

College of Nursing and Health Sciences

# UNDERGRADUATE NURSING STUDENT HANDBOOK

2013-2015\*



[www.umb.edu/academics/cnhs](http://www.umb.edu/academics/cnhs)

\*The College maintains the right to amend published policies, procedures, and requirements at any time



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## INTRODUCTION

*Welcome to the College of Nursing and Health Sciences (CNHS)*

### Purpose of this Handbook

The *Undergraduate Nursing Student Handbook* details information needed by pre-licensure (Traditional BS and Accelerated BS) and post-licensure (Online RN-BS) students to earn a Bachelor of Science degree in professional nursing. This handbook supplements the following online University publications, which contain general information related to student rights, academic policies, registration, financial aid, campus facilities, and course descriptions:

- Academic Regulations – Undergraduate: [www.umb.edu/life\\_on\\_campus/policies/regulations/academic\\_regulations\\_ug/](http://www.umb.edu/life_on_campus/policies/regulations/academic_regulations_ug/)
- Code of Student Conduct: [www.umb.edu/life\\_on\\_campus/policies/code](http://www.umb.edu/life_on_campus/policies/code)
- Undergraduate Course Catalog: [www.umb.edu/academics/course\\_catalog](http://www.umb.edu/academics/course_catalog)

### ***Rights and Responsibilities of Nursing Students***

This Handbook specifies the rights and responsibilities of all undergraduate nursing students. CNHS students, faculty, and staff members are responsible to understand and adhere to the policies, procedures, and requirements outlined herein, and all are expected to refer to the most current version of the Handbook available on the CNHS website. Failure to stay informed of published policies, procedures, and requirements is not an excuse for non-adherence.

### ***Contributions and Faculty Governance***

Faculty, students, and staff members contribute to the content of this Handbook. Subject to appropriate governance of the CNHS Undergraduate Program Committee, Faculty Committee, and Office of the Dean, the **College maintains the right to amend published policies, procedures, and requirements at any time** in order to achieve stated missions and objectives. **The College notifies students of changes via their official UMB email accounts and/or announcements on its website.**

This version of the Handbook was approved **December 2013**. Subsequent suggestions for updates/revisions may be submitted in writing to the Office of Student Services, College of Nursing and Health Sciences, Science Building, 2<sup>nd</sup> Floor, Room 0015.

### Mission and Goals and Vision

The mission of the College of Nursing and Health Sciences flows from the mission of the University of Massachusetts Boston. The specific mission of the College of Nursing and Health Sciences is to educate professionals who are prepared to meet the nursing and exercise health science needs of the citizens of Boston, the Commonwealth of Massachusetts, and the global community. We acknowledge a particular responsibility to address the needs of diverse urban populations. The College of Nursing and Health Sciences faculty and students develop and disseminate knowledge and contribute service related to the disciplines of nursing and exercise and health sciences. The faculty, administration, staff, and students of the College of Nursing and Health Sciences contribute to the realization of the mission by assuring the following:

1. Provide access to education in nursing and exercise and health science for students from diverse backgrounds.
2. Provide excellence and innovation in scholarship, teaching, and service.
3. Provide public service related to nursing and exercise and health science.
4. Contribute to the economic development of the Commonwealth by helping to meet the health care industry's need for well-educated and highly skilled nurses and exercise and health science professionals.
5. Contribute to the improvement of the quality of life of individuals, families and other groups, and communities by fostering wellness and fitness, and by influencing health care policy.
6. Prepare graduates for participation in society as educated, socially responsible individuals.
7. Prepare graduates of the Bachelor of Science Program in Nursing for:
  - entry into professional nursing practice
  - Master's or Doctor of Nursing Practice level study in nursing
  - Doctor of Philosophy level study in nursing
8. Prepare graduates of the Bachelor of Science Program in Exercise and Health Science for:
  - entry into exercise physiology, fitness management, and other allied health professions
  - master's and doctoral level study in the discipline of exercise and health science
9. Prepare graduates of the Master of Science Program in Nursing for:
  - leadership roles as advanced practice nurses
  - Doctor of Nursing Practice or Doctor of Philosophy level study in nursing
10. Prepare graduates of the post-master's Doctor of Nursing Practice program for:
  - leadership roles as advanced practice nurses
11. Prepare graduates of the Doctor of Philosophy Program in Nursing for careers as educators, policy analysts, and researchers in health policy or population health.

***The vision of the College of Nursing and Health Sciences is to improve the health of diverse urban populations through the integration of teaching, targeted research, service, practice, and health policy in partnership with others.***

*(Approved CNHS, November 2009)*

### ***Mission***

The mission of the Department of Nursing is congruent with the missions and visions of the University of Massachusetts Boston and of the College of Nursing and Health Sciences.

The mission of the Department of Nursing is to prepare students for comprehensive, theory-guided, evidence-based nursing practice directed toward health promotion, management of health and illness, and restoration and maintenance of the highest possible health-related quality of life.

It is recognized that the mission can be accomplished through a firm commitment to:

- Recruiting and supporting students, faculty, and staff from diverse backgrounds.
- Using innovative, evidence-based teaching and learning strategies to meet society's need for nurses at different educational levels prepared for excellence in practice with diverse populations in various settings.
- Conducting research designed to discover, apply, and integrate new knowledge addressing strategies that enhance health-related quality of life, with an emphasis on diverse urban populations.
- Preparing graduates for participation in society and the global community as educated, socially responsible individuals.

### **Goals**

The goals of the Department of Nursing address the community of learners through practice, scholarship, instruction, and service to the university, communities, and the discipline of nursing. The goals are:

- Provide innovative educational services to enhance student learning, in collaboration with other units within the university.
- Create an environment in the department and the university at large where students, faculty, and staff interact with respect, value learning and inquiry, and work collaboratively.
- Promote engagement by faculty and students in nursing discipline-specific and interdisciplinary scholarly collaboration to address strategies to enhance health-related quality of life with an emphasis on diverse urban populations.
- Disseminate the findings of faculty and student scholarly work to the university community, the community at large, and the professional healthcare community.
- Use effective teaching and learning methods to prepare baccalaureate, masters, and doctoral students to provide excellent health care with an emphasis on diverse urban populations.
- Establish partnerships with clinical agencies and communities to enhance student learning, community service, and faculty practice and scholarly work.
- Foster student participation in their communities as citizens of the world.
- Support the professional development of departmental colleagues by acknowledging and rewarding multiple and varied professional contributions.

*Approved Nursing Dept. Meeting Nov 2009*

### ***Philosophy***

The philosophy of the Department of Nursing has been developed by the departmental faculty and is in accordance with the missions and visions of the university and of the college. This philosophy contributes to the development of program goals and provides direction for students, faculty, and graduates. The faculty believes that the nursing meta-paradigm concepts include human beings, health, the environment, and nursing, and that the nursing discipline can be studied within a systems framework.

Nursing is an art and a science with a body of knowledge concerning human beings, their environments, and their levels of functioning in health and illness in interaction with multiple systems- family, health care, community, and society. Many patterns of knowing undergird nursing knowledge, including empirics, ethics, personal knowing, aesthetics, and sociopolitical knowing. Ethical knowing includes rights and justice, responsibility, integrity and ethical comportment, and caring as a moral imperative. As an essential human service, nursing responds to the needs of society by implementing culturally sensitive, evidence-based nursing practice. The accumulation of evidence is facilitated by use of the nursing process and research guided by theory, augmented by knowledge from other disciplines such as the physical, biological, medical, social, and behavioral sciences. Current and historical contexts from political, social, legal, ethical, and economic perspectives are also considered in determining nursing practice.

Entry into the practice of professional nursing requires a baccalaureate degree with a major in nursing. Professional nurses use the nursing process to work with individuals, families, groups, and communities to achieve optimal levels of wellness. Professional nurses are accountable and responsible for their nursing practice, applying leadership and management skills and collaborating with members of the health care team as they apply the nursing process. Advanced practice nurses, who hold earned master's or doctoral degrees in nursing, assume leadership roles in health care delivery systems through research, practice, teaching, and/or administration.

The human being is an integral, whole, and open system with biological, psychological, social, developmental, spiritual, and cultural attributes. Humankind is the focus of nursing practice and is made up of diverse multicultural populations. The faculty believes that human beings possess the right and ability to function on their own behalf in health promotion and disease prevention, detection, and management.

Health is a dynamic process occurring on a wellness/illness continuum across the lifespan. Health care is approached through concepts such as patient-centered care, evidence-based practice, quality, safety, informatics, teamwork and collaboration to promote, maintain, and restore health. To achieve an optimal state of health, individuals, families, and communities respond with a variety of strategies that are influenced by multiple factors, such as culture, gender, genetic endowment, age, socioeconomics, and the environment.

The environment includes all conditions, circumstances, and influences surrounding and affecting individuals, families and other groups, communities, and society. Health is affected by the environment; some aspects may be altered to promote wellness, whereas others are fixed and require accommodations.

Education is a process in which change and learning are facilitated through interactions with teachers, learners, and the environment. Learning includes acquiring and generating new knowledge, skills, attitudes and values, and exercising sound clinical judgment, critical thinking, and reflection on actions. Optimal learning occurs when both the teacher and learner are motivated, open, engaged, and actively participate in creative, innovative, and integrative processes. Learning is fostered by freedom of inquiry in an environment of acceptance, trust, responsibility, and commitment to social justice.

Approved Nursing Dept. Meeting Nov 2009



## **Program Outcomes and Educational Objectives for CNHS Undergraduate Nursing Program (pre-licensure)**

The Undergraduate Nursing Program outcomes and objectives are created in accordance with the professional nursing standards set forth by the American Association of Colleges of Nursing's Essentials of Baccalaureate Education for Professional Nursing Practice, the American of Nursing Association's Standards of Clinical Practice, Code of Ethics, and Social Policy Statement, and the Commonwealth of Massachusetts general laws and Board of Registration in Nursing regulations. Program effectiveness is periodically evaluated by student, alumni, and employers; data is utilized by program faculty in assessing, analyzing and determining action for ongoing program improvement.

### **Undergraduate Nursing Program Objectives**

At the completion of the undergraduate nursing program in the College of Nursing and Health Sciences at the University of Massachusetts Boston, the graduate will be able to:

1. Integrate evidence-based nursing assessments and interventions to coordinate and manage complex health care concerns for chronically ill and acutely ill individuals and families across the life span.
2. Evaluate patient-centered, culturally sensitive care delivered within complex healthcare systems.
3. Analyze effective communication, teamwork, and collaboration strategies to address the concerns of diverse urban populations within complex healthcare systems.
4. Apply knowledge, skills, and attitudes of health promotion and disease prevention for urban populations along the health-illness continuum.
5. Create a culture of quality and safety in nursing practice for chronically ill and acutely ill members of urban populations.
6. Integrate informatics for obtaining and utilizing best evidence and clinical judgment to achieve patient outcomes in contemporary professional nursing practice.
7. Utilize current ethical and legal standards and health care policies to guide nursing practice and professional development.

Revised Dec 2008 Undergraduate Program; Jan 2009 Department of Nursing; Feb 2009 Faculty Council

### **Undergraduate Nursing Program (pre-licensure) Outcomes**

1. A majority of students will report satisfaction with nursing courses, instructors, and clinical placements throughout the program.
2. A majority of graduates, alumni, and employers surveyed will report satisfaction with preparation for professional nursing practice (possessing knowledge, skills and attitudes expected at graduation or within first year of practice).
3. Ninety per cent of graduates annually will pass NCLEX-RN on first attempt. \*
4. The pre-licensure program will maintain an annual graduation rate of 85% or higher.
5. Graduates will report success in obtaining employment as a RN within one year of passing NCLEX-RN.

