PROGRAM HANDBOOK

UTICA UNIVERSITY

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 take seriously the responsibility of providing students with a quality education that will prepare them to fulfill their responsibilities as a professional nurse. However, the student is the one ultimately responsible for taking full advantage of the program. This handbook provides students with the information necessary for them to take on that responsibility.

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.

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.

PRELICENSURE PROGRAM GOALS

(Domain 1) Apply contemporary nursing knowledge as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences in the care of diverse patients within a variety of settings.

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

(Domain 3) Engage in population health care activities from prevention to the management of health care needs across diverse populations through partnerships with communities, public health, government entities, and others to promote social justice and close the gap for health inequity for the improvement of population health outcomes.

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

(Domain 5) Apply established and emerging principles of quality and safety in the delivery of care as core values of nursing practice, to enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.

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

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

(Domain 8) Utilize informatics and healthcare technologies to inform care and deliver safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.

(Domain 9) Cultivate a sustainable professional identity that includes accountability, integrity, perspective, collaborative disposition, respect for others, inclusivity, and ethical comportment that reflect nursing's characteristics and values.

(Domain 10) Participate in activities and self-reflection that foster personal health, resilience, and well-being, contribute to lifelong learning, and support the development of nursing expertise and leadership qualities.

ADMISSION CRITERIA

- Baccalaureate degree in a discipline outside of nursing.

- No transfer credit accepted for graduate or nursing courses.

- Cumulative GPA of 3.0 or higher and a Science GPA of 3.2 or higher.

- A grade of B or higher is required in all prerequisite 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.

TOEFL Score: For non-native speakers of English, a minimum TOEFL score of 550 on the paper-based examination; a minimum TOEFL score of 213 on the computer-based examination; 79 on the internet-based examination (minimum of 25 on the speaking portion required).

This is a full-time program. There is no option for part-time program completion.

Admissions Science Courses for DEMSN	Credits
Human Anatomy & Physiology I with Lab	4
Human Anatomy & Physiology II with Lab	4
Chemistry with Lab	4

Microbiology with Lab	4

Other Admissions Courses	Credits
Statistics	3
Developmental Psychology (Lifespan)	3

MATRICULATION

Matriculation refers to a student being accepted into a degree-awarding Program. Matriculated students can only be matriculated into one program at one institution at a time. Students who hold baccalaureate degrees from accredited institutions may take graduate courses without being accepted into a degree-awarding Program and are considered non-matriculated. A maximum of six credit hours can be taken as a non-matriculated student.

A student who is not continuously enrolled (see Continuous Enrollment) will be deactivated and lose matriculated status. Loss of matriculated status means that the student will need to start repaying any student loans, they will no longer have access to electronic library resources, and will need to submit an Application for Readmission Form through the Office of the Registrar to be reactivated in order to regain matriculated status and be allowed to register for courses or be graduated. Students who return after losing matriculated status are readmitted under the terms of the catalog appropriate to the new matriculation term, not the catalog of the original matriculation term.

NON-MATRICULATED COURSE WORK

A maximum of six credit hours can be taken as a non-matriculated student on an individual basis with the approval of the program director.

CONTINUOUS ENROLLMENT

Graduate students at Utica University must be:

- Matriculated and enrolled in a credit-bearing course, OR
- Matriculated and enrolled in 997/998 Continuous Student Enrollment, OR
- On an approved Leave of Absence.

Students who do not fall into one of three above categories and have not been dismissed from the University will be deactivated and lose matriculated status.

Students who have completed all of the course requirements for their graduate degree except for their culminating academic experience (e.g., thesis, capstone project, comprehensive exam, portfolio/dossier), must maintain continuous enrollment until their final thesis or project has been approved with all required edits completed or the comprehensive exam has been taken and passed. At the discretion of the program director, this can be accomplished by enrolling in a 997/998 continuous student enrollment course and paying the appropriate tuition/fee every semester until completion. The six-year time limit for completion of a degree begins at the initial date of matriculation in a program and includes all time accumulated through enrollment in a 997/998 course. Failure to enroll in a 997/998 course will result in loss of matriculated status. A Leave of Absence Form must be submitted to request a formal leave of absence.

