



**School of Health Professions  
and Education**

**Accelerated Bachelor of  
Science**

**Nursing Program**

Revised 2023-2024

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## WELCOME FROM THE DIRECTOR

Dear ABSN Students,

Welcome to Utica University Accelerated Bachelor of Science in Nursing (ABSN) program. We are excited to have you as part of our nursing community as you embark on a challenging and rewarding journey toward becoming a registered nurse.

The ABSN program is designed to challenge you academically and professionally and provide you with the knowledge and skills necessary to become successful licensed nurses. Through didactic learning, hands-on skills lab instruction, and clinical experiences, you will develop the competence, confidence, and compassion essential to providing quality care to patients and their families.

As a nursing student, you will be part of our strong and supportive community of faculty, staff, and fellow students who share a common commitment to excellence in nursing. Utica University provides you with a large team both onsite and online. We encourage you to get to know your faculty and staff at your satellite site and the online course faculty. We encourage you to take advantage of the many resources available to you, including tutoring, success coaching, and academic and clinical support.

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

We are thrilled to have you on board and look forward to supporting you as you work towards achieving your academic goals and your dream of becoming a registered nurse.

Sincerely,

Marsela Mehkic, MSN, RN

**ABSN Program Director**

[msalkic87@utica.edu](mailto:msalkic87@utica.edu)

315.223.2336

## **PURPOSE OF THE 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. The faculty and staff are committed to 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 review the Utica University non-discrimination policy for more information.

<https://www.utica.edu/directory/human-resources/title-ix-utica-university>

## **DEPARTMENT OF NURSING MISSION STATEMENT**

Our mission is to provide high quality, innovative, and transformational education to diverse learners and professionals to promote equitable healthcare. We prepare nurses to excel in critical reflection, clinical competency, collaboration, caring, and leadership through evidenced-based nursing science. Nurses prepared at Utica University are a vital component of the interprofessional healthcare team, providing safe, quality, and ethical care to diverse populations across the lifespan in a variety of settings.

## **DEPARTMENT OF NURSING VISION STATEMENT**

The Utica University Department of Nursing will be recognized as an innovative center of nursing excellence for learners and professionals. The educators, clinicians, and researchers will inspire the next generation of nurse leaders to respond to the challenges of a dynamic and diverse healthcare environment encompassing the spheres of care.

## **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 lifespan.

## **ABSN PROGRAM OUTCOMES**

1. Integrate the arts and sciences with nursing science as a foundation for generalist nursing practice, utilizing technological, verbal, and written methods of communication.
2. Apply inter-professional, management, and leadership principles based on current evidence that supports quality outcomes in generalist nursing practice.
3. Demonstrate ethical, moral, and legal standards of professional behavior with individuals, families, and groups across diverse healthcare settings.
4. Use critical reflection, current evidence, diagnostic reasoning in the promotion of health, reduction of risk, and management of illness with diverse populations across the lifespan.

## **PROFESSIONALISM AND COMMUNICATION STANDARDS**

1. Students are expected to communicate professionally with all staff and peers. Students are expected to maintain professional and ethical behaviors in line with the [ANA Code of Ethics](#) and your student handbook.
2. All verbal communication must be done in a calm and professional manner. No yelling, foul language, invading personal space, or threatening (language or behaviors).
3. All electronic communication should follow professional netiquette (address peers or staff by requested name and/or title, write in full sentences, use appropriate language, no use of excessive exclamation marks, bold print, or caps).
4. Students must only use their **utica.edu** email for all course-related communications, no personal email addresses.
5. Students are to allow **24-48 hours** (response time may vary during weekends and holidays) for faculty communication via e-mail per policy.
6. **It is the student's responsibility to read all announcements, emails, and faculty communications.**
7. **Students are expected to access utica.edu email, canvas, and all other relevant e-communication platforms daily.**

## **PROGRESSIVE DISCIPLINE POLICY**

1. The progressive discipline process will apply to any violation of the student code of conduct as outlined in the Student Handbook for non-academic issues
2. Prior to issuing any disciplinary action, the faculty will check the Utica University Navigate system to identify any previous violations.
3. When the nature of the incident requires a verbal warning, it will be documented as such.
4. A verbal or written warning will be issued by the faculty based on the incident that occurred or past violations.

5. Following the written warning, the student may progress to non-academic probation when a subsequent issue warrants further discipline.
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.

## **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](#).*

### **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.

## **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 Academic Operations**.

3. If unresolved, the student(s) may request an appointment and send a written description of their concern to the **Director of the Nursing Program**.