The Master Evaluation Plan details time frames for periodic evaluation. The Pre-licensure program currently provides two options for study, the traditional option or the accelerated option. Quantifiable terms are determined by faculty. \*The program strives to attain and maintain a consistent pass rate of 90% and above. A minimum of an 80% first time NCLEX-RN pass rate is expected to meet state expectations; the program will continue to improve practices when rate falls under 90%). *Approved May 25 2010 Undergraduate Nursing Program Committee.*

## Undergraduate Nursing Program Competencies

Program competencies refers to the knowledge, skills, and attitudes (KSA) students develop at the sophomore, junior and senior levels to meet program and course objectives and program outcomes. The Undergraduate Nursing Program focuses on core characteristics and qualities for students to develop, including related Knowledge, Skills, and Attitudes, to become:

-Critical thinkers who demonstrate the academic knowledge base of the profession of nursing and the capacity to think in ways important to the profession, with a spirit of inquiry

-Skilled practitioners who demonstrate the skills-based nursing practices, including clinical judgment, communication, and leadership

-Professional role members who display the attitudes, behaviors, values, ethical standards, social roles and responsibilities of the nursing profession, with disciplinary integration from the arts and sciences, within health care systems and within the larger society

Adopted Spring 2010 from the following resources: Benner et al 2009 Carnegie study for *Transforming Nursing Education*; AACN and NLN competency statements; Nurse of the Future (state-wide initiative)

## Welcome from the Department of Nursing

Congratulations on your decision to join us as you learn to become a baccalaureate-prepared professional nurse. The faculty and staff of the Department of Nursing and the College will help you acquire new knowledge, skills, and attitudes required for contemporary and future nursing practice as you progress through your plan of study. We appreciate that you are making a substantial personal investment in your future, and we are honored to accompany you on your journey to being great UMB alumni nurses. The College's successes stem from students' successes, so please remember that your faculty and staff members are here to support you. We extend our fondest wishes to you for continued success.

## Organization of CNHS

The **Dean of the College** oversees the overall direction and operations of the College, including both the Department of Nursing and the Department of Exercise and Health Sciences. The Dean is supported by an Associate Dean regarding academic matters and an Assistant Dean regarding administrative and financial matters; each is supported by their respective staff members.



Contact Information: [www.umb.edu/academics/cnhs/faculty\\_staff/administration](http://www.umb.edu/academics/cnhs/faculty_staff/administration)

The Department of **Nursing Chairperson** supports the Dean through oversight and direction of the Department of Nursing. The Chairperson is supported by Program Directors and their Program Assistants. The Department of Nursing Chairperson facilitates implementation of curricula and policies developed by the faculty. Undergraduate Program Directors are responsible for implementing curricula and policies with support from the Department of Nursing faculty and Program Assistants. Undergraduate Nursing Program Directors oversee the programs professional staff working therein.



Contact Information: [www.umb.edu/academics/cnhs/nursing/faculty](http://www.umb.edu/academics/cnhs/nursing/faculty)

The **Office of Student Services** is supervised by the Director of Student Services who oversees an administrative assistant and four program-specific Student Services Specialists (a.k.a. “program advisors”) who provide academic advising to students on the specific requirements of each program. The staff administer student-related activities including orientation, program advising, convocation, and graduation. Student referrals for non-academic support are made to assist students in accessing needed resources offered throughout the University. The staff also support and enforce academic policies and procedures established by the CNHS Faculty and the University. The Director of Student Services also

serves as co-chair on the Student Affairs Committee.



Contact Information: [www.umb.edu/academics/cnhs/faculty\\_staff/staff](http://www.umb.edu/academics/cnhs/faculty_staff/staff)

Student Services can also be reached by email at:

[CNHSStudentServices@umb.edu](mailto:CNHSStudentServices@umb.edu)

The **Clinical Internship and Placement Office** (CIPO) is led by a Coordinator and supported by Clinical Placement Specialists. The CIPO oversees relationships with clinical agencies as well as the clinical clearance and placement of students within their clinical agency sites for clinical courses, preceptorships, and internships.



Contact Information: [www.umb.edu/academics/cnhs/faculty\\_staff/staff](http://www.umb.edu/academics/cnhs/faculty_staff/staff)

The **Center for Clinical Education and Research** (CCER) is led by a Director and houses the Nursing Lab, Exercise and Health Science Lab, Simulation Suite, Competency Testing Rooms, Computer Lab, and Academic and Clinical Support Programs. The Center for Clinical Education and Research (CCER) promotes student engagement in a range of educational activities that will maximize the successful completion of their program of study and transition into practice, including the Plan for Success program, clinical tutoring, and mandatory clinical competency examinations.



Contact Information: <http://www.umb.edu/academics/cnhs/ccer>

## Student Signature Verification of Understanding and Adherence

All students must acknowledge that they fully understand and commit to adhere to the policies and procedures set forth in this Handbook by completing the Signature Verification Format New Student Orientations, Clinical Orientations, or other opportunities designated by the College.

By signing this form, I, \_\_\_\_\_, acknowledge that I have received, understand, and agree to adhere to the policies outlined in the most current version of the *Undergraduate Nursing Student Handbook*\* published by the College of Nursing and Health Sciences at the University of Massachusetts Boston.

I, \_\_\_\_\_, also acknowledge that any violations of undergraduate nursing policies as specified this handbook, the UMB *Code of Student Conduct*, and/or the American Nurses Association *Code of Ethics* may lead to disciplinary action up to and including suspension or expulsion from the College and/or University.

Print Student Name: \_\_\_\_\_ UMB ID# \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **ALL STUDENTS ARE RESPONSIBLE FOR UNDERSTANDING AND COMPLYING WITH ALL HANDBOOK POLICIES**

Students are expected to refer often to the policies and procedures contained within the current Handbook available on the CNHS website. All students are to provide signature that they fully understand and agree to comply with all policies and procedures set forth in the Undergraduate Nursing Program Handbook before the end of the 1<sup>st</sup> semester in the program. Students will also be required provide signature on Clinical Placement Sheets before the beginning of each clinical semester. Student Services will distribute and collect the initial form (signed) and the CIPO will collect the Clinical Placement Sheets.

*\*POLICIES ARE SUBJECT TO CHANGE; STUDENTS WILL BE NOTIFIED via email IN A TIMELY BASIS OF IMPORTANT CHANGES.*

## SECTION 1: UNDERGRADUATE NURSING REQUIREMENTS

The University of Massachusetts is accredited by the New England Association of Schools and Colleges. CNHS is accredited by the Commission on Collegiate Nursing Education (CCNE) of the American Association of Colleges of Nursing (AACN).

### 1.1 Admission to Undergraduate Nursing Programs

#### ***General Admissions Statement***

Admission to undergraduate nursing is competitive and requires the submission of appropriate application and related documentation. Specific admissions criteria for each program are listed separately on the CNHS website, see [www.umb.edu/academics/cnhs](http://www.umb.edu/academics/cnhs). All newly admitted students must attend a mandatory new student orientation before enrolling and registering for classes in the first semester.

#### ***How to Apply: New Freshman and Non-UMB Transfer Students***

If you have never been formally matriculated into a degree-granting program at UMB and wish to enter a Nursing program as either a new freshman or new transfer student, you must apply to the College through the Office of Undergraduate Admissions. Undergraduate Admissions is responsible for assembling and processing your UMB application, evaluating applicants, rendering decisions based on admission criteria and deadlines set by the College, and arranging new student orientation for accepted students. To apply, or for further information, please visit the Office of Undergraduate Admissions website: [www.umb.edu/admissions/ug](http://www.umb.edu/admissions/ug).

#### ***How to Apply: UMB Inter-College Transfers, UMB Degree-holders, and Readmissions***

If you are a current UMB student within another major, a formerly matriculated UMB student, or have completed a previous bachelor degree at UMB, you must apply directly through the College of Nursing and Health Sciences, i.e., NOT Undergraduate Admissions, through one of the processes described below.

##### *Applying for an Inter-College Transfer (ICT) to Nursing*

ICT applicants are students who are currently attending or have previously been matriculated into a degree program at UMB without completing that degree. *Students who have only taken UMB courses on a non-matriculated or continuing education basis are NOT considered ICT applicants, but rather are considered as new/external transfer applicants, and they should apply through Undergraduate Admissions, as described above.* ICT Applications and deadlines are available online from the Registrar: [cdn.umb.edu/images/registrar/Intercollege%20Transfer%20Undergraduate%20SM11.pdf](http://cdn.umb.edu/images/registrar/Intercollege%20Transfer%20Undergraduate%20SM11.pdf). ICT applicants are subject to the same cumulative and health science pre-requisite GPA criteria as well as other general generation and transfer credit policies (see Section 1.3) as new/external transfer students applying through Undergraduate Admissions. ICT applicants may apply after they have completed, 1 full semester of course work (12 credits) including at least one 4-credit lab science course at UMB. ICT applicants are exempted from this 4-credit lab science rule only if they have completed all four science courses from a prior accredited school with a grade of C+ or higher. In addition, all ICT applicants are required to take the Test for Essential Academic Skills (TEAS). To be considered, students must attain a minimum score of “Proficient”.

##### *Applying for a Second UMB Undergraduate Degree in Nursing*

Any student who has graduated from the University is eligible to apply for admission to a second UMB undergraduate degree program in nursing. Second UMB Degree Applications and deadlines are available online: [cdn.umb.edu/images/registrar/Second\\_UMass\\_Boston\\_Degree\\_Undergraduate\\_SM12\\_V2.pdf](http://cdn.umb.edu/images/registrar/Second_UMass_Boston_Degree_Undergraduate_SM12_V2.pdf). Second UMB Degree applicants are subject to the same cumulative and health science pre-requisite GPA criteria as new/external transfer students applying through Undergraduate Admissions. Second UMB

Degree applicants are not required to have completed any science courses. Second UMB Degree applicants are not required to repeat UMB General Education requirements including the Writing Proficiency Requirement. In addition, all Second-degreeed applicants are required to take the Test for Essential Academic Skills (TEAS). To be considered, students must attain a minimum score of "Proficient".

### *Readmission to Undergraduate Nursing*

Students who leave or left the nursing program in good academic standing with a cumulative GPA of 2.5 or better will be considered for readmission on a space available basis. Regardless of academic standing, students who seek to return are expected to adhere to readmission deadlines posted on the CNHS website. Students seeking readmission to CNHS should first obtain an Application for Readmission form from the Office of the Registrar's website: [www.umb.edu/registrar/forms](http://www.umb.edu/registrar/forms). They should then submit the completed form, transcripts from any institution(s) of higher education attended since leaving UMass Boston, and an unofficial UMass Boston transcript, along with the required fee, to the Office of Student Services before the priority deadline listed on the CNHS website [www.umb.edu/academics/cnhs](http://www.umb.edu/academics/cnhs).

Readmission after an absence of two (2) or more years requires approval of the CNHS Student Affairs Committee (SAC). If allowed to return, students will be subject to curriculum requirement as well as college and university policies in effect at the time of readmission. If readmission is granted, an individual program of study may be developed to accommodate any curriculum changes.

## 1.2 Learning Objectives

CNHS has developed the following undergraduate nursing learning objectives and learner competencies in accordance with professional nursing standards set by the:

- American Association of Colleges of Nursing (AACN), in *Essentials of Baccalaureate Education for Professional Nursing Practice* (2008) – [www.aacn.nche.edu/education-resources/bacessentialso8.pdf](http://www.aacn.nche.edu/education-resources/bacessentialso8.pdf)
- American of Nursing Association (ANA), in *Standards of Clinical Practice* (2<sup>nd</sup> ed.), *Code of Ethics* (2001), and *Social Policy Statement* (2010) – [www.nursingworld.org](http://www.nursingworld.org)
- Commonwealth of Massachusetts General Law and Board of Registration in Nursing – [www.mass.gov/dph/boards/rn](http://www.mass.gov/dph/boards/rn)

## 1.3 Academic Progression

Students must adhere to the following policies to progress through their Undergraduate Nursing program.

1. Attend all New Student and Clinical Orientations, as scheduled, in order to gather the information necessary to undertake the program and maximize potential for success.
2. Complete the University's General Education requirements (see Section 1.4).
3. Complete core nursing requirements outlined on the Curriculum Plan specific to the program of study.
4. Maintain a cumulative GPA of 2.50 or higher every semester for the program duration. **If the cumulative GPA falls below 2.5 (after completion of the 1<sup>st</sup> semester of the nursing program), the student will be dismissed from the program.**
5. Receive a grade of "C+" or higher in all Health Science pre-requisite courses and Nursing courses. (Less than "C+" in any such course is considered a failing grade.)
6. Students who receive a grade of "C" or below for the first time in any health science pre-requisite or Nursing course, will be placed on probation (see Section 3.17).