HEALTH COMPLIANCE REQUIREMENTS

The following **must be completed and documented prior to the first day of the program.** Failure to meet these requirements will prohibit your starting the program. Health forms are available on the Utica University Nursing Website: https://www.utica.edu/student/health/media/Health_Form.pdf lab. Student health records should be submitted to the student's account. For DEMSN-Castlebranch. These requirements **must** be updated as indicated:

***Individual Clinical/Practicum agencies may request additional health requirements which will be the financial responsibility of the student.

Health Compliance Requirement Reference Table		
Requirement	Submit	Acceptable Documentation
Physical Examination	Every Year	A physical exam completed within the last 6 months of the beginning of the clinical by an MD, NP, or PA indicates the ability to perform Practicum activities and that the student is free of communicable disease. This must be documented ONLY on the

		Utica University Health History and Physical Examination Form. NO EXCEPTIONS
Tuberculosis (TB)	Every Year	The date of a negative Mantoux or QuantiFERON-GOLD or T-Spot TB test in the last 6 months is required. A positive result will require documentation of a negative chest x-ray within the last year. The submitted physical exam form must state the student is free of signs or symptoms of active disease. The presence of potential signs or symptoms of TB will require further evaluation before clearance is granted.
COVID -19	Annually	Two dose series of COVID-19 vaccination OR single does COVID-19 vaccination.
Flu (Influenza)	Annually	Vaccination date required by October 15th of EACH year
Titers required for Chicken Pox, DT, Hep B, MMR	12 months prior to the start date	Titers within 12 months of entering program. If not, immune they must get a booster, then a follow up titer at the recommended interval. If still not immune, then we will need a medical note indicating that the student has not serioconverted . That will then be provided to the clinical partner to decide if the student may practice in their facility.
Chicken Pox (Varicella)	One Time	Two vaccination dates OR serologic evidence of immunity with the laboratory value OR medical documentation of varicella disease or herpes zoster. Minimum documentation includes the year of the disease.

Diphtheria/Tetanus	Every 10 years	The vaccination date must be valid throughout the clinical/praticum course. Update with DtaP is recommended.
Hepatitis B	One Time	Three vaccination dates OR serologic evidence of immunity with the laboratory value.
Hepatitis B Antigen	One Time	Antibody Test Check Titer table below
Measles (Rubeola)	One Time	Two vaccination dates after the first birthday OR serologic evidence of immunity with the laboratory value. Check Titer table below
Mumps	One Time	Two vaccination dates after the first birthday OR serologic evidence of immunity with the laboratory value. Check Titer table below
Rubella	One Time	Two vaccination dates after the first birthday OR serologic evidence of immunity with the laboratory value. Check Titer table below
Meningitis	One Time	Vaccination date within 10 years OR completed Meningitis Information Form

Health Compliance: Immunization and Titer Guidance

Vaccination	Vaccination Status	Disease Status	Titer Status	Action	Follow up Action
Hepatitis B	Individual has NOT had Hepatitis B Vaccine x 3 doses	Had Hepatitis B	Draw titer 30-60 after 3rd Dose Negative titer	Vaccinate	Repeat titer to assess immunity
Hepatitis B	Individual has NOT had Hepatitis B Vaccine x 3 doses	Had Hepatitis B	Draw titer 30-60 after 3rd Dose Positive titer	None. Individual has immunity from vaccine.	
Hepatitis B	Individual has NOT had Hepatitis B Vaccine x 3 doses		Negative titer	Vaccinate x 3 doses	Draw titer 30-60 after 3rd Dose to assess immunity
Hepatitis B	Individual has DOCUMENTED Hepatitis B Vaccine x 3 doses		Draw titer 30-60 after 3rd Dose Positive titer	None. Individual has immunity from vaccine.	
Hepatitis B	Individual HAS HAD Hepatitis B Vaccine x 3 doses		Negative or unequivocal titer AFTER Vaccination x 3 doses	Give Hepatitis B vaccine booster x 2	DO NOT Repeat unless facility requires this.
Varicella	No Vaccine x	Had Varicella	Positive titer	None.	None