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

## **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 Department of Nursing will additionally uphold the American Nurses Association (ANA) Code of Ethics as the standard for the professional conduct of nurses. Nursing students are referred to the [ANA Code of Ethics](#). The Utica University Department of Nursing 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 that will practice these inherent values and to ensure the profession continues to be accountable to and trusted by the communities we serve. Behavior that deviates from the ANA Nursing Code of Ethics will not be tolerated within the nursing program and can result in course failure and or dismissal from the Utica University Nursing Program.

### **AMERICAN NURSES' ASSOCIATION CODE OF ETHICS FOR NURSES (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, 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.

1. Students in clinical practice 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.
2. Students may only access the PHI of patients if they are directly participating in their treatment.
3. 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.
4. Students may never discuss PHI in public or inappropriate areas including but not limited to hallways, elevators, restrooms, cafeterias, etc., or with friends/family at any time.
5. 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.
6. 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.
7. 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. In the lab setting, audio and visual recording may be permitted at the discretion of the instructor as it relates to course assignments. 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.

When using electronic communications, it is important to be mindful of the consequences of their use. See below for a list of guidelines.

- Recognize the obligation to maintain privacy and confidentiality
- Do not disseminate any patient/ patient-related information
- Do not refer to patients in a disparaging manner
- Do not take photos or videos in the healthcare setting
- Do not take photos or videos of patient/s
- Maintain professional boundaries
- Adhere to the policies and procedures of the clinical affiliates

- Report any breach of confidentiality
- Do not post disparaging remarks about students, faculty, or staff members

## ALCOHOL, DRUG, AND SUBSTANCE POLICY

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

## BACKGROUND CHECK AND DRUG SCREENING

All students are required to complete a level II background check, fingerprinting, and drug screening prior to course registration. Compliance with these requirements is essential for clinical placement and program progression. **Students who fail to submit a toxicology screen, or students whose toxicology screen results are positive, could lead to program dismissal.** 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 their criminal background prior to submitting an application to the nursing program. Students are subjected to random drug screening throughout the duration of the program.

## ABSN ADMISSION CRITERIA

Prior to entering the program, students must complete 60 credits in liberal arts courses, including admission courses. They must have a minimum of 65 credits for transfer. Students must have a cumulative GPA of 2.8 or higher and a Science GPA of 3.0 or higher. A grade of C or higher is required in all prerequisite courses. Students must maintain a minimum GPA of 2.8 throughout the program and earn a grade of C+ or higher in all nursing courses.

Applicants who have previously been enrolled in another nursing program must submit two (2) letters of recommendation from faculty in the program with their application.

Required Science Admission Courses must be completed within the past 10 years and have a combined GPA of 3.0:

	<b>Admissions Science Courses</b>	<b>Credits</b>
	Human Anatomy & Physiology I with Lab	4
	Human Anatomy & Physiology II with Lab	4
	Chemistry with Lab	4

	Microbiology with Lab	4
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There are no statutes of limitations with the following courses:

	<b>Other Admissions Courses</b>	<b>Credits</b>
	Statistics	3
	Developmental Psychology (Lifespan)	3

## SEQUENCE OF COURSES

At Utica University, the ABSN 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 ABSN 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).

## COURSE DESCRIPTIONS

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

### First Semester = 13 credits

**NUR 311 Socialization to Professional Nursing** (8 weeks, 3 credits) (Lecture)

Sets the foundation for professional practice that is built upon throughout the curriculum.

Students are introduced to all aspects of the nursing profession, including an overview of nursing roles, theory, and professional practice.

**NUR 321 Foundations for Nursing Care** (4) (2 Lecture, 1 Lab, 1 Clinical) Foundations of nursing practice and the nurse-patient relationship. The essential elements of caring, critical

thinking, teaching, assessment, communication, and professionalism are addressed. Includes lab and clinical.

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

Provides opportunity through classroom and laboratory sessions for students to learn the theories and skills involved with assessment of physical, psychological, social, cultural, and environmental aspects of clients across the life span.

**NUR 332 Pathophysiology (3) (Lecture)**

Basic principles and processes of pathophysiology including cellular communication, genetics, forms of cellular injury, fluid and electrolytes, acid-base balance, immunity, stress, coping, illness, and tumor biology.

**Second Semester = 17 credits**

**NUR 312 Leadership and Informatics in Professional Nursing (8 weeks, 3 credits)**

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

**NUR 333 Pharmacology (3) (Lecture)**

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 366 Care of the Aging Population (8 weeks, 3 credits) (2 Lecture, 1 Clinical)** In-depth look at older adults who constitute a majority and growing proportion of people who receive nursing care. Includes learning strategies to assist the aging population to maintain optimal health with chronic illness.