7. Students who receive a grade of "C" or below for the second time in any required nursing or science course will be dismissed from CNHS (see Section 3.17).
8. Students who receive prior approval from the SAC may repeat one (and only one) nursing or health science pre-requisite course which s/he previously failed or from which s/he withdrew. Failure to successfully repeat the course or subsequent failure of another nursing or health science pre-requisite course will result in dismissal.
9. Receive both a "C+" or higher AND a PASS for any lab or clinical course components. If either is failed during a clinical course, the student fails the entire course and must repeat ALL components.
10. Complete all mandatory examinations, including but not limited to in-class tests, the Writing Proficiency Exam (see Section 1.4), and Clinical Medication Administration and Calculations Examinations (pre-licensure students only).
11. Manage their academic career by reviewing their Degree Audit Report and student account on WISER and meeting periodically with a Student Services Specialist and/or Faculty Advisor (see Section 4).

## 1.4 General Education Requirements

The AACN (2008) identifies liberal education as the first essential for Baccalaureate Nursing Practice. Furthermore, the Partnership for 21st Century Skills (2011) asserts that knowledge of core subjects as well as learning and innovation skills are essential for success in the contemporary global economy and community. In accordance with these expectations for professional success, the University's general education program links the arts and humanities with nursing and health science coursework to prepare nursing students for the world they face beyond college.

### ***What is General Education?***

General education provides a strong foundation for success in upper-level coursework and in future careers, built upon the development of four key areas.

1. Critical analysis and logical thought
2. Verbal and quantitative reasoning
3. Understanding human diversity
4. Principal approaches to general knowledge, including:
  - Mathematics and Natural Sciences
  - Social and Behavioral Sciences
  - Arts and Humanities
  - World Languages and World Cultures

The goals, principles, and components of general education are designed to ensure that students can:

- Engage in critical reading and analysis
- Understand and respect human diversity
- Explore the principal approaches to knowledge
- Learn in depth
- Speak, listen, and write effectively
- Reason logically and quantitatively
- Use technology to further education
- Work both independently and collaboratively



### ***Requirements for Traditional BS in Nursing Students***

Traditional BS nursing students are required to complete the following General Education requirements through enrolling in UMB courses or appropriate transfer credit. Students may view a list of all matching courses using the online Course Catalog from the UMB Office of the Registrar:

[www.umb.edu/academics/course\\_catalog](http://www.umb.edu/academics/course_catalog).

- First Year Seminar (FYS) – 3 credits; fulfilled by ANY 100-level course ending in "G" \*
- Freshman English (FE) – 6 credits; must be ENGL101 & ENGL102 \*\*
- Arts & Humanities (AR/HU) – 6 credits; any 2 courses
- Intermediate Seminar (IS) – 3 credits; NU212 only course allowed to meet this requirement
- Natural Sciences (NS) – 16 credits; see Curriculum Plan for acceptable courses
- Social & Behavioral Sciences (SB) – 6 credits; combination of 2 courses: NU230 must be taken, along with choice of 1 other: SOCIOL101, PSYCH100 or PSYCH101 recommended
- Writing Proficiency Requirement/Examination (WPR/WPE) – non-credit/non-transferrable. \*\*\*
- World Languages/World Cultures (WL/WC) – 6 credits; any 2 courses

#### NOTES

\* Students who transfer 30 credits or more are exempt from the FYS requirement.

\*\* Students who have previously completed the MassTransfer Block or Associate degree at a Massachusetts institution of public higher education are exempt from FYS, FE, and AR/HU requirements.

\*\*\* Students who hold a prior baccalaureate degree from an accredited, four-year College or University are exempt from the FYS, FE, AR/HU, WC/WL, and Writing Proficiency requirements.

### ***For Accelerated BS in Nursing Students***

Accelerated BS nursing students hold a prior baccalaureate degree, thus they are exempt from meeting the University's General Education requirements, which include First-Year Seminar (FYS), Freshman English (FE), Intermediate Seminar (IS), Arts/Humanities (AR/HU), World Culture/Language (WC/WL), and Writing Proficiency Requirement (WPR).

### ***For Online RN-BS Students***

Online RN-BS nursing students are required to complete the following General Education requirements through enrolling in UMB courses or appropriate transfer credit. Students may view a list of all matching courses using the online Course Catalog from the UMB Office of the Registrar:

[www.umb.edu/academics/course\\_catalog](http://www.umb.edu/academics/course_catalog).

- Freshman English (FE) – 6 credits; ENGL101 & ENGL102 \*
- Social/Behavioral Science (SB) – 3 credits
- Human Growth and Development Through the Lifespan – 3 credits
- Intermediate Seminar (IS) – 6 credits; fulfilled by NU360
- Writing Proficiency Requirement/Examination (WPR/WPE) – non-credit \*\*
- Arts & Humanities (AR/HU) – 6 credits; any combination of 2 courses
- Free Electives – 7 credits; any combination of 2-3 courses
- World Languages/World Cultures (WL/WC) – 6 credits; any combination of 2 courses

#### NOTES

\* Online RN-BS students may waive FE requirements not fulfilled via transfer using course papers from NU360 and NU361.

\*\* Students who hold a prior bachelor's from an accredited College or University are exempt from FE, AR/HU, WC/WL, Free Elective, and Writing Proficiency requirements.

### ***Writing Proficiency Requirement/Exams (WPR/WPE)***

Fulfilling the WPR is a requirement within all baccalaureate degree programs at the University. Only nursing students who already hold a bachelor's degree (such as Accelerated BS in Nursing students) and

some transfer students (who have over 90 credits) are eligible to waive the Writing Proficiency Requirement. The Writing Proficiency Office can answer questions related to the waiver process. Further information on these requirements can be found at the Writing Proficiency website: [http://www.umb.edu/academics/vpass/undergraduate\\_studies/writing\\_proficiency/](http://www.umb.edu/academics/vpass/undergraduate_studies/writing_proficiency/).

*Online RN-BS students fulfill the WPR* by completing either A) the new WPE essay PLUS a supporting portfolio which consists of 2 papers from NU360 and 1 paper from NU361, or B) a timed-essay WPE (without supporting portfolio).

- Online RN-BS students are required to complete one Writing Proficiency Exam (WPE) submission before registering for NU362. Students who either score a Retake on the WPE or do not complete their submission will not be allowed to register for NU362 until either A) the WPE has been successfully passed, or B) they concurrently enroll in an online section CRW282 or CRW283 along with NU362. Such CRW courses are designed to provide supplemental instruction needed to pass the WPE.
- Without exception, Online RN-BS students may not enter 400-level online nursing courses without successfully passing the WPR and completing all other pre-requisites.

*Traditional BS Students fulfill the WPR* by completing either: students may submit either A) the new WPE essay PLUS a supporting portfolio of 2 papers from NU212, or B) take a timed-essay WPE (without supporting portfolio papers).

- Traditional BS students are expected to complete one Writing Proficiency Exam (WPE) submission before registering for NU226. Students who either score a Retake on the WPE or do not complete their submission will not be allowed to register for NU310 until either A) the WPE has been successfully passed, or B) they concurrently enroll in an online section CRW282 or CRW283 along with NU310. Such CRW courses are designed to provide supplemental instruction needed to pass the WPE.
- Without exception, Traditional BS students may proceed no further in their clinical coursework without successfully passing the WPR and completing all other pre-requisites.
- Students failing to fulfill this requirement must meet with the Nursing Undergraduate Program Director and the Director of Student Services or their designees for further instruction on progression.

#### *WPE Registration and Instructions*

A student must register for a given Writing Proficiency Exam in order to download the Reading Set and complete the exam essay. Students who do not register will not be eligible to complete the WPR within that period. **To register for a WPE**, please go to the Writing Proficiency website: [http://www.umb.edu/academics/vpass/undergraduate\\_studies/writing\\_proficiency/](http://www.umb.edu/academics/vpass/undergraduate_studies/writing_proficiency/).

## 1.5 Traditional BS in Nursing Core Requirements (pre-licensure)

### **Curriculum**

The Traditional BS in Nursing requires earning 123 total credits. These credits should be undertaken and completed in the sequence outlined on the Curriculum Plan: [www.umb.edu/editor\\_uploads/files/cnhs\\_files/CNHS\\_Trad\\_Curriculum\\_060110.pdf](http://www.umb.edu/editor_uploads/files/cnhs_files/CNHS_Trad_Curriculum_060110.pdf).

### **Pre-Clinical Pre-requisites**

- One statistics course (choose from EHS280, PSYCH270, SOCIOL350, ECON205, MSIS111, MATH125) must be prior to entering clinical courses. \*\*
- NU230 and NU212 must be completed prior to enrolling in NU226. Students are required to attempt the Writing Proficiency Examination (see 3.16) at the end of NU212, and the WPE must be successfully completed prior to beginning NU310.

### ***Co-requisite Requirements***

Co-requisite courses must be taken simultaneously. As outlined on the curriculum plan:

- NU201, NU220, NU226 and NU320 must be taken together
- NU310 and NU314 must be taken together
- NU332, NU335 and NU345 must be taken together
- NU430 and NU435 must be taken together
- NU440, NU450 and NU455 must be taken together

## **1.6 Accelerated BS in Nursing Core Requirements (pre-licensure)**

This fifteen-month Program consists of sixty-eight (68) total credits earned at UMB and accepts students who already hold a baccalaureate degree in another discipline from an accredited institution and wish to pursue a BS in Nursing.

Students are expected to make a full-time commitment to their studies while in this program, because the accelerated timeframe and the academic and clinical assignments make this option highly time-intensive.

### ***Curriculum***

Accelerated BS Nursing students are subject to all of the academic, general, and clinical policies applicable to undergraduate nursing students as well as the academic progression and retention policies as specified on the Curriculum Plan:

[www.umb.edu/editor\\_uploads/files/cnhs\\_files/CNHS\\_Accel\\_Curriculum\\_021611.pdf](http://www.umb.edu/editor_uploads/files/cnhs_files/CNHS_Accel_Curriculum_021611.pdf)

### ***Pre-requisite Requirements***

Prior to application, students must complete pre-requisite transfer courses listed on the program website: [www.umb.edu/academics/cnhs/nursing/ug/nursing\\_accelerated\\_bs](http://www.umb.edu/academics/cnhs/nursing/ug/nursing_accelerated_bs).

## **1.7 Online RN-BS in Nursing Core Requirements (post-licensure)**

The Online RN-BS in Nursing is open to any Registered Nurse (RN) who holds a current Massachusetts license to practice in good standing, and who can perform an on-site clinical internship within the borders of the Commonwealth. This collaboration between CNHS and the College of Advancing and Professional Studies (CAPS) maximizes accessibility and convenience for highly-motivated, independent nurses.

### ***Curriculum***

The Online RN-BS requires earning 123 total credits through a combination of transfer credits, credits for prior nursing licensure education, and courses completed at CNHS, as outlined on the Curriculum Plan:

[www.umb.edu/editor\\_uploads/files/cnhs\\_files/CNHS\\_RNBS\\_AdvisingSheet\\_June2012.pdf](http://www.umb.edu/editor_uploads/files/cnhs_files/CNHS_RNBS_AdvisingSheet_June2012.pdf)

### ***Pre-requisites***

The following are pre-requisites for Nursing 361 - Health Assessment and Promotion:

1. Nursing 360 - Professional Issues in Nursing
2. Biology 207 - Anatomy & Physiology I
3. Biology 208 - Anatomy & Physiology II
4. Biology 209 - Medical Microbiology

5. Nursing 230 - Lifespan Growth & Development

The following are pre-requisites for Nursing 362 - Nursing Research & Evidence Based Practice

1. Nursing 361: Health Assessment & Promotion
2. Nursing 314: Pharmacology or NLN Exam Equivalent
3. English 101: Freshman English I
4. English 102: Freshman English II
5. Statistics (*choose one*):
  - a. Economics 205: Statistical Methods
  - b. EHS 280: Statistics for Health Professionals
  - c. Math 125: Introductory Statistics
  - d. MSIS 111L Managerial Statistics
  - e. Psychology 270: Statistics
  - f. Sociology 350: Elements of Social Statistics

The following are pre-requisites for Nursing 461: Community Health Nursing RNs

1. Nursing 361: Health Assessment & Promotion
2. Biology 108: Introduction to Nutrition or NLN Exam Equivalent
3. Writing Proficiency Requirement (see Section 1.4)

The following are pre-requisites for Nursing 462: Legal and Ethical Health Policy

1. Nursing 461: Community Health Nursing for RNs

***Sequence of Core Online Nursing Courses***

- University requirements stipulate that Online RN-BS students must complete a minimum of 30 residency credits at UMass Boston. Residency credits are fulfilled through five core Online RN-BS in Nursing courses (NU360, 361, 362, 461, 462).
- RN-BS students must take NU360 – Professional Issues in Nursing in the first semester.
- Online Nursing courses are offered in the Fall and Spring semesters, with the exception of NU462 which is also offered in the Summer.
- Because the great majority of Online RN-BS students undertake the program while working, core online nursing courses are designed to be taken in sequence, not simultaneously. However, student may petition to take the following pairs of courses in the same semester, provided all other degree requirements have been met:
  - NU361 and NU362
  - NU461 and NU462
- A student may petition to take NU462 before NU461 if all other graduation requirements have been met. This will happen for students for whom extending the RN-BS Program for an extra semester would be a hardship.
- AR/HU, WC/WL and Free Elective requirements may be completed anytime before graduation.