	2 doses			Individual has immunity from natural disease.	
Varicella	No Vaccine x 2 doses	Had Varicella	Negative or unequivocal titer	Vaccinate x 2 doses	DO NOT Repeat titer unless facility requires this.
Varicella	Individual HAS DOCUMENTED Vaccine x 2 doses		Positive titer	None. Individual has immunity from vaccine.	None
Varicella	Individual HAS DOCUMENTED Vaccine x 2 doses		Negative or unequivocal titer AFTER Vaccination x 2 doses	Give Varicella Vaccine Booster x 2 doses	DO NOT Repeat titer unless facility requires this.
Measles Mumps Rubella	Individual HAS DOCUMENTED Vaccine x 2 doses		Negative or unequivocal titer AFTER Vaccination x 2 doses	Give MMR Booster x 1	DO NOT Repeat titer unless facility requires this.

CRIMINAL BACKGROUND CHECK AND DRUG TESTING

Students will be required to complete a fingerprint Level II background check and drug screen before their program start. Additionally healthcare partners may require Agency for Health Care Administration (AHCA) screening. All screenings will be at the student's expense.

Any background check that is flagged will be sent to the Utica University Graduate School of Nursing leadership for review. The student is then required to compose a document to be submitted to the clinical partners for consideration. It is at the discretion of the clinical partners

whether or not items flagged on the background check will be accepted. If a student is declined in the clinical setting due to a background check issue there is no guarantee that Utica University will find an alternate clinical placement. This would hinder the students ability to successfully complete the program.

Please be advised that approval to continue in the program provided by the University Prior Offense Review Committee does not extend to clinical placements with clinical partners or with licensure following successful completion of program requirements. Students who have difficulty with a criminal background check, fingerprinting, and/or drug screening may encounter difficulty with clinical placements throughout the program and securing licensure components following program completion.

BLOODBORNE PATHOGEN EXPOSURE

Strict adherence to barrier precautions and infection control practices decreases the opportunity for blood-to-blood exposure for both healthcare 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 Practicum agency policy and protocol. Such exposure should first be reported to the Practicum instructor who will direct the student for appropriate care. (All students are responsible for the personal medical care costs accrued.)

BACKGROUND CHECK AND DRUG SCREENING

All students are required to complete a level II background check, fingerprinting, and drug screening before course registration. Compliance with these requirements is essential for clinical placement and program progression. If your initial toxicology screen is positive, you will be notified within 30 days of the test date. After receiving the notification, you must complete a urine drug test within 24 hours. Failure to submit both the initial and repeat toxicology screens or receiving a positive result on either test may result in dismissal from the program. Students who fail to submit a background check or students whose background checks indicate a conviction may be dismissed from the nursing program. A history of past arrest and conviction may prohibit students from being licensed as a Registered Nurse or Family Nurse Practitioner. Students should contact their state board of nursing to determine their eligibility for licensure based on their criminal background before submitting an application to the nursing program. Students are subjected to random drug screening throughout the duration of the program.

ALCOHOL, DRUG, AND SUBSTANCE POLICY

It is expected that all students adhere to the Utica University alcohol and other drug policies. Refer to the Annual Drug and Alcohol Notice Utica University Alcohol, Drug and Substance Policy. It is the policy of the Department of Nursing that students be free of chemical

impairment during participation in any part of their program including classroom, laboratory, simulation, and clinical activities. A chemically impaired student is defined as a person who, while in the classroom, laboratory, or clinical setting, is under the influence of, or has abused, either separately or in combination: alcohol, over-the-counter medication, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Students who are chemically impaired in the clinical setting may jeopardize the lives of their clients.

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

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

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

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.

