a student fails to meet these requirements, the Nursing faculty takes action to suspend or dismiss the student from the Program. The student receives written notification of the faculty decision regarding suspension or dismissal.

Suspension means that the student is denied the privilege of progressing further in the curriculum until requirements are met or the student is dismissed. The student's status in terms of the designated major is unchanged.

Dismissal means that the student has been officially dropped from the major. Students may apply for readmission to the Nursing Program at a later time, but readmission is not guaranteed.

If a student believes he or she has been treated unfairly by the University please see the Utica University [Student Complaint Process webpage](#).

Readmission Following Suspension or Dismissal from the Nursing Program

A student may apply for readmission to the Nursing Program when all conditions for suspension or dismissal have been satisfied. Students granted readmission must adhere to the academic rules and regulations that are in place at the time of readmission.

A student who has been suspended from the Nursing Program receives a letter presenting the specific criteria necessary for reinstatement to the Program. When the requirements for reinstatement have been fulfilled, the student must provide written evidence to the Program Director.

The nursing faculty determines whether the requirements for reinstatement have been satisfied. The student is notified in writing, within twenty-four (24) hours of that meeting, of the Program faculty's decision to reinstate or dismiss the student from the RN-BSN Program.

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

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:

<https://www.utica.edu/directory/registrar/registrar-forms>

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

GRADUATION REQUIREMENTS

For graduation requirements, students are encouraged to review the University catalog. Of specific concern to RN to BSN students is the requirement that *60 credits must have the liberal arts designation*, and that even when all requirements are met, the student **MUST** have completed the *total credits required*, including the required major nursing courses, the required major related courses and 60 credits of liberal arts. At least 30 credits must be taken at Utica University to earn the Utica University degree. **The Degree Evaluation is the best way to plan and track your own progress.**

The following offers a checklist of graduation requirements:

- You must pass all major nursing courses with a minimum of a C+
- You must pass all major related courses with a minimum of C
- You must have an overall cumulative average of at least 2.5.
- Your last 30 credit hours granted toward your Utica University degree must have been earned in residency (taken through Utica University) with matriculated status.
- You must have paid or satisfactorily adjusted all indebtedness due to the University.
- You must be recommended by the faculty (upon application, the director will review your qualifications and provide certification for graduation)
- For the Bachelor of Science degree, a minimum of 60 credits must have the Liberal Arts designation.
- You must complete a minimum of one 3-credit course with a Diversity, Equity, and Inclusion (DEI) designation at Utica University.

Application to Graduate:

Whether or not you plan to participate in the 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

<https://www.utica.edu/directory/registrar/registrar-forms>

- If you filed for graduation in a previous semester, you must reapply, but will only be

charged the graduation fee once.

- Degrees are conferred every May, August, and December.
- The intent to graduate puts into place a review of student file to confirm that all program requirements have been met. It is ultimately the student's responsibility to make sure all of the requirements have been met. Every student has access to his or her Degree Evaluation in Banner upon acceptance into the program. Students must use this record to develop their plan of study with the help of the Success Coach. The date of graduation will be the semester that all requirements are met.

RN-BSN students are encouraged to participate in Commencement, which is typically scheduled the second week in May