**NUR 371 Medical/Surgical Nursing Care I (5) (2 Lecture, 1 Lab, 2 Clinical)** Builds upon theoretical concepts, integrating the nursing process to facilitate individual and family adaptation to acute stressors within medical-surgical nursing. Common physiological and psychosocial stressors and related principles of care management are explored.

**NUR 444 Care of Populations With Psychiatric Concerns (8 weeks, 3 credits) (2 Lecture, 1 Clinical)** The nurse-client relationship and therapeutic communication techniques as they relate to those with mental health considerations. Includes neurobiological processes and therapeutic techniques.

**Third Semester = 16 credits**

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

Focuses on maternal, paternal, fetal/neonatal, physiologic, and psychosocial responses to childbearing. Family theory provides a framework for interpreting and understanding the way the family adjusts to pregnancy, birth, and the addition of the newborn.

**NUR 411 Management in Professional Nursing (Health Policy) (8 weeks, 2 credits) (Lecture)**

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 421 Medical/Surgical Nursing Care II (4)** (2 Lecture, 2 Clinical) Focuses on increasing complexity of illness, nursing process in the adult population, complex physiological and psychosocial stressors, and related principles of patient care management.

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

Seminar based course which explores patient scenarios through case studies, laboratory experiences, and simulation. Students work in teams to analyze patient situations and develop critical thinking skills in the effective delivery of holistic patient care.

**HLS 445 Clinical Research (8 weeks, 3 credits)** (Lecture)

Research methods employed in clinical settings. Quantitative and qualitative methods; research designs related to clinical situations.

**NUR 446 Care of the Pediatric Population (8 weeks, 3 credits)** (2 Lecture, 1 Clinical) The nurse's role in promoting adaptation in the childbearing family. Particular stressors include perinatal complications, well-child health promotion, and childhood illness.

#### **Fourth Semester = 16 credits**

**NUR 346 Care of Populations and Communities (3)** (2 Lecture, 1 Clinical) Health of populations and communities through study of epidemiology, health promotion, and disease prevention across the life span. The influences of environment, genetics, culture, economics, and access to care are analyzed.

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

Focuses on preparation for the transition from student to professional baccalaureate generalist nurse. Trends and issues regarding nursing education, research, and practice are analyzed within a historical, social, and multicultural systems framework. \*Students must successfully complete all previous courses, including NUR 471 and NUR 473 before beginning the clinical portion of this course.

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

Physical, psychological, social, and spiritual concerns of patients and families as they relate to pain and comfort care, and end-of-life decisions.

**NUR 471 Advanced Medical/Surgical Nursing (5)** (3 Lecture, 2 Clinical) Integration of theoretical, clinical, and professional concepts to provide care for patients with complex health issues. Emphasis on assessment, differential diagnosis, pathophysiology, pharmacology, critical thinking skills, and clinical judgment.

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

Nursing care, communication within healthcare teams, delegation of care, and cultural, legal, and ethical implications. The role of the registered professional nurse as leader in the management of patient care.

Total Required Nursing Credits	62
Clinical Hours	588
Lab Hours	225

\*\*Please note the University requirements for writing competency as outlined in the University Catalog.

\*\*\*127 credits are required for graduation, 60 of these credits must be in the liberal arts and sciences.

## 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:

1. Achieve and maintain a minimum 2.8 cumulative G.P.A. throughout the entire nursing program.
2. Demonstrate the professional and ethical behaviors required for successful performance of professional nursing practice as noted by faculty and clinical instructors.
3. Adhere to established course sequence in nursing major.
4. Adhere to Utica University academic rules and regulations. (See Undergraduate Catalog with the exception of GPA requirement that is specific to the nursing programs).

## RETENTION CRITERIA

1. Students are expected to be aware of prerequisite course requirements. Prerequisites will not be waived. Program courses are listed and scheduled in semester sequence, thus making them prerequisites for successive semesters.
2. 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.
3. Students may withdraw from an individual course **once**. If a student chooses to withdraw from the same course two times, it will be considered as one course failure in the program.
4. Progression in the nursing program is based on seat availability. Student who withdraws from any nursing course or is unsuccessful in a course jeopardizes his or her progression in the program.
5. To achieve a passing grade, the student must meet the following criteria:
  - a. Exam grade of 77% or higher based on weighted average of unit exams and final exam (321, 371, 421, 471).