GRADING POLICY

Students must earn a grade of B or better in all of the graduate nursing courses and in all of the separate but linked courses (separate but linked courses cover related content in two settings: mastery of didactic knowledge in the academic setting; application of didactic knowledge to practice in clinical settings). Both separate but linked courses must be passed with a satisfactory grade (B). If a student fails either of the two courses, they must retake both courses. If the student receives 79.5 or higher on the exam average and/or final grade, the grade would be rounded to 80. Student grades .5 or higher will be rounded up to the next whole number; this grading rule applies to final grades.

If you have questions about a grade on any assignment, discussion, or exam, you must contact the instructor of record of the course with your questions within one week of the grade being posted.

This policy is specific to ALL the courses in the Graduate Nursing Program.

GRADE RANGE

The DEMSN program grading policy is defined by a numerical rating system as follows:

Letter Grade	Percent Range
A	94-100
A-	90-93.49
B+	87-89.49
B	84-86.49
B-	80-83.49
C+	77-79.49
C	74-76.49 Unacceptable Grade
F	73.49 and below Unacceptable Grade

* Incomplete (I) grades may be granted according to the University policy (see University Catalog). A minimum of B (84%) must be achieved to successfully pass a nursing course.

COURSES WITH QUIZZES AND EXAMS

Nursing graduate students must maintain an 80 (B) average on quizzes and exams, exclusive of their graded assignments to pass the following courses:

- NUR 511
- NUR 514
- NUR 521
- NUR 525
- NUR 534
- NUR 541
- NUR 551
- NUR 555
- NUR 556
- NUR 571

Should the weighted exam average fall below 80, the exam average will be the final grade recorded on the transcript regardless of the overall course grade. Once the student has achieved an 80 or above exam average, all other course assignments will be factored into the course grade and the cumulative average will be the final grade recorded on the transcript. Students must earn a B (84) grade or better in all courses and separate but linked courses.

EXAMINATION AND QUIZZES

The Nursing Department at Utica University is committed to providing a safe and fair testing environment for all students throughout all the graduate nursing programs. This policy aims to outline the policy and procedures related to proctored exams for nursing students at Utica University. As technology is ever-changing, this policy may be revised as institutional policies are modified or new policy modifications are required.

Most of your quizzes and exams will be scheduled and conducted in person at a designated site. Unless otherwise stated, you may not collaborate with others or use any references during any examination. Any student who plagiarizes or cheats in any way on quizzes or exams 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 or penalty grades, up to and including the course 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.

Actions/behaviors are examples and but not limited to the following:

- Open another browser window/URL
- Use any other method to lookup an answer
- Communicate with anyone via online chat, telephone, e-mail, text message, in-person, or any other method
- Use your phone or video camera
- Ask someone to take the exam for you
- Copy or photograph exam questions for your personal use or to share with others.

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 expectations and has met course objectives satisfactorily. The student must pass the theory, lab, and clinical components to pass the course.

Program Academic Standard

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

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 a 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

TESTING POLICY

1. All material provided to you within the course, all class activities, lectures and power points, are testable on the exams.

2. Examinations are to be taken when scheduled. Make-up exams are not permitted, except in the case of medical emergency. In this case, a note from a medical provider will be required to be considered for permission to make-up the exam. Students experiencing a medical emergency should contact the Program Director and Course Faculty prior to the exam to request permission to reschedule. When an exam reschedule is permitted, ten points may be deducted from the exam score.

3. Students must arrive on time for the examination. 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.

4. Students will be directed to download the exam while in the proctored testing environment.

5. Students must upload the exam and show the confirmation screen to the proctor before exiting the testing room. Students who do not exit the exam before leaving the testing room will receive a grade of zero on the exam.

6. No resources or materials are permitted in the testing room. This includes cell phones, smart watches, headphones/earbuds, scrap paper, white boards, course materials, recording devices, pens/pencils, food and/or beverages. Students can bring only their computer into the exam room. All other items including must be left outside of the exam room.