### ***Credit for Nursing Licensure Courses***

After successfully completing NU360, forty-one (41) credits will be awarded in recognition of having completed a registered nurse program and passing the National Licensure Examination for Registered Nurses (NCLEX-RN). There is no time limit for accepting health science course transfers.

### ***Blended Learning Environment***

#### *On-Campus*

On campus activities are limited to program orientation, graduation, academic support services/tutoring, as well as any needed NLN, CLEP, and Writing Proficiency examinations.

#### *Online*

Course activities are completed through Blackboard/Wimba, UMB's online learning management system.

- Courses are conducted through a combination of synchronous (live, together) class discussions, asynchronous (completed on one's own) readings and assignments, online learning assessments, and direct feedback from instructors and peers.
- Online support for writing assignments in nursing courses is also available online through the Virtual Campus Center in Blackboard: <https://umb.umassonline.net>.
- Self-help/advising resources are available 24/7: [cnhs-rn-bsn.wikispaces.umb.edu](http://cnhs-rn-bsn.wikispaces.umb.edu).

#### *Community Health Nursing*

Prior to enrollment in NU461, a Clinical Placement Specialist will assist students to secure a placement in a Community Health agency for the required clinical internship. The clinical internship requires completion of an 84-hours (60 of which must be direct client care) clinical internship within their community. Though students may complete online coursework from out-of-state locations, the Clinical Internship must be completed within the borders of the Commonwealth of Massachusetts.

## **1.8 Undergraduate Nursing Courses**

Undergraduate nursing course offerings and descriptions are available on the CNHS website: [www.umb.edu/academics/cnhs/nursing/ug/courses](http://www.umb.edu/academics/cnhs/nursing/ug/courses).

## SECTION 2: POLICIES AND PROCEDURES

### 2.1 University Policy on Non-Discrimination

The University of Massachusetts Boston prohibits discrimination in all its policies on the basis of race, color, sex, age, religion, national origin, sexual orientation, physical or mental difference of ability, or veteran status.

### 2.2 Disability-Related Accommodations

Both the College and University strive to maintain adherence to the Americans with Disabilities Act (ADA). Students with documented differences of physical or mental ability and require accommodations should review the related information from the Ross Center for Disability Services [www.umb.edu/academics/vpass/disability](http://www.umb.edu/academics/vpass/disability) and the Events, News & Media Department [www.umb.edu/news\\_events\\_media/events/special/policies/accommodations](http://www.umb.edu/news_events_media/events/special/policies/accommodations).

### 2.3 Right to Review University and CNHS Records

Educational Rights and Privacy Act: In accordance with Public Law 93-38, the University wishes to inform all UMass Boston students of their right to review their education records on file at the University. Accordingly, any nursing student wishing to examine his or her education record should submit a written request to the Director of Student Services.

### 2.4 Academic Honesty & Academic Misconduct

Plagiarism and cheating are serious offenses and are not tolerated by CNHS or the University. Strict policies and procedures for dealing with these offenses are in place at the University and are outlined extensively in both the University's *Code of Student Conduct* (see above) and Policies & Regulations website [www.umb.edu/life\\_on\\_campus/policies/regulations/](http://www.umb.edu/life_on_campus/policies/regulations/).

Examples of academic dishonesty include, but are not limited to, cheating on examinations, submitting written material that is the work of others, purchasing papers over the internet, or seeking unauthorized use of computer files of a faculty or staff member or other student(s). Misconduct includes, but is not limited to, furnishing false or inaccurate information, disruptive conduct, or theft and damage to university property.

#### ***Plagiarism***

Should a faculty member suspect a student of plagiarism ([umb.libguides.com/plagiarism](http://umb.libguides.com/plagiarism)), the faculty member will notify the nursing student in writing of the charges and inform him/her of his/her rights and responsibilities as outlined in the University's "Procedures for Academic Dishonesty": [www.umb.edu/life\\_on\\_campus/policies/regulations/academic\\_dishonesty/](http://www.umb.edu/life_on_campus/policies/regulations/academic_dishonesty/). The faculty member should meet with the nursing student to discuss the alleged violation within ten (10) days of incident.

If the issue is not resolved at this meeting, the faculty member will notify the nursing student in writing within ten (10) days of the meeting, and copy the Undergraduates Studies Director, Dean of Students, Director of Student Services, Undergraduate Program Director, Department Chair, and Dean of the specifics of the alleged violation and of the recommended sanction to be imposed. Sanctions for plagiarism or academic dishonesty may include, but are not limited to, a zero (0) for the assignment, course, or both, and other sanctions up to dismissal, per University policy. More severe sanctions are appropriate for some conduct and sanctions other than those listed above may be imposed at the discretion of the Hearing Officer or the Hearing Board. In determining a sanction, a designated University Hearing Officer or Community Review Board may consider the student's present

demeanor and past disciplinary record, the nature of the offense, the severity of any damage, injury, or harm incurred, and other factors, including aggravating and mitigating circumstances. The University has a special concern for incidents in which persons are subject to harassment because of membership in a protected class (see the University's policy on intolerance at <http://www.umb.edu/intolerance/>). Such incidents damage not only individuals but also the free and open academic environment of the University.

If no sanction is imposed, the charges are considered dismissed.

The student will be notified regarding next steps in the process by the Office of Undergraduate Studies. Students are encouraged to utilize Student Services as a resource during this process.

### ***Cheating***

Nursing students are honor-bound to maintain ethical practices when taking an examination. If a nursing student's behavior signifies that s/he is cheating during an examination, as defined under the "Academic Honesty" section of the *Code of Student Conduct*, the nursing student will be asked to surrender the examination and meet with the faculty member as specified below.

## **2.5 Communications Policies**

1. All those who represent CNHS are expected to exercise respect, sensitivity, discretion, and politeness in all forms of communication, including verbal, nonverbal, written, and electronic.
2. The CNHS website includes a faculty/staff directory with contact information in order to facilitate communication between students, faculty, and staff, available 24/7 online at [www.umb.edu/academics/cnhs/faculty\\_staff](http://www.umb.edu/academics/cnhs/faculty_staff). There is also an Offices & Directory listing on the University website [www.umb.edu/offices\\_directory](http://www.umb.edu/offices_directory). However, before contacting faculty or staff members, be sure to review appropriate information on the CNHS website and this Handbook, as many of your questions will be answered there.
3. If, after reviewing this material, further assistance is needed, please inquire at the Administrative offices of the College, Science Building, 2<sup>nd</sup> Floor. Phone (617) 287-7500; fax (617) 287-7527. The reception desk is staffed from 8:30 AM – 5:00PM, Monday through Friday.

### ***Online Etiquette & Social Media Policies***

Students are expected to behave in accordance with the University's *Code of Student Conduct* and the ANA *Code of Ethics* (see Introduction) and to demonstrate sound judgment and Good Moral Character (see Section 3.2) when communicating online or through email with clients, peers, faculty, and staff members and/or when participating in social media.

## **2.6 Ethical Conduct**

Students are to follow University, College, and professional codes of ethics and standards of conduct.

### ***American Nurses Association (ANA) Code of Ethics***

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.



3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

American Nurses Association. (2001). *Code of Ethics for Nurses with Interpretive Statements*.  
<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics.pdf>

### ***Breaches of Ethical Conduct***

Should a member of CNHS faculty or administration suspect a nursing student of a breach of ethical conduct, as defined in either the UMB Code of Conduct or the ANA Code of Ethics, that person will notify the student of the alleged breach and will meet with the student within ten (10) school days of the date the incident comes to the faculty member's attention. If the issue is not resolved at this meeting, the faculty member will notify the nursing student in writing within ten (10) days of the meeting, and copy the Undergraduates Studies Director, Dean of Students, Director of Student Services, Undergraduate Program Director, Department Chair, and Dean of the specifics of the alleged violation and of the recommended sanction to be imposed. Sanctions for breaches of ethical conduct may include, but are not limited to, a zero (0) for the assignment, course, or both or other sanctions up to dismissal, per University policy. More severe sanctions are appropriate for some conduct and sanctions other than those listed above may be imposed at the discretion of the Hearing Officer or the Hearing Board. In determining a sanction, a designated University Hearing Officer or Community Review Board may consider the student's present demeanor and past disciplinary record, the nature of the offense, the severity of any damage, injury, or harm incurred, and other factors, including aggravating and mitigating circumstances. The University has a special concern for incidents in which persons are subject to harassment because of membership in a protected class (see the University's policy on intolerance in Appendix C and at <http://www.umb.edu/intolerance/>). Such incidents damage not only individuals but also the free and open academic environment of the University.

If no sanction is imposed, the charges are considered dismissed.

The student will be notified regarding next steps in the process by the Office of Undergraduate Studies. Students are encouraged to utilize Student Services as a resource during this process.

### ***Maintaining Professional Standards of Conduct***

The College bases its definition of professional conduct upon the American Nursing Association: [www.nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/NursingStandards](http://www.nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/NursingStandards). Further, the University expects all discourse to be conducted with civility. As representatives of the College and University, CNHS students must:

1. accept responsibility for one's actions and attitudes,
2. develop and maintain appropriate personal and professional relationships and boundaries,



3. demonstrate a respectful, sensitive, and non-judgmental manner with others, e.g., peers, faculty and staff members, clients, families, and the public, regardless of race, culture, ethnicity, religion, work experience, gender, age, difference of ability, and sexual orientation,
4. demonstrate personal and professional honesty and integrity,
5. complete assignments as required and scheduled, providing prior notification to faculty of any emergencies which might interfere with this completion,
6. participate in classroom, lab, and group/team activities, arriving on time and prepared,
7. display professional appearance and presentation in all CNHS-related activities,
8. use good judgment in all decision-making and provide sound rationale for actions,
9. respect others during classroom and lab activities, i.e., no talking while others are talking, silencing cell phones, and avoiding inappropriate use of computers,
10. maintain confidentiality of client information in conversation, electronic, and written means.

## 2.7 Mandatory Use of UMB Student Email Accounts

CNHS exclusively utilizes students' UMass Boston email addresses to communicate with its students. Information about courses, clinical placements, warnings, dismissal, and probation letters comprise some of what is sent to students via their UMass Boston email account. It is each student's responsibility to setup his/her account and check it a minimum of twice weekly. For more information, please visit [www.umb.edu/it/getting\\_services/email](http://www.umb.edu/it/getting_services/email). Students who experience problems with their UMB email account should contact the IT Service Desk at [ITServiceDesk@umb.edu](mailto:ITServiceDesk@umb.edu), 617-287-5220, or the 3<sup>rd</sup> floor of the Healey Library during regular business hours (Monday-Friday, 8AM-6PM, excluding holidays).

## 2.8 Grading System

The passing grade for all undergraduate nursing courses is "C+" or higher. A cumulative GPA of 2.50 or higher is also required for academic progression from one semester to the next. The following scale applies to all CNHS courses.

PERCENT	GRADE	QUALITY POINT EQUIVALENT
94 – 100	A	4.00
90 – 93	A-	3.70
87 – 89	B+	3.30
84 – 86	B	3.00
80 – 83	B-	2.70
77 – 79	C+	2.30 **
74 – 76	C	2.00
70 – 73	C-	1.70
67 – 69	D+	1.30
64 – 66	D	1.00
60 – 63	D-	0.70
Below 60	F	0.00

\*\* NOTE: Although a student may pass all nursing and health science prerequisites at the C+ minimum, the resulting GPA may not meet the 2.5 cumulative GPA requirement.

### ***Incomplete Grades for Courses (INC)***

1. A student must complete at least two-thirds of the assignments in any given course to request an incomplete from an instructor; grades of Incomplete are granted entirely at the discretion of that course faculty member. If the faculty member agrees, s/he will draft an Incomplete Contract which specifies the nature and value of the outstanding assignments, as well as an agreed upon timeframe

for completion, not to exceed one calendar from the last day of the course.