- b. Course grade of 77% or higher when all theory components are added to the exam grade.
  - c. Successfully pass clinical (when applicable) as outlined in the clinical evaluation measurement tool.
  - d. Successfully pass lab (when applicable) as outlined in the lab course.
  - e. Students who do not meet all of the above course requirements will receive a final course grade of C, unless the overall course grade is less than a C, in which case the final course grade will reflect the grade the student has earned.
6. Students must successfully complete **all** of the nursing courses in a semester before moving on the next semester of courses.
  7. Students must adhere to established course sequence in nursing major
  8. Students who are placed on academic probation by the University will be suspended or requested to withdraw from the nursing major.
  9. 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 ABSN program and the University. Expected behaviors include but are not limited to:
    - a. Attend all labs, exams, and clinical experiences, and arrive on time. In the case of an emergency, the appropriate faculty member must be emailed **prior to** lab/exam/clinical.
    - b. Prepare for class/lab/clinical according to course requirements identified in each course syllabus.
    - c. Complete all assignments according to the time frame posted in the course and/or 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 the course as identified by ABSN Handbook.
  10. It is the responsibility of the student to check Banner and make sure all requirements are met and posted.
  11. For graduation requirements, students are encouraged to review the University Catalog and their individual degree evaluations.

## GRADING POLICY

The Department of Nursing grading policy is defined by a numerical rating system as follows:

Acceptable Grades – Pass	Unacceptable Grades
A =94 –100%	C =73-76%
A- = 90 – 93%	C- =70-62%
B+ =87 – 89%	D+ =67-69%
B =83 – 86%	D =63-66%



B- =80 – 82%	F =62% and below
C+ =77 – 79%	

\* 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.

### **Grading Policy for Med/Surg courses (321, 371, 421, 471)**

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

1. Exam grade of 77% or higher based on weighted average of unit exams and final exam.
2. Course grade of 77% or higher when all theory components are added to the exam grade.
3. Successfully pass clinical as outlined in the clinical evaluation measurement tool (when applicable).
4. Successfully pass lab (when applicable) as outlined in the lab course.
5. Students who do not meet all of the above course requirements will receive a final course grade of C, unless the overall course grade is less than a C, in which case the final course grade will reflect the grade the student has earned.

### **Grading of Clinical Experiences**

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

### **Financial Academic Standard**

A student must maintain a minimum Financial Aid Program GPA of 2.0 in order to maintain financial assistance eligibility. If the student's GPA falls below 2.0, he/she is not meeting Satisfactory Academic Progression.

The Financial Aid Program GPA will be the same Program GPA that is used for academic Standing purposes.

### **Program Academic Standard**

A student must maintain a cumulative GPA of 2.8 to remain in the Nursing Program.

## **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 **ABSN Director of Academic Operations 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 ABSN 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.

## **UNIFORM POLICY**

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 and/or campus 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 students and clients 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 including the clinical setting, the skills lab, and at all on-campus activities. All students should have a minimum of three (3) Utica University nursing uniforms, and a set of non-skid white closed toe uniform shoes.

Personal hygiene and grooming are imperative for the safety of students and our patients. Grooming and dress code standards required in clinical practice will be upheld in the lab, as the lab is your practice for the clinical environment, and therefore should mimic the expected level of professionalism.

## Uniform

- Wear your clean, wrinkle free Utica University issued scrub uniform. Until your uniform arrives you may wear clean, appropriate scrubs when on site.
- You may wear a clean, wrinkle free white solid colored long sleeved shirt under your scrub top if you get cold. \*\*In the lab *only*, you may wear a solid navy blue warm-up/scrub jacket or full-zip fleece over your scrub top (scrub top must be visible, no pullover fleeces, no hooded sweatshirt, etc.)
- Shoes must be clean, white, non-skid nursing-appropriate shoes (no crocs with holes, no canvas flats, etc).
- Students must also wear their Utica University name badge when on campus or at clinical.
- All undergarments must be covered while in uniform.

## Jewelry

- A watch with a second hand must be worn with the uniform.
- A plain wedding band may be worn (may need to be removed in some clinical settings, such as working in the operating room, delivery room, nursery, or with patients in isolation).
- Only small stud earrings are acceptable (limited to two (2) per ear). No hoop or pendant earrings.
- Other visible body-piercings (e.g. eyebrows, nose, lips, tongue) are not acceptable.
- No other jewelry is worn with the uniform; it has the potential for scratching clients, harboring bacteria, or becoming a potential choking hazard for the student.