7. Students may not talk to or otherwise communicate with any other student for any reason during the testing period.

8. Students may not read questions and/or answer choices aloud.

9. Students receiving testing accommodations from the Office of Learning Services must present their signed accommodations letter to the course faculty at least two weeks in advance of an exam to receive their accommodations on that exam. Students may choose not to utilize their prescribed accommodations as such they will need a formal email must be sent to the course faculty one week in advance.

EXAM REVIEW POLICY

Test 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. Rescheduling exam reviews will not be permitted.

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.

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 thereafter. 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.

CPR/BLS CERTIFICATION

The student will provide a yearly copy of valid American Heart Association Healthcare Provider CPR/BLS Certification to remain in compliance.

HEALTH INSURANCE

Proof of health insurance is required for all students enrolled in clinical courses. The student will provide evidence of *valid* health insurance to remain in health compliance in the form of a copy of a health insurance card. Utica University will charge the student account to ensure the requirement. If the student has private health insurance, this charge can be waived at http://www.haylor.com/University/utica-University/. Please note that the information the student provides regarding health insurance will be verified. Students who have been found not to

have health insurance will automatically be re-enrolled in University's Health Plan and charged accordingly.

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.

MALPRACTICE INSURANCE

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

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 Director of Academic Operations and Director of Nursing Services 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. childcare/ 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.

UNIFORM POLICY/ DRESS CODE

As representatives of the Utica University nursing program and the nursing profession, students are expected to behave and dress in an appropriate manner. Students will be required to wear their Nursing uniform in both the lab and clinical setting. The purpose of the uniform policy is to identify personnel in agencies and to promote safety for both students and patients in the prevention of cross-infection. The uniform is a representation of the Utica

University Department of Nursing and, therefore, should be worn in all professional settings. All students should have a minimum of three (3) Utica University nursing uniforms, one (1) solid navy-blue warm-up/scrub jacket, and a set of non-skid white or dark closed-toe uniform shoes. The uniforms are available at the Bookstore and must have the Utica University insignia on the scrubs.

- The student uniform and student Nursing photo ID must be worn and visible when in the clinical and lab area. Your scrubs must be clean, wrinkle free and be the Utica University-issued scrub uniform.

- You may wear a clean, wrinkle-free, solid white long-sleeved shirt under your scrub top if you get cold or a solid navy-blue warm-up/scrub jacket

- Jogger scrub pants or scrub coats other than navy blue are not acceptable, no pullover fleeces, no hooded sweatshirt, etc.

- Shoes must be clean, Shoes must be white or dark colored and clean but may have light-colored insignia. (no crocs with holes, no canvas flats, open-toe shoes, etc).

- Students must also wear their Utica University Nursing name badge when on campus in the lab or at clinical.

Most agencies allow a white lab coat to be worn over the uniform. It is preferred that the Utica University Department of Nursing warming jacket be worn. Check the uniform policy for the agency.

Psychiatry/Community Health Students will wear street clothes that portray a professional image with the university photo ID and flat, close-toed shoes. Jeans, "low-rider" pants, shorts, cut-offs, tank tops, or any other tight-fitting clothing that exposes the torso or under clothing is not acceptable.

Jewelry

1. A watch with a second hand must be worn with the uniform.

2. A plain wedding band may be worn, but in some settings, it must be removed when caring for patients in isolation and when working in the operating room, delivery room, or nursery.

3. Only small post-type earrings are acceptable (limited to 2 per ear). No hoop or pendant earrings. Other body piercings (eyebrows, nose, lips, tongue) are not acceptable.

4. No other jewelry is worn with the uniform; it has the potential for scratching clients and for harboring bacteria.

Grooming

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

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

3. No nail polish or false fingernails (including acrylic, dip, or gel nails) may be worn.

4. Fingernails may not extend beyond the fingertips; otherwise, they can scratch clients and impede manual dexterity.

5. Makeup is to be moderate and unobtrusive.

6. Fragrances (perfume, cologne, after-shave) are not to be worn since they may induce discomfort, nausea, or an allergic reaction in clients.