2. The agreed Incomplete Contract should be signed by both faculty member and student, and it must then be approved and signed by the Undergraduate Nursing Program Director. The nursing student is entirely responsible to adhere to the terms of the Incomplete Contract. Failure to do so will result in a final course grade of "F."
3. Nursing students must make-up any incomplete grade BEFORE entering any subsequent clinical nursing course for which the incomplete course is a pre-requisite. For other nursing courses, students follow the both university's and program's incomplete policy.

### ***Pass/Fail (P/F)***

Only general education courses (FE/AR/HU/WC/WL/Electives) may be taken on a Pass/Fail basis; health science pre-requisite and required nursing courses may NOT be taken in this way.

In accordance with University policy, only one course per semester may be taken pass/fail. Nonetheless, so long as the minimum cumulative GPA of 2.50 is maintained, there is no specific limit to the number of general education courses which may be taken Pass/Fail. Students should remember that grades of "P" neither add to nor significantly reduce the quality points used to calculate their GPAs; however, a grade of "F" is treated the same in all conditions and is likely to significantly reduce a student's overall GPA.

## **2.9 Independent Study**

An Independent Study (NU405) for 1-3 credits may be permitted on a case-by case basis depending on faculty willingness and availability. After determining a content area or activity of study, a nursing student is expected to meet with their Program Director. The UNPD may then solicit other CNHS faculty in a related research/interest area who might serve as Advisor for the independent study in consultation with the UNPD. Nursing students should submit a typewritten proposal to the UNPD and/or assigned faculty member, at least one month before the semester begins, which includes:

- a brief description of the proposed area of study
- objectives and learning activities
- evaluation methods
- time frame and number of credit hours per week (1-3)

The UNPD/faculty member, in collaboration with the student, may revise the proposal and collaborate with the Department Chairperson if needed. The UNPD inputs grades for nursing students registering for independent studies; therefore, other involved faculty members must submit grades for independent studies to the appropriate UNPD at the end of the semester.

## **2.10 Requirements for Writing Papers**

- Papers should follow the Publication Manual of the American Psychological Association, latest edition guidelines, available from the UMB bookstore and Healey Library.
- **The default format for nursing papers** is typed, double-spaced, 10 or 12 point serif font (preferably Times New Roman), with one-inch margins all around.
- **Individual faculty will present their own specific guidelines to follow** in preparation and submission of papers for courses. If you have any questions, consult the course syllabus and make an appointment to discuss your paper with the course professor.
- **All third-party material and information included in papers should be properly attributed and cited.** Please refer to university policy regarding plagiarism, academic dishonesty, and their related consequences (details above).

- **Filenames should adhere to the following convention:** "Lastname-FirstName-CourseNumber-Topic-SEM/Term (i.e.: FA2014)" + the file extension. For example: Smith-Jane-NU212-GradedEssay1.doc. This allows faculty to differentiate and locate each student's papers.

## 2.11 Requests to Take Non-UMB Courses during Program

In accordance with University policy, all courses taken after matriculation to CNHS must be taken at UMB in order to receive credit. Students with a compelling reason to enroll in a course at another accredited university or college after matriculation must first discuss their plans with a Student Services specialist and then seek permission from the Registrar (only the Registrar can grant permission to take a course off campus), using the Transfer Credit Permission Form and Instructions available online from the Office of the Registrar.

[cdn.umb.edu/images/registrar/Transfer\\_Credit\\_Instructions\\_Permission\\_Form\\_F12v1.pdf](http://cdn.umb.edu/images/registrar/Transfer_Credit_Instructions_Permission_Form_F12v1.pdf)

If this request is approved, the student should submit an original transcript to the Registrar's Office as soon as it is available in order to have credit applied to the degree audit. Provided that the course meets published criteria, transfer credit will then be awarded by the Registrar and will appear on the student's Degree Audit Report in WISER.

## 2.12 Filing for Graduation

In order to graduate with a Bachelor of Science in Nursing, CNHS students must:

1. Complete 123 credits, as reflected on the Degree Audit Report or Transcript (see [cdn.umb.edu/images/it/How\\_to\\_Run\\_a\\_Degree\\_Audit\\_in\\_WISER.pdf](http://cdn.umb.edu/images/it/How_to_Run_a_Degree_Audit_in_WISER.pdf)), and following the Curriculum Plan in effect when the student matriculated (see Section 1.5, 1.6. or 1.7).
2. Complete a minimum of 30 residency credits at UMass Boston. (Students who hold a previous bachelor's degree from UMB must complete a minimum of 30 residency credits in addition to their first degree).
3. Clear all restrictive "holds" listed in their WISER account, including outstanding balances, immunization records, and/or advising holds.
4. Apply for Graduation online through WISER (for a tutorial on how to do this, see [www.umb.edu/it/getting\\_services/wiser/wiser\\_help\\_for\\_students](http://www.umb.edu/it/getting_services/wiser/wiser_help_for_students)).
5. Take HESI Exit Exam up to three times and minimally achieve a 760 in order to pass the final nursing course (NU450, Traditional BS and Accelerated BS); NU456, and Online RN-BS students do not take HESI exams. Students who do not meet this requirement will receive an incomplete in the course and must follow the requirements outlined in the applicable course syllabus.
6. Upon graduation, pre-licensure nursing students (Traditional BS and Accelerated BS) are required to pay for and to take an external NCLEX review course prior to taking NCLEX-RN.

NOTE: License application procedures may be delayed pending adherence to requirements.

## 2.13 Research Opportunities for Undergraduate Nursing Students

Undergraduate nursing students are encouraged to participate in research projects to advance the science of nursing, health care, and nursing education. Information about research opportunities can be obtained through a faculty advisor, the CNHS Office for Research, or through affiliated health agencies and professional organizations.

## 2.14 Transfer Policies

### *Transferring Credits to CNHS*

Pursuant to university policy, a maximum combined total of 90 credits may be transferred from other schools. Students may only transfer a maximum of 70 credits from a community or two-year college, and are advised to refer to the Office of Undergraduate Admissions for information about college transfer/articulation agreements.

#### *Courses Completed Prior to Matriculation*

Only courses that fulfill a CNHS requirement will transfer. Courses must be at least three (3) credits. General education and/or elective course must have been completed with a grade of "C" or better to transfer. Non-science courses do not have a time limit. Three-credit health science courses must have been completed with a grade of "C+" or better to transfer. Lab science courses must be four (4) credits, and must have been completed with a grade of "C+" or better to transfer. Courses in the natural sciences, e.g., biology and chemistry, must have been taken within ten (10) years prior to matriculation into CNHS for Traditional and Accelerated BS transfer students. This rule does not apply to RN-BS students, for whom there is no such time limit, as licensed nursing professionals.

#### *Courses Completed After Matriculation*

Once a student has matriculated into the nursing major at UMass Boston, all outstanding general education, clinical nursing, and non-clinical nursing courses must be taken at UMass Boston. Matriculated UMass Boston Students are not allowed to take pre-requisite and elective courses off-campus without prior approval from the University Registrar. Students may request an exception to this by submitting an "Undergraduate Transfer Credit Permission Form" available online (see [cdn.umb.edu/images/registrar/Transfer\\_Credit\\_Instructions\\_Permission\\_Form\\_F12v1.pdf](http://cdn.umb.edu/images/registrar/Transfer_Credit_Instructions_Permission_Form_F12v1.pdf)) to their Registrar. It is the student's responsibility to make sure that courses taken off campus meet all CNHS and UMB transfer policies. If a student receives a failing grade in a required nursing course, this course must be repeated at UMB.

#### *Transfer Credit Petition for Non-Clinical Nursing and Non-Nursing Courses*

Upon transferring to CNHS, students receive a Transfer Credit Evaluation report from Undergraduate Admissions that applies previously earned credits to the Program curriculum. Students may petition to receive credit for the following non-clinical nursing courses taken prior to matriculation that may not automatically transfer:

- NU 201 Pathophysiology
- NU 220 Health Assessment
- NU 230 Lifespan Growth and Development
- NU 314 Pharmacology
- NU 320 Nursing Research
- NU 332 Legal, Ethical and Health Policy Issues

Non-credit staff development and/or continuing education courses are not eligible for transfer credit. Transfer credits under consideration must be discrete, self-contained courses, earned within another accredited baccalaureate or associate nursing program. For example, a unit on health assessment within a medical-surgical nursing course is not eligible for transfer credit as NU220 – Health Assessment.

How to Submit a Transfer Credit Petition: Students should 1) complete the Undergraduate Transfer Credit

Permission Form, 2) attach a copy of the official transcript from the institution attended as well as course description and syllabus, and 3) submit both to a designated Student Services Specialist (Program Advisor). The Student Services Specialist will then confer with the Undergraduate Nursing Program Director for approval of potential NU courses.

### ***Transferring Between CNHS Programs***

#### *Interdepartmental Transfers*

Nursing students and Exercise and Health Sciences students may apply for an internal transfer from one Department to another. Such a transfer is not guaranteed, and students must meet the same admissions criteria and deadlines for their desired program as new transfer applicants.

### ***Transfers Between Nursing Programs***

#### *Online RN-BS Transfers*

Online RN-BS (post-licensure) students who hold prior baccalaureate degrees are not eligible to transfer to either the Traditional BS or the Accelerated BS program, nor are pre-licensure nursing students eligible to transfer to the Online RN-BS program. Online RN-BS students wish to change their timeline should confer with their Student Services Specialist (Program Advisor) about feasibility and timing.

#### *Accelerated BS Transfers*

Traditional BS in Nursing students who may be eligible to transfer into the Accelerated BS in Nursing must meet the same application deadlines and procedures as other applicants (see [www.umb.edu/academics/cnhs/nursing/ug/nursing\\_accelerated\\_bs](http://www.umb.edu/academics/cnhs/nursing/ug/nursing_accelerated_bs)). Traditional BS students who choose to apply to the Accelerated BS forego their eligibility to continue into the clinical component of the Traditional BS in the subsequent semester, regardless of acceptance, i.e., they return to the end of the clinical placement queue for the Traditional BS in Nursing. CNHS students who complete their BS in Exercise and Health Sciences are eligible to apply for an Accelerated BS in Nursing, subject to the admissions policies, deadlines, and procedures listed above, and this is considered a Second UMB Degree rather than an interdepartmental transfer. Admission is not guaranteed.

#### *Traditional BS Transfers*

Accelerated BS in Nursing students who wish to transfer to the Traditional BS in Nursing may must meet the same application deadlines and procedures as all other applicants (see [www.umb.edu/academics/cnhs/nursing/ug/nursing\\_traditional\\_bs](http://www.umb.edu/academics/cnhs/nursing/ug/nursing_traditional_bs)). Accelerated BS students who choose to apply to the Traditional BS forego their eligibility to continue into the clinical component of the Accelerated BS in the subsequent semester, regardless of acceptance, i.e., they return to the end of the clinical placement queue for the Accelerated BS in Nursing. CNHS students who complete their BS in Exercise and Health Sciences are eligible to apply for a Traditional BS in Nursing, subject to the admissions policies, deadlines, and procedures listed above, and this is considered a Second UMB Degree rather than an interdepartmental transfer. Admission is not guaranteed.

## **2.15 Withdrawals**

Undergraduate nursing students should follow the University's general Academic Regulations regarding course withdrawal: [www.umb.edu/life\\_on\\_campus/policies/regulations/academic\\_regulations Ug](http://www.umb.edu/life_on_campus/policies/regulations/academic_regulations Ug). Nursing students are also expected to be aware of withdrawal policies and deadlines, which are available online 24/7 from the Offices of the Registrar [www.umb.edu/registrar](http://www.umb.edu/registrar) and Undergraduate Studies: [www.umb.edu/academics/vpass/undergraduate\\_studies/policies](http://www.umb.edu/academics/vpass/undergraduate_studies/policies). Withdrawal from a clinical course or course with co-requisites may not be permitted, as progression is based on fully meeting these requirements.

### ***In-Semester Deadline Waiver and Retroactive Withdrawals***

At certain times, emergency personal and/or medical situations may occur which prevent a nursing student from meeting the published add/drop/withdrawal deadlines. When such situations occur, students may either a) proactively seek a waiver of in-semester deadlines, (see [cdn.umb.edu/images/In-Semester Deadline Waiver Info Sheet.pdf](http://cdn.umb.edu/images/In-Semester%20Deadline%20Waiver%20Info%20Sheet.pdf)) or retroactively withdraw from a prior semester in its entirety (see [cdn.umb.edu/images/academic support services/ug studies/Retroactive Withdrawal-Drop Info Sheet.pdf](http://cdn.umb.edu/images/academic%20support%20services/ug%20studies/Retroactive%20Withdrawal-Drop%20Info%20Sheet.pdf)).