## Grooming

- A high standard is assumed when wearing your Utica Scrubs. Students should maintain good personal hygiene, as evidenced by clean, wrinkle-free scrubs, clean, dirt/stain-free white shoes, clean and neat hair, and the absence of body odors.
- All hair must be off the collar and neat. Hair longer than shoulder length must be pulled back. Unnatural hair color (e.g. pink, orange, blue, green, purple) is not allowed.
- No nail polish or false fingernails (including acrylic nails, ANC, or gel) may be worn.
- Fingernails may not extend beyond the fingertips; otherwise, they can scratch clients and impede manual dexterity.
- Makeup is to be moderate and unobtrusive. (False Eyelashes are not permitted).
- Fragrances (i.e. perfume, cologne, after-shave) are not to be worn since they may induce discomfort, nausea, or an allergic reaction in clients.
- Tattoos must be covered.

The student uniform and student photo ID must be worn and visible when in the Lab, Clinical or Campus setting. 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, (no crocs with holes, no canvas flats, etc).

**Lab:** Students must adhere to the Utica University Uniform Policy in all nursing labs (321, 326, 371, 423 and 473) at all times. If students are coming from a clinical site they must change to clean scrubs for the lab to eliminate the risk of spreading infection.

## 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.

## TESTING POLICY

- All material provided to you within the course, all class activities, lectures and powerpoints, (and any other learning resources provided) are testable on the exams.
- When on campus students are required to adhere to the uniform policy, the same is true for examinations.
- Students who are not in compliance with the Utica University Uniform Policy for an examination, will not be permitted to take the examination and will be sent home.
- Examinations are to be taken when scheduled. Make-up exams are not permitted, except in the case of medical emergencies. **Refer to the Examination Absence Policy.**
- Students should arrive 15 minutes prior to exam start. Students should be prepared to start the exam at the scheduled time.
- Any student who arrives late for a test, as evidenced by the clock on the wall in the testing lab, will be denied entry into the testing lab and the test and will receive a zero for the exam.
- Exams must be downloaded before the exam start time. Students will not be permitted to download the exam after the exam start time.
- Once the exam has begun students are not permitted to leave and re-enter the exam room. Students are not allowed to leave the exam room for bathroom breaks. Please use the restroom ahead of time.
- Exams must be uploaded by the upload deadline. Students who do not upload their exam by the upload deadline will receive a grade of zero for the exam.
- Students must show successful completion and upload of the examination to proctor, prior to exiting the exam room.
- No resources or materials are permitted in the testing room. This includes cell phones, smart watches, headphones/earbuds, scrap paper, white boards, course materials, recording devices, pens/pencils, food and/or beverages. Students can bring only their computer into the exam room. All electronic devices must be turned off prior to the start of the exam, and all personal belongings (jackets, purses, backpacks, laptop cases, water bottles) need to be left in a designated area.
- Students may not talk to or otherwise communicate with any other student for any reason during the testing period.
- Students may not read questions and/or answer choices aloud.
- Students must exit the exam and turn off their computer before leaving the testing room.
- Students who do not upload and exit the exam before leaving the testing room will receive a grade of zero on the exam.

- Students are asked not to congregate outside testing room doors at any time (this includes before and after exams) or in the hallways.
- Students receiving special testing accommodations from the Office of Learning Services must present their signed accommodations letter to the course faculty, success coach, and director of academic operations at least 72 hours in advance of an exam to receive their accommodations on that exam.

## **EXAM ABSENCE POLICY**

Student attendance is mandatory for all testing. Students experiencing a medical emergency and are unable to attend an examination should contact the Director of Academic Operations and Course Faculty prior to the exam to request permission to reschedule. Documentation of the medical emergency must be provided. If an examination makeup is permitted, please be aware that the same blueprint may not be applicable, item analysis will not be applicable, and ten points will be deducted from the overall exam score. Permitted make-up exams will need to take place within seven (7) days of the regularly scheduled exam.