7. Tattoos must be covered.

The instructor and the agency have the prerogative to send students away from a lab or clinical unit if they do not meet the appropriate dress criteria.

Please note: We are guests in our partner healthcare organizations. As such, we are required to abide by the established dress code and presentation requirements. It is your responsibility to know these requirements before the first day of clinical. If an organization representative identifies you as out of compliance and you are requested to leave the clinical environment, this will be counted as an absence and you will be required to make up this time. Prior to returning to the clinical environment and/or scheduling make-up clinical time, it is expected that the violation will be resolved.

LAB EXPERIENCES

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.

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

Dishonesty/Plagiarism

- Review the course syllabi and the University's plagiarism policies, including guidelines on self-plagiarism. If you are repeating a course, you may not submit work that has already been graded. Doing so is considered self-plagiarism and may result in a zero for the assignment or failure of the course.

- Forming study groups to discuss assignments is encouraged. However, unless an assignment is specifically designated as a group project, each student must submit their own work. Submitting work that is not entirely your own is considered plagiarism.

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.

ACCOMMODATIONS

Academic Accommodations

Please contact Learning Services in the Academic Support Services Center (315-792-3032), in order to determine eligibility for services and to receive an accommodation letter. Any accommodation must be submitted in written documentation at least four days in advance or it will not be considered for the exam. We will work with you to help you in your efforts to master the course content in an effective and appropriate way.

Excused Absences and Medical Leave

Allow you to return to the same academic and extracurricular status as before your medical leave began, which should include giving you the opportunity to make up any work missed while you were out.

Ensure that teachers understand the Title IX requirements related to excused absences/medical leave. Your teacher may not refuse to allow you to submit work after a deadline you missed because of pregnancy or childbirth. If your teacher's grading is based in part on class participation or attendance and you missed class because of pregnancy or childbirth, you should be allowed to make up the participation or attendance credits you didn't have the chance to earn.

Student will need to notify the **Graduate Nursing Leadership (Coordinator/Director), Academic Advisor, and Success Coach. Student will need to fill out the return authorization statement**

https://docs.google.com/document/d/1kyhmsnxlt_nw6l1kL_U_RZkrBrd2yiRXF7surUExpeM/edit

https://www2.ed.gov/about/offices/list/ocr/docs/dcl-know-rights-201306-title-ix.html

Military Leave

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

https://www.utica.edu/veterans-and-service-members-utica

Military Related Withdrawal

Student will need official orders for military duty sent to the Utica Registrar's Office, the Graduate Nursing Leadership (Coordinator/Director), Academic Advisor, and Success Coach.

There will be no academic penalty for withdrawing from courses provided the student:

- Notifies each instructor of leave within reasonable timeframes.
- Work out arrangements to complete assignments.
- Mutually agree on a course completion plan.

There will be no financial penalties for withdrawing from courses provided the student:

notifies the Center for Student Success of leave and speaks personally to financial aid counselor.

PLEASE NOTE: *Didactic/Lab/Practicum Instructors MUST be given adequate communication regarding students leave and are only required to give reasonable accommodation for military leave. Reasonable accommodation is determined by the 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 Accommodations

Utica University recognizes 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 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, the DEMSN 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 regarding religious accommodation 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.

DEPARTMENT POLICIES

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.

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.**

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.

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.

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

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.*

APPEALS

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

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

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

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

- If the outcome of the appeal to the University Academic Standards Committee is not satisfactory to the student, and the student has additional information for the Provost to consider, she/he may appeal to the University Provost **within 7 days. The decision of the Provost is final.**

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

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.

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 (2025)

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

2. The nurse's primary commitment is to the recipient(s) of nursing, whether an individual, family, group, community or population.

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

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

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

6. Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.

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

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

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

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

IMPORTANT LINKS GRADUATE PROGRAMS

DEMSN Course Descriptions
 Academic Policies and Procedures
Intellectual Honesty
Student Complaint Process
Graduation Requirements
Utica Email Communication