### ***Student Withdrawal from Nursing or Pre-requisite Courses***

#### *First-time Withdrawals*

Upon matriculation, undergraduate nursing students may withdraw, i.e., receive a semester grade of "W", without penalty from one required nursing or health science pre-requisite course for the entire duration of their academic career. *Students in this situation should immediately seek guidance from their Student Services Specialist and/or their Faculty Advisor to ensure that such a situation does not occur again.*

#### *Subsequent Withdrawals*

Any student who withdraws from more than one nursing or health science pre-requisite and wishes to be considered for continuation in the nursing major, must meet with the Director of Student Services. The student must bring a letter explaining his/her reasons for withdrawing from the courses. CNHS considers this highly unusual as success in the program is reduced with multiple withdrawals; therefore, *NO guarantee exists that allows students to continue under such circumstances.* Nursing students who are allowed to continue will automatically be placed on probation, under conditions determined by the Student Affairs Committee (see Section 3.17).

### ***Voluntary Withdrawal from CNHS***

Students who consider withdrawing from the College or taking a leave of absence from the University should first discuss their situation with their faculty advisor. If a faculty advisor has not been assigned, discuss the situation with a Student Services Specialist or the Undergraduate Program director.

If the student then decides to withdraw, s/he must first meet with a member of the Student Services office to obtain a signature from the Director of Student Services (a withdrawal form should be printed from the UMB website for this purpose). Once signed, the student must bring the completed form to the Registrar.

Any student who voluntarily withdraws from CNHS in good academic standing, with the intention of returning, should apply for readmission by contacting a Student Services Specialist as soon as possible. Readmission into clinical courses is considered *on a space available basis*, with deadlines posted on the CNHS website. Nursing students who "stop out" from clinical courses for more than one semester are subject to additional assessments to ensure they are ready to return to the clinical setting. Please refer to section 3.7 for further information. Nursing students who "stop out" from CNHS for more than four consecutive semesters are subject to the regulations, policies, and procedures of their program currently in force on the date of their application for readmission (see Section 1.1). The student's readmission application will be assessed by the Student Affairs Committee. Student Services will request completion of an exit survey by any student who withdraws from the program.

## **2.16 Policy Exception Requests**

Under extenuating circumstances, a student may petition to allow a policy exception such as taking a course out of sequence, without a co-requisite, or to complete the program part-time. Petitions are reviewed on a case-by-case basis. Nursing students must first review their request in-person with the Director of Student Services who may consult with the UNPD and provide the date of the next Student Affairs Committee meeting. The student must then submit a formal, typed letter of petition that clearly outlines the requested exception and the rationale for the request. This letter of petition should be sent at



least two weeks before the date of the SAC meeting to the Office of Student Services via email to [CNHSstudentservices@umb.edu](mailto:CNHSstudentservices@umb.edu) or mail to CNHS Student Services, UMass Boston, 100 Morrissey Blvd., Boston, MA 02125. The letter should include the student's rationale and supporting evidence for policy exception request. Students will be notified of the Committee decision after it meets.

## 2.17 Progressive Discipline System

### ***Warning Notices, Including Clinical/Lab Failure***

If, at mid-semester and/or other occasions during a nursing course, faculty deems a nursing student's academic, clinical, and/or lab performance to be unsatisfactory, or if the nursing student is in jeopardy of failing or has not made sufficient progress, s/he will be issued an Academic or Clinical/Lab Warning via his/her UMass Boston email account from the Undergraduate Nursing Program Assistant, in consultation with the course faculty and Undergraduate Nursing Program Director.

Upon receipt of a warning, the nursing student is required to meet with course faculty within one week to discuss strategies and develop a written plan of action with specific instructions. For specific information regarding classroom, lab, and clinical warnings, please refer to At Risk of Failing Form. Academic Warnings and At-Risk of Failure notices may not be appealed.

### ***Probation***

A "C" or below for the first time in a required Nursing (NU) or Health Science pre-requisite course will result in academic probation. The Student Affairs Committee determines the conditions of the probation. Students must sign a Probation Contract which includes a "Plan for Success" containing a recommendation for further progression. Students must adhere to the stipulations of the contract. Students on probation will be allowed to repeat courses on a space available basis if they return the signed probation contract and letter by the date due.

### ***Dismissal***

Students who do not meet the terms of their probation, or who fail a second time to meet criteria for Academic Progression (see Section 1.3) and Clinical Progression (see Section 3.1) criteria will be dismissed from the program. Dismissed students who wish to continue at the University may apply for an Inter-College Transfer (ICT), using forms available from the Registrar's Office. Admission/transfer is not guaranteed.

### ***Appeal Process***

#### *Appeals of Grades Received*

Students who dispute a grade received for a paper, examination, or course must first meet with the involved faculty within two weeks of receiving the grade. Discussion should focus on understanding the faculty's rationale for the grade. Students are also encouraged at that time to meet with their faculty advisor or Student Services for support and guidance. Most often, this meeting results in an understanding of each party's perspective. If such an understanding is not reached, either party may ask to meet with their Undergraduate Nursing Program Director. The UNPD will make an effort to help parties involved to reach an understanding. If a satisfactory resolution is still not reached, students may submit a form Appeal of CNHS Decision Form to the Nursing Department Chair, whose decision will be final.

#### *Appeals of Dismissal*

Appeals of academic probation or dismissal from CNHS must go before the Student Affairs Committee (SAC). The student filing the Appeal must submit a letter of appeal along with:

1. A copy of the documentation received from CNHS which outlines the reasons or the probationary or dismissal status.
2. A typed statement of the student's rationale and evidence supporting the inaccuracy of the status.
3. A copy of the student's unofficial UMB transcript.
4. A typed description of the student's plan to prevent any recurrence of the conditions which led to the probation and/or dismissal.

Students may request to appear before the SAC to clarify and/or to answer questions regarding their appeal. The student may bring someone with him or her to lend support. The support person may submit written materials, a letter of support, and may attend the Student Affairs Committee meeting, but may not actively participate in proceedings or serve as legal counsel.

Students will be notified in writing of the decision of the Student Affairs Committee. If dissatisfied with the decision of the Student Affairs Committee, students may appeal the decision as described below.

### *Appeals of SAC Decisions*

In the event a student is dissatisfied with the SAC decision, instructions on how to appeal to the Dean will be provided in the decision letter that is sent to the student. **The Dean's decision will be considered final.** In the unlikely event that a student is still dissatisfied, a student has the right to submit a written appeal to the University's Office of the Vice Chancellor for Student Affairs, Campus Center, Rm. 4100, 617.287.5800 (phone), 617.287.5811 (fax), [student.affairs@umb.edu](mailto:student.affairs@umb.edu), Office Hours: M–F, 8:30 AM–5PM.

## 2.18 Student Concerns and Complaints

All complaints will be handled in accordance with written policies of the University of Massachusetts Boston and CNHS. This student complaint policy has been written in accordance with standards set by the Commission on Collegiate Nursing Education: [www.aacn.nche.edu/Accreditation/pdf/standards09.pdf](http://www.aacn.nche.edu/Accreditation/pdf/standards09.pdf)

This policy and procedure provides the opportunity for students to formally address and document complaints and concerns about CNHS. Student concerns and complaints may entail statements of dissatisfaction involving course (classroom, lab, clinical, internship), program, or college-related experiences. The college encourages direct communication for informal resolution of the concern or complaint. Complaints and concerns may relate, but are not limited, to the course expectations, the overall program of study, faculty, classmates, college staff or other college activities.

- A. For **Course-related concerns or complaints**, the course faculty member will serve as the student's first resource and primary contact for communication.
- B. For **Program-related concerns or complaints**, the appropriate Undergraduate Program Director will serve as the student's first resource and primary contact for communication.
- C. For **College-related concerns or complaints**, the Director of Student Services will serve as the student's first resource and primary contact for communication.

Students also have the option to directly submit a formal letter of complaint or concern AFTER they have made documented efforts to utilize the appropriate channel, and have not received adequate attention or resolution within a reasonable timeframe. When a formal concern or complaint occurs, students should file a typed, professionally-worded letter with the Office of Student Services. The letter must contain the date, the student's original signature, a rationale for filing the complaint, and the remedial action requested.

The student should then seal his/her letter in an envelope addressed to the Director of Student Services. The Director of Student Services assures all college procedures align with university policy. The Director of Student Services will review the concern or complaint and respond by e-mail or phone to the student within 5 business days. The Director will document response, proposed resolution, and/or suggested next steps. The student's letter may be with CNHS administrators for advice with resolution. Documents are maintained for three years at a minimum by the Office of Student Services.



## SECTION 3: CLINICAL POLICIES

CNHS offers clinical experiences in a variety of settings including community hospitals, organizations, and other health care agencies. The Clinical Internship and Placement Office (CIPO) maintains contractual agreements for clinical experiences with numerous agencies (see Introduction). Nursing students must meet the expectations of both CNHS and the assigned clinical agency regarding professional conduct, attire, health clearance, and other requirements. Individual clinical agency policies may supersede UMass Boston and CNHS policies, and both the College and its students must adhere to all applicable clinical agency requirements.

### 3.1 Clinical Progression

To progress into clinical courses, students must observe the procedures described below. Planning for clinical courses is very complex and time sensitive. Students who register after the published deadline for clinical courses will not be guaranteed a space and will be enrolled in the course on a clinical space available basis only.

#### ***Projected Clinical Start Date***

The Nursing Department carefully monitors the number of students entering NU226, Introduction to Nursing. Please note that enrollment in clinical is impacted by numerous factors, including agency and faculty availability. Each student will be able to estimate her/his PCSD during a New Student Orientation. This PCSD will be based upon a review of a student's Transfer Credit Evaluation (TCE) after being accepted into the undergraduate nursing program.

#### ***Mandatory Clinical Orientation***

All undergraduate nursing students must attend a required Orientation Session at the end of semester preceding their first clinical course. This session will provide students with an orientation to expectations for clinical courses will review all clinical pre-requisites that must be fulfilled so that students are eligible to begin clinical coursework.

#### ***Space Availability for Clinical Courses***

The CNHS undergraduate nursing program reserves the right to determine students' clinical placements. A student who withdraws from or receives a grade of less than C+ in a clinical nursing course, fails to meet course pre-requisite or co-requisites required during a specific semester, or interrupts the sequence of clinical courses for any reason will be allowed into future clinical courses based on space availability determined by the UNPD in consultation with the CIPO.

NOTE: CNHS CANNOT assure a student a clinical placement in a clinical course if the student does not observe above procedures, including: failure to complete required course prerequisites with acceptable grades, failure to attend a mandatory clinical orientation, or if a student has an outstanding UMass Boston "hold" preventing registration, and clinical clearances.

### 3.2 Essential Nurse Competencies and Good Moral Character Policy

All CNHS students, faculty and staff are expected to read, understand, and comply with the College's policy regarding Essential Nurse Competencies and Good Moral Character (GMC). Prior to receiving a clinical placement, students must sign an acknowledgement of this policy, which will be placed in the individual student file.

This policy rests on the assumptions that pre-licensure nursing students will become eligible for licensure as registered nurses through progression in the program, and that post-licensure nursing students are eligible to practicing as baccalaureate-prepared nurses. The professional nature of these experiences

requires that nursing students fulfill requirements related to Essential Nursing Competencies and GMC. Violations of either Essential Nurse Competencies and/or GMC standards may be addressed through the Undergraduate Nursing Program Director or the CNHS Student Affairs Committee.

CNHS adheres to requirements of the Americans with Disabilities Act. Students are not required to disclose their disability to the College. Qualified students with documented differences of ability who believe they need an accommodation to meet these requirements should register with the Ross Center for Disability Services (see Section 5.x).

### ***Essential Nurse Competencies***

Professional competence requires a knowledge-base which facilitates sound clinical decision-making, in addition to the practice of effective communication, technical, rational, emotional, moral, and reflective skills for the benefit of the individual clients and communities.

#### Cognitive Abilities

Nursing students must demonstrate intellectual, quantitative, critical thinking and comprehension skills required to practice sound nursing care.