## **EXAM REVIEW POLICY**

Exam review will occur immediately after your exam. This is an opportunity to visualize incorrect test questions and answers. Students will have 15 minutes to view the test questions they answered incorrectly. Taking notes on test questions/answers is strictly prohibited and will be considered academic dishonesty. Individual questions will not be answered during the exam review. If a student skips exam review or enters exam review password incorrectly, they forfeit the opportunity to review the exam. **Exam review does not occur after a final examination.**

## **MEDICATION DOSAGE CALCULATION QUIZ**

Math Quiz – (Pass/Fail) Students must pass one medication calculation quiz (med math quiz) per semester within 3 attempts. There are NO make-up quizzes. Quizzes will be short answers. Quizzes will be administered with paper, pencil, and calculator. Each quiz will have ten (10) questions; the time allotted to take the quiz is 30 minutes. Quizzes will be scheduled by the site and the date/time will be posted. Students must achieve a 90% or better on the med math quiz. Students are able to take the test up to a total of three times during the semester. Students are required to complete remediation and re-test within a week after each unsuccessful attempt under the guidance of a faculty member. Students must wait a minimum of 48 hours before the next attempt. Students will not pass medications in the clinical area until they have passed the quiz. Students will also receive an unsatisfactory grade for medications on the clinical evaluation tool until the student passes the quiz. **If the student fails to pass the math quiz after three attempts, this will result in failure of the course.**

## **PROCEDURE FOR MODIFIED PROGRESSION AND DISMISSAL**

### **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.

- **Modified Progression** means that the student must retake and successfully complete the course if 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.**

### **Immediate Dismissal from the Nursing Program**

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

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

## **RULES AND REGULATIONS 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 in the concept quiz and will receive a zero for the missed concept 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 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.
- Openness and tolerance of each other is expected. Negative attitudes, bullying behavior, and drama are never tolerated in any form in the lab environment.

### **Dishonesty/Plagiarism**

- All lab quizzes are graded quizzes. They are **not** open book. All other browser tabs/windows, etc. must be closed during quizzes/exams.

- Please refer to your handbook on plagiarism policies as well as self-plagiarism. Specifically, if you are repeating a course, you cannot submit work already submitted and graded. This is self-plagiarism and could result in a zero and/or failure of the course.
- Forming a study group for working on assignments is acceptable and encouraged. However, students should ensure their work, unless it is specifically a group assignment, is submitted as their own. Submitting work that is not entirely yours is considered plagiarism.

## **RULES AND REGULATIONS PERTAINING TO THE CLINICAL EXPERIENCES**

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.

- 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 health requirements for clinical upon admission to the program and maintain there after. All required documentation must be successfully uploaded to the designated health portal (e.g. Castlebranch/ ACEMAPP). Expiration and or lapse of health requirements at any point of the program is not allowed. Students whose health requirements lapse or expire during the program will lead to clinical/course failure.
3. Clinical orientation attendance is mandatory. Failure to attend clinical orientation may result in clinical/ course failure.
  - a. Students who have exemptions from required vaccinations due to religious reasons must present a form DH 681 from the County Health Department (CHD). Florida Certification of Immunization is used for all medical exemptions and requires a physician's statement and signature. Form DH 681, Religious Exemption From Immunization is required for religious exemptions and is issued by the County Health Department (CHD).
  - b. Students must understand that submitting the documentation to request exemption DOES NOT mean that it will be granted. It is at the sole description of the clinical partner to grant a petition for waiving ANY established requirement.
4. Fingerprinted Level II background checks are required. Students must understand that the results of the background check must be disclosed to the clinical partners. As such, background checks that indicate any criminal activity will be evaluated by the clinical partner directly. Clinical partners may refuse to allow students to participate in clinical studies based upon background check findings. Further, background checks indicating any criminal activity may result in program dismissal.
5. Students understand that an inability to meet all of the clinical partner requirements to be cleared for clinical use may result in an inability to continue in the program.
6. Clinical assignment may occur anywhere within a 60-mile radius of students' assigned campus.
7. Cell phone use is prohibited at clinical sites unless directed otherwise by the clinical instructor. Cell phone use in instances other than authorized by the clinical instructor will

be considered unprofessional and warrant further action such as the writing up of a clinical corrective action plan and/or a behavioral contract.

8. Clinical experiences are graded on a pass/fail (P/F) basis. Outcome criteria for clinical evaluation are clearly stated within the course 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:**

1. Inform the student immediately of the unsafe act.
2. Provide the student with written documentation concerning the unsafe act.
3. Review the incident and counsel the student, recommending remediation as needed.
4. Place copy of incident report in student's academic file.
5. Place an Academic Alert regarding the incident.
6. Follow the policy for reporting an incident as required by the clinical agency or institution.