1. Verbal literacy sufficient to comprehend complex documents written in English
2. Quantitative, logical, analytical, and problem-solving skills needed for evidence-based research and practice and the interpretation of data from multiple patient sources
3. Understanding of physical and spatial relationships as required
4. Critical thinking ability sufficient for academic and clinical judgments required for nursing diagnoses and plans of patient care
5. Decision-making capabilities that all timely, safe, and appropriate nursing responses which promote beneficial patient outcomes

#### Communication and Observation Skills

Nursing students must be able to:

1. Speak clearly and effectively in English
2. Hear and observe patients in order to elicit information and perceive non-verbal communication
3. Communicate in writing and speech using standard nursing/medical terminology
4. Communicate effectively, safely, and sensitively with faculty, staff, peers, patients and their family-members and other members of the healthcare team
5. Observe and exchange information at a level which facilitates the nursing process, as well as health promotion, education, and literacy, for a diverse patient population

#### Physical and Psychomotor Skills

Students are expected to perform any and all gross and/or fine psychomotor movements required to provide comprehensive nursing care, including:

1. *Lifting*: turning and positioning patients as needed; transferring patients safely in and out of bed; transporting and exercising patients; pushing and pulling of equipment and/or patients as needed; positioning patients and administering CPR
2. *Procedural Assistance*: fine motor skills to assist with treatments, medication administration, and/or emergency interventions.
3. *Dexterity and Endurance*: the ability to sit, walk, bend, and stand on a daily basis; standing and/or sitting for extended time periods (3-4 hour minimum); maintain proper balance and posture during physical care and transfer of patients; reaching below one's waist and over one's head while during patient care

4. *Ambulatory Status*: the ability to walk unsupported by an external assistive or restrictive device such a cane, cast, crutch, walker, or walking boot in order to provide ambulatory, bedside, or general nursing care; presence of both hands, either natural or prosthetic

#### Sensory Skills

Nursing students must have sufficient auditory, visual, olfactory, and somatic skills to assess, monitor, access, and respond to patient need, including:

1. Normal tactile sensitivity and use of touch to perceive heat, cold, pain, pressure, resistance, etc.
2. Detection of sounds related to bodily functions using a stethoscope and respond to equipment and/or other alarm sounds
3. Auditory sense to interpret correctly what is heard and communicate clearly both in-person and over telephone and video
4. Acute visual skills necessary to physical assess signs and symptoms in patients, to interpret colors, shapes, and textures of injuries and/or infections, to accurately read written words and identify graphics, characters, and colors on computer monitors
5. Capacity to observe and interpret lectures, demonstrations, and practical experiences, and to interpret observations and interpret in specific contexts

#### Social and Behavioral Competency

Nursing students must exhibit social and behavioral competencies in line with the AACN's *Essentials of Baccalaureate Education for Professional Nursing Practice*:

1. Ability to accept and address constructive criticism provided within various academic and clinical settings
2. Ability to adapt to changing environments as well as the demands created by the work/life/school balance
3. Ability to care for patients with communicable diseases using appropriate clinical guidelines
4. Ability to develop a culturally-sensitive, professional, and effective therapeutic relationship with clients
5. Ability to participate in collaborative, professional care of patients before, during, and after procedures with which they might disagree
6. Ability to relate to patients and family members, as well as to work cooperatively with peers, faculty, staff members, and other members of healthcare teams, as well as ability to work in close quarters
7. Consistent demonstration of honesty, integrity, and non-discrimination in relation to age, ability to pay for care, ethnicity, gender, mental or physical difference of ability, race, religious or political preference, and sexual orientation
8. Continual awareness of and attentiveness to patient safety
9. Critical flexibility and steadfast functioning in the face of clinical uncertainties inherent in patient care
10. Emotional and mental stability sufficient to function effectively under personal stress, including physically and mentally demanding workloads, interpersonal difficulties, and personal emotions which might hinder practice
11. Ethical, legal, and moral behavior in compliance with applicable codes of ethics and standards of professional conduct
12. Self-reflection sufficient to determine when one's behavior interferes with productive relationships and nursing care, and implement changes which correct that behavior

#### ***Good Moral Character***

In addition to an acceptable CORI and NBC history for licensure, the Commonwealth of Massachusetts Board of Registration in Nursing (BORN) requires compliance with its Determination of Good Moral Character policy. The Board of Registration in Nursing in the Commonwealth has determined that certain

conduct demonstrates the absence of the Good Moral Character essential for safe and competent nursing practice. Examples of conduct which demonstrate GMC include: honesty, trustworthiness, integrity, accountability, reliability, distinguishing right from wrong, avoidance of aggression to self and others, and taking personal responsibility for one's own actions.

Absence of GMC includes: hostile or destructive conduct toward self and others; disregard for the welfare, safety or rights of others; disregard for honesty, integrity or trustworthiness; inability and/or unwillingness to maintain professional standards of behavior; inability to control personal stress, mental or emotional dysfunctions, and/or interpersonal difficulties which interfere with professional competency; inability and/or unwillingness to acknowledge and address identified impairment; failure to report absence of GMC evidenced by self or others; clinical or chemical substance abuse, and other violations of federal, state, or local laws.

For information about this requirement, see the Massachusetts Board of Registration in Nursing Good Moral Character Policy and Information Sheet at [www.mass.gov/dph/boards/rn](http://www.mass.gov/dph/boards/rn). Applicants for Massachusetts RN licensure who have criminal convictions or disciplinary actions will have their records reviewed by the BORN prior to being identified as eligible to take the national licensure examination. Certain criminal offenses may permanently disqualify one from obtaining a Massachusetts nursing license. Check the BORN website for additional information: [www.mass.gov/eohhs/gov/laws-regs/dph/regs-m-p/nursing](http://www.mass.gov/eohhs/gov/laws-regs/dph/regs-m-p/nursing).

### 3.3 Clinical Clearance Requirements

Students receive information about clinical clearance requirements at Clinical Orientation, prior to beginning their first clinical experience. Clinical clearance requirements of undergraduate nursing students include the following:

- CPR Certification
- CORI and National Background Checks
- Health and Insurance Clearance
- Medication Calculation and Administration Safety Competencies (*pre-licensure students only*)
- Updated Resume or CV
- Verification of Massachusetts RN License in Good Standing (*post-licensure students only*)

Clinical clearance documents must be submitted according the procedures specified by their UNPD and the CIPO. **Students are fully responsible to complete and submit clinical clearance documents correctly and on time.** Incomplete packets will not be accepted. Students who fail to submit Clinical Clearance documentation on time will be administratively withdrawn from clinical nursing courses. Following initial clearance, it is the students' responsibility to remain in compliance with clinical requirements.

Nursing students are also responsible for all costs related to required immunizations, tests, certifications, insurance, illness, and/or hospitalization.

#### ***Cardiopulmonary Resuscitation (CPR) Certification***

All nursing students must hold current certification of CPR and AED training for Adults, Infants and Children prior to beginning clinical coursework. Both the American Heart Association BLS for Healthcare Providers or the American Red Cross equivalent CPR for Professional Rescuers are accepted.

#### ***Criminal Offender Record Information & National Background Check (CORI/NBC)***

Students accepted into a CNHS undergraduate nursing program must undergo a Criminal Offender Record Information (CORI) and National Background Check (NBC) in order to participate in the clinical component of their program, e.g., clinical affiliation, internship, practicum course and/or laboratory

experience. The purpose of these checks is to ensure public safety and avoid unacceptable risk to vulnerable populations. The College is authorized and certified by the Commonwealth of Massachusetts Criminal History Systems Board (CHSB) to access CORI and other national background records including convictions and pending criminal cases; students will be screened by an authorized CORI Administrator. A copy of the College's CORI policy is freely available to students upon request.

### *Initial Screening*

All pre-licensure nursing students must submit completed CORI and NBC release forms with a copy of a valid form of identification prior to their first clinical experience and at subsequent intervals as requested. All licensed nursing students must submit completed CORI and NBC release forms, in addition to other clinical clearance documentation, with a copy of their valid government-issued identification at new student orientation and again at their mandatory clinical orientation.

Students who refuse to consent to a CORI/NBC will be administratively withdrawn from the nursing program. Students with a positive CORI or other criminal history may be excluded from a practical experience at a particular agency at the discretion of either the CIPO or sponsoring agency. Licensed nursing students are also subject to regulations of the Massachusetts Board of Registration in Nursing (BORN); those with outstanding any criminal complaint(s) may also be excluded from a clinical experience pending final disciplinary action by the BORN regarding the complaint(s).

### *Subsequent Notice of Violation(s)*

If a CNHS student is cleared for a practical experience and CNHS subsequently discovers a record of violation(s) from any state or territory, the student will be immediately removed from the clinical experience pending further investigation, which may include a delay in a return to the clinical setting, probation, and/or dismissal from the College.

CNHS students who receive a new violation on their record while in a clinical experience must notify the CIPO within five (5) business days of the violation, and they may be subject to disciplinary actions including, but not limited to, probation and/or dismissal from the College.

### *Disputes/Discrepancies Regarding CORI/NBC Results*

Applicants challenging the accuracy of the CORI shall be provided a copy of CHSB's Information Concerning the Process in Correcting a Criminal Record. If the CORI record provided does not match the identification information provided by the applicant, CNHS will make a determination based on a comparison of the CORI record and documents provided by the applicant. CNHS may contact CHSB and request a detailed search consistent with CHSB policy. If necessary, CIPO will ask the Associate Dean to convene a CORI Committee, which will be comprised of CORI authorized individuals. The committee will review each case individually to determine a plan of action.

If CNHS reasonably believes the record belongs to the applicant and is accurate, then the determination of eligibility for a practical experience will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but are not to be limited to the following:

- a. relevance of the crime to the practical experience
- b. nature of the work to be performed
- c. time since the conviction
- d. age of the candidate at the time of the offense
- e. seriousness and specific circumstances of the offense
- f. number of offenses
- g. existence of pending charges
- h. final disciplinary action by the Board of Registration in Nursing (licensed nursing students)
- i. any relevant evidence of rehabilitation or lack thereof

- j. any other relevant information, including information submitted by the applicant or requested by the CNHS CORI Committee.

Further questions regarding College's CORI/NBC check process should be emailed to the CNHS CORI Administrator at [cnhs.cor@umb.edu](mailto:cnhs.cor@umb.edu).

### ***Health and Insurance Clearance***

In accordance with CNHS policy and Massachusetts state law, all students are required to provide proof of required immunizations and health insurance. Students should have insurance sufficient to cover all medical expenses related to injuries incurred while in clinical or academic settings. Information on health insurance available to UMB students through the University may be found online at:

[www.umb.edu/heathservices/insurance/medical](http://www.umb.edu/heathservices/insurance/medical)

**Professional Liability:** Nursing students who provide direct patient care as part of their clinical work must be covered by a professional liability policy. The College holds a blanket professional liability policy which covers students enrolled in clinical courses serving in their capacity as CNHS nursing students.

### ***Medication Calculation and Administration Safety Competencies***

Any student enrolling in a 300 or 400 level clinical course is required to attend the assigned test date and successfully pass at 100% (with two attempts) the required clinical calculation exam within the testing period, prior to the beginning of the clinical course. Failure on a second attempt results in failure to progress in the program (see Section 1.3).

*Revised Dec 2013 Undergraduate Program*

## **3.4 Expectations for Clinical Performance and Conduct**

1. At all times, students' conduct must follow all clinical agency policies and requirements, as well as those specified by the University, College, and clinical instructor.
2. Students are expected to follow the Professional Attire of Nursing Students guidelines during all clinical duties.
3. No personal use of electronic communication devices or social media is permitted within clinical settings. Students must set smartphone and tablet devices to "airplane mode," so that the device receives no signal while at the clinical site. If an instructor asks a student to access information appropriate to clinical responsibilities on his/her device, the student should do so outside of public view, in order to avoid misunderstandings among patients, visitors, and agency staff.
4. Student engagement in online, social, or other media and photography of any kind are prohibited within the clinical setting.
5. Any clinical lateness and absences are unacceptable. Students must notify faculty prior to any lateness or clinical absence caused by unavoidable or emergency circumstances. Habitual lateness or clinical absences will result in failure of the clinical and therefore the course. Nursing students who have been ill longer than three (3) consecutive days must obtain a letter from their primary care provider or University Health Services indicating when they can resume a full schedule.
6. Nursing students who fail to meet clinical criteria as measured by the Clinical Evaluation Tool and/or course syllabus will fail the clinical component and thus fail the entire course.
7. Any nursing student at risk of clinical failure will receive a notice of Academic Warning.
8. If a nursing student's clinical practice is determined unsafe, unprepared, or inappropriate at any time during the semester by nursing faculty or clinical agency staff, s/he will be removed from a clinical



placement. Removal from clinical under these circumstances will result in a notice of Academic Warning. Unsafe, unprepared, or inappropriate practice may result in additional consequences, up to and including dismissal from the College.

### ***Health and Safety Concerns***

Faculty may remove a student from a clinical experience due to safety or health concerns. Faculty may request a physician's note or other assessment prior to a student returning to clinical as a determination of clinical practice readiness regarding health and safety concerns. Students are responsible for notifying the Undergraduate Nursing Program Director and course and clinical faculty of new or ongoing personal issues or health concerns which may impact patient or student safety or health.

### ***Pregnancy***

Pregnancy is considered a special health condition rather than a disability. Pregnancy, per se, does not necessarily prevent a student from progression into clinical placements. Nonetheless, because pregnancy limits the nature and number of available clinical placements, it is imperative that students who are pregnant, or who think they might be pregnant, to arrange a confidential appointment with the Coordinator of the CIPO (see Introduction for contact information) to arrange a suitable clinical placement site.

## **3.5 Incidents of Illness/Injury in Clinical or College Settings**

Nursing students who become ill or injured while in clinical or at CNHS may receive emergency treatment in the agency or, if occurs on campus, at UMB. The Agency's and University's designated forms must be completed by the nursing student and faculty if necessary. The nursing student is expected to pay for services rendered, through his/her medical coverage. Nursing students should obtain medical advice from their own primary care provider, or the UMass Boston Health Service, if they become ill or are exposed to an infectious disease.

Nursing students who have been ill or injured for longer than two (2) clinical days may be required to obtain documentation from their primary care provider or Health Services indicating when they may return to clinical and under what specific conditions. The final decision regarding when a nursing student may return to the clinical setting is made by the clinical faculty member and course coordinator responsible for the nursing student's clinical experience in consultation with the UNPD. Faculty should consult with UNPD and Clinical Placement Specialist about all incidents occurring in the clinical areas and required reporting. A Clinical Incident Report must be completed and submitted to the CIPO.

## **3.6 Transportation to/from Clinical Placement Sites**

Nursing students are expected to provide their own transportation to and from clinical settings. Please make arrangements for access to transportation as needed. CNHS cannot guarantee particular sites based on transportation or other personal needs at all times. Nursing students often carpool from the college and share parking expenses since some city clinical agency parking facilities' prices are expensive. If you anticipate transportation problems, please talk to the Clinical Placement Specialist in the CIPO who can assist with providing names of other classmates in clinical site. Not all clinical sites are accessible by public transportation.

## **3.7 Clinical Withdrawals and Clinical Readmission**

### ***Withdrawing from Clinical Courses***

A "Leave/Return to Clinical Student Action" form must be completed when a student meets with a course

faculty or advising staff member to withdraw from a clinical or a lab course. When a student withdraws from a clinical course with an average less than 77% and/or an active Warning status, the student must meet with that clinical course coordinator to set up an appropriate assessment and remediation plan to be carried out prior to re-admittance to that clinical course. The student is to carry out the action plan and present evidence of completion to the Undergraduate Nursing Program Director prior to consideration of re-entry to a clinical course. Returns to a clinical course will be considered on a space available basis, provided that all necessary clearance requirements are met no later than August 1<sup>st</sup> for the Fall semester and January 7<sup>th</sup> for the Spring semester.

### ***Re-entry to Clinical Courses***

As a condition of re-entry to a clinical course following a stop out of greater than one semester, pre-licensure students must have their nursing knowledge and clinical skills assessed and must demonstrate at least a minimum level of competency required for progression in the clinical nursing courses. The specifics of the assessment/remediation process will be determined by the Undergraduate Nursing Program Director and will likely include required content exams on the ATI Learning System as well as skills testing in the Center for Clinical Education and Research (CCER), at a minimum.

Skill competency testing is required for any student who has stopped out of the program for greater than a semester and who is returning to a 300 or 400 level clinical course, or for any student admitted with clinical course transfers. The skills competency testing must be initiated by **March 15<sup>th</sup>** and be successfully completed by **May 5<sup>th</sup>** for Fall or initiated by **October 15<sup>th</sup>** and successfully completed by **December 5<sup>th</sup>** for Spring return to clinical courses.

If the returning student is unable to demonstrate a minimum level of competence, his/her re-entry status will be re-evaluated by the Student Affairs Committee. Regardless of the rationale for program interruption, re-entry or readmission to CNHS does not guarantee a student will be able to immediately register for clinical nursing courses. The start date for a student's return to clinical courses is determined by the Undergraduate Nursing Program Director based upon several factors including, but not limited to: amount of time spent away from studies, reasons for stopping out, academic record, recommendations by the Student Affairs Committee, knowledge and skills assessment/remediation, and space availability guidelines for clinical nursing courses.



## SECTION 4: STUDENT SERVICES, ADVISING, AND STUDENT LIFE

### 4.1 CNHS Office of Student Services

The Director of Student Services and Student Services Specialists are professional staff members at CNHS who provide guidance to students about course enrollment, course progression, as well as CNHS and university academic policies.

### 4.2 Advising by Student Services Specialists

Academic advising is a key component of a student's successful progression throughout the nursing program, but particularly during the first two years of undergraduate program. Advising is more than just help in selecting and registering for classes. During advising, students work with a Student Services Specialist (Program Advisor) to establish realistic goals and determine the best way to meet them. Student Services Specialist will be assigned by the Office of Student Services after new student orientation. The Specialist supports a decision-making process that promotes responsible, appropriate choices and facilitates a successful academic experience. Students are expected to initiate and maintain contact with their Student Services Specialist at least once per semester, especially in their early and final semesters.

These advisors also refer student to appropriate support services, resources, including financial aid and scholarship opportunities. The CNHS Office of Student Services also supports class student leaders and numerous student-led activities and programming, including peer mentoring. Students can contact a CNHS Student Services Specialists for an advising appointment at (617) 287-7500. Students should be able to recognize their Student Services Specialist by *name* and *appearance*. CNHS students should consult with him/her when:

- they have difficulty in a class,
- they have questions about policies, procedures, etc.,
- they have personal difficulties that hinder their academic performance,
- the time arrives to select courses for registration,
- they need knowledge and/or guidance to adhere to the requirements of their degree program, as outlined in this Handbook.

### 4.3 Advising by CNHS Faculty

All full-time faculty members, and some part-time faculty, serve as faculty advisors to an assigned group of students. Faculty Advisors are assigned by the Nursing Department Chair at the outset of the student's clinical learning experience. Throughout each student's time of study at the college, faculty advisors can provide professional expertise and guidance regarding possible future career paths, current student/faculty research opportunities, possible professional connections with the larger community in nursing or health sciences, and information about numerous professional nursing and health science organizations. Faculty advisors also monitor academic progress, collaborate with, and suggest referrals to the many college and university resources available to support students in their academic success. The College strongly encourages students to introduce themselves to their faculty advisor during the first month of classes via email or phone to begin the faculty advisor-advisee relationship. Learn more about individual faculty advisors on the CNHS website at [www.umb.edu/academics/cnhs/nursing/faculty](http://www.umb.edu/academics/cnhs/nursing/faculty).

### 4.4 Advisee Responsibilities

Final responsibility for meeting degree requirements rests with the student. Students should make a

regular habit of checking their academic progress using the "Degree Progress Report" application under the WISER system. Full instructions may be found under the "Wiser Help for Students" webpage: [www.umb.edu/it/getting\\_services/wiser/wiser\\_help\\_for\\_students](http://www.umb.edu/it/getting_services/wiser/wiser_help_for_students).

Students are advised to:

- Bring a copy of the Degree Audit Report to all advising appointments. (NOTE: students should be sure to "Request a New Audit" every time they login to ensure their report reflects the most current information.)
- Check both their UMB email account [webmail.umb.edu](mailto:webmail.umb.edu) and the CNHS website [www.umb.edu/academics/cnhs](http://www.umb.edu/academics/cnhs) at least twice per week, as these are the official means of CNHS communication.
- Seek out information about careers in their area of study.
- Be familiar with services on campus designed to aid success and use them.
- Know where to find reliable information about university deadlines and procedures.

## 4.5 Strategies for Student Success

Experience demonstrates that certain student practices are associated with academic success.

- **Prepare for and attend all classes**, whether they are in-person or online. Students in need are welcome to inquire about audiotaping on-campus classes. Additionally, synchronous (real-time) online class sessions are often archived for later review.
- **Check your UMB student email daily**, and at a minimum check both course and college websites, and bulletin board messages weekly.
- **Budget sufficient time** to study and prepare for class and clinical experiences. Below are some guidelines.
  - Schedule a minimum of 3 hours for study time and assignments per credit hour per course, i.e., 9 hours per week for a 3-credit course.
  - Schedule a minimum of 5 hours per week to prepare for clinical, including the possible visit to the clinical agency prior to your scheduled time.
  - Keep a daily, weekly, and monthly calendar for scheduling study time, homework, and assignment due dates.
- **Make the most of technology**: important dates and deadlines are posted and available 24/7 on the university and/or college website. Synchronize your academic and personal calendars with your email and your smartphone, if you have access to one. Set message reminders to notify you via email and/or text message so that you stay on track as deadlines approach.
- **Meet regularly with course faculty** during posted office hours either in-person, on the phone, or online.
- **Consult periodically your CNHS Academic Advisor/Student Affairs Specialist** (who can also refer you to university support staff) if you have an academic or personal concern or issue or simply desire to learn strategies to improve academic performance.
- **Meet regularly with your assigned Faculty Advisor** about academic issues listed here, and bring questions regarding your future career in nursing.
- **Take advantage of available Academic Support Services.**
  - Visit the Center for Clinical Education and Research (CCER) on the 3<sup>rd</sup> Floor of Science and utilize the learning resources including academic and clinical tutoring and workshops, Open Lab, computer lab, and lending library.
  - Attend workshops on citation, study skills, test-taking, time management, oral presentation skills,

and critical reading/writing tutoring from the Reading, Writing, and Study Strategies Center (RWSSC) in the Campus Center, 1<sup>st</sup> Floor, Ste. 1300. (See section 5.8)

- Explore mentoring opportunities.
  - If you are a pre-licensure student, fully utilize the ATI online learning system.
  - Seek out and/or establish peer study groups for academic and social support.
- **Get involved** in student governance, leadership opportunities, and service projects.
  - **Work no more than 14-24 hours per week.** Regard school as your full-time job and employment as part-time.
  - **Establish a support network to cover child-care** and other responsibilities with family members, friends, or professionals.
  - **Inquire about financial assistance and scholarship opportunities** with college advisors and the UMB Offices of Financial Aid and Merit Scholarships.
  - **Commit, Persevere, and Stay Strong.**

## 4.6 Class Representatives, Senior Class Officers, and Nursing Associations

### *Class Representatives*

Class Representatives (Class Reps) are elected by each student cohort within each of the undergraduate nursing programs. The Class Rep serves in that capacity as the cohort proceeds through upper-division nursing courses, unless the class decides to select another individual as their Class Rep.

- Class Representatives for the Traditional BS are elected during NU226.
- Class Representatives for the Accelerated BS are elected during their first semester.
- Class Representatives for the Online RN-BS are elected during NU361.

A Student Class Representative constitution will soon be forthcoming from the Undergraduate Student Body. Any questions towards re-elections should be presented to a Student Services Specialist. The duties of Class Reps include:

1. Act as spokesperson for their cohort at CNHS committee meetings, apprising the college of student issues and concerns and relaying information back to classmates.
2. Use appropriate channels of communication within CNHS in seeking to resolve issues and concerns. In most cases it is expected that students will seek resolution of an issue by engaging in purposeful and constructive dialogue with the involved faculty, students, or individuals. Class issues and collective concerns should be channeled and coordinated through the Class Reps. If a Class Rep is in doubt regarding the resolution of a problems or concerns, he or she should seek advice from an Undergraduate Nursing Program Director.
3. Attend meetings with the Student Services Specialist and Undergraduate Nursing Program Director to discuss issues and concerns. Meetings will be held at least once a semester with the first meeting serving as an orientation session.
4. Provide the