## CLINICAL ATTENDANCE POLICY

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

Students are expected to complete all scheduled clinical hours, as specified per each course. An absence from a clinical experience must be reported via Utica University email, including **both** the Clinical Instructor and the Director of Nursing Services **prior to the start of clinical**. If a student is absent from a clinical experience, this may lead to additional sanctions, up to clinical course failure. Students who are absent from the clinical setting **MUST** submit an appeal to the Clinical Appeal Committee within 5 business days of clinical absence. Please see the process below. In order for an appeal to be heard by the Clinical Appeals Committee (CAC), there must be clear evidence of extenuating circumstances that prevented the student from completing the University requirement for which they are appealing. Petitions will ONLY be accepted if official documentation of extenuating circumstances (i.e. strong evidence) is attached to the petition at the time of submission. Completed appeals should be submitted to the respective Program Director via Utica University email.

Tardiness in clinical practice is unacceptable. In the event a student anticipates arriving beyond the scheduled start time, there must be proactive communication to the clinical instructor and the Director of Nursing Services or Clinical Coordinator. Arriving beyond 5 minutes after the clinical start time is considered an absence and the student will not be allowed to participate in the day.

Students presenting to clinical late, but within 5 minutes of the start time may participate in clinical but will receive a clinical alert accordingly. Two occurrences of tardiness that fall within 5 minutes of the start time will result in a clinical absence and will follow the process as outlined for clinical absences.

“No Call/ No Show” is defined as, lack of timely notification related to an absence prior to the start of clinical, or after the start of clinical. A “No Call/ No Show” will result in an immediate failure of the clinical course.

### **Responsibilities of 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, students will be automatically assigned a clinical group for each

course that has a clinical component. No requests for specific instructors, facilities, assigned day/time or individual concerns (e.g child care/ transportation) will be honored. Under no circumstances may students negotiate a clinical placement directly with the clinical setting. Students who contact the clinical partner directly will be liable for disciplinary action. Clinical placement in transitional and community based courses, may vary based upon the institutional partner processes. 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 and the participating agency.

### **Completion of the Clinical and Lab Requirement**

Students must complete all the required number of clinical and lab hours as outlined within each course. All hours must be completed within the scheduled semester. According to University policy, an incomplete grade may be assigned if the hourly requirement is not met. An incomplete grade may prevent the student from progressing in the program.

## **HEALTH CLEARANCE REQUIREMENTS**

The following **must be completed and documented prior to** the start of the ABSN program. Failure to meet these requirements will prohibit your ability to start the ABSN Program.-Health forms are available on the Utica University Nursing Website: <http://www.utica.edu/nursing> Student health records should be submitted to the student's health portal (e.g Castlebranch or ACEMAPPS).

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

#### **New York Students:**

1. Physical examination within the last 12 months prior to beginning the program and updated every 12 months
2. Mantoux or Quantiferon Gold within the last 12 months prior to beginning the program and yearly thereafter.
3. PPD within the last 12 months prior to beginning the program and yearly thereafter.
4. DT within 10 years
5. Proof of Measles, Mumps, Rubella vaccination with positive titer results  
If titers are negative, proof of re-immunization is required
6. Hepatitis B vaccine series or written waiver refusing vaccination
7. Varicella (chicken pox) titer
8. Flu vaccine annually
9. Meningococcal Meningitis vaccine or signed refusal form
10. COVID-19 Vaccine and Booster

#### **Florida Students:**

1. Physical examination within the last 12 months prior to beginning the program and updated every 12 months.
2. Hepatitis B series if done, if not a signed waiver is required
3. Hepatitis B Antigen and Hepatitis C antibody test
4. Complete CDC recommendations for exposure to airborne pathogens and/or other

airborne contaminants if the possibility of exposure exists

5. Titers for Varicella, Rubella, Rubeola, and Mumps – if equivocal or negative must have booster shot before going to clinical and titers redrawn a couple months after booster
6. Two step TB Skin Test or Quantiferon within 2 months of placement
7. Possess a negative 5-panel urine drug screen within less than 30 days of starting clinical practice.
8. Annual Flu vaccine
9. Date of last tetanus shot (must be within 10 years to be valid).
10. Meningitis vaccine or signed waiver is required.
11. Covid-19 Vaccine and Booster

\*\*\*Individual clinical agencies may request additional health requirements which will be the responsibility of the student.

## **CPR/BLS CERTIFICATION**

The CPR/BLS certification is a prerequisite for all clinical nursing experiences. Certification in cardiopulmonary resuscitation (Community) and Basic Life Support (BLS) **must** be obtained through the **American Heart Association**, and be kept current throughout the nursing program. Failure to meet these requirements will prohibit your attendance at clinical experiences. Please submit a copy to the student's Certified Background account.

- CPR/BLS Card must not expire during the nursing program. Must be valid for 2 years.
- Copy of card must be front & back of the card, and it must be signed by the instructor and student.
- If you have any specific questions about health documentation or CPR certification, please contact your Admissions Representative.

## **PREDISPOSING CONDITIONS/ CHANGES TO HEALTH STATUS**

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. (Students are responsible for the personal medical care costs accrued.)

### **Latex Allergy**

Any student with a known latex allergy must notify the faculty to avoid placing the student at risk of an allergic reaction. Latex-free gloves will be made available in the nursing laboratory and in each clinical setting.

## **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. Please contact your Success Coach if you need to waive the student health insurance fee.

## **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.

## **UTICA EMAIL COMMUNICATION**

Electronic communication is the main form of communication at Utica University. All students are required to access their Utica University webmail and learning management system for announcements, updates, and messages.

## **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, Evaluation, 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 listed in the *Department of Nursing Student Handbook*.

*At the completion of the nursing program of study, students who have fulfilled all requirements will be*

*awarded the Baccalaureate of Science Degree. Each graduating student is eligible to wear the Utica University nursing pin. This represents to each student that she or he has satisfactorily completed the requirements of the nursing program and is eligible to take the licensing examination for registered professional nurses.*

## **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**

## **PROFESSIONAL LICENSING PROCEDURE**

Upon fulfilling all academic requirements, the graduate is eligible to file an application with the New York or Florida 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 online applications and instructions for Florida are available at: <http://floridasnursing.gov/licensing/>. NCLEX- RN online application and resources are available at <https://www.op.nysed.gov/professions/registered-professional-nursing/license-requirements>

Additional resources are available at:

<https://www.nclex.com/registration.page>

[https://www.nclex.com/files/NCLEX\\_Educational\\_Program\\_Codes.pdf](https://www.nclex.com/files/NCLEX_Educational_Program_Codes.pdf)

Once candidates have received their Authorization to Test (ATT), they have schedule their exam using this link <https://www.nclex.com/scheduling.page>

## **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 semester 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.

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

## **ACADEMIC SUCCESS COACH ROLE AND FUNCTION**

Utica University believes that the role of the Success Coach is a critical one. Students are assigned a Success Coach at the time of admission. The Success Coach will work with students to help them successfully reach their academic goals.

### **The Success Coach will:**

1. Contact students within one week of acceptance into the program.
2. Guide students in preparing for their academic program.
3. Assist students with monitoring their academic progress.
4. Maintain contact with the student through completion of the program.

### **The student will:**

1. Contact his/her Success Coach periodically during the semester to discuss academic progress.
2. Notify his/her Success Coach as soon as academic difficulties arise. Students who wait until the end of the semester to address academic problems often find that it is then too late for their Success Coach to offer them effective assistance.
3. Be ultimately responsible for meeting all academic requirements of Utica University and the Department of Nursing.

### **ABSN Academic Success Coach contact information is listed below:**

St. Petersburg Campus: \*Please contact Professor Mehkic [msalkic87@utica.edu](mailto:msalkic87@utica.edu) until further notice\*

Syracuse Campus: Joy Grobelny [jogrobel@utica.edu](mailto:jogrobel@utica.edu)

Albany Campus: Marni MacDonald [mlmacdon@utica.edu](mailto:mlmacdon@utica.edu)

### **ABSN Director of Academic Operations contact information is listed below:**

St. Petersburg Campus: Pasquale Iemma DNP, RN, NPD- BC [paemma@utica.edu](mailto:paemma@utica.edu)

Syracuse Campus: Marissa Lozada MSN, RN [mlstodda@utica.edu](mailto:mlstodda@utica.edu)

Albany Campus: Sophia McGibbon DNP, RN [sescherm@utica.edu](mailto:sescherm@utica.edu)

### **ABSN Director of Nursing Services (Clinical Operations) & Clinical Faculty Coordinator contact information is listed below:**

St. Petersburg Campus: \*Please contact Dr. Iemma [paemma@utica.edu](mailto:paemma@utica.edu) until further notice\*

Syracuse Campus: Elizabeth Scofield, MSN, RN, CLC [eascofie@utica.edu](mailto:eascofie@utica.edu)

Albany Campus: Michelle Issah Danao, DNPc, MSN, MAN, RN [msdano@utica.edu](mailto:msdano@utica.edu)

## **Student Financial Services**

Students are assigned a Student Financial Services Counselor to assist them with their financial questions. The counselor's contact information is listed below:

Andrea Curley  
(315) 792-3008  
[amcurley@utica.edu](mailto:amcurley@utica.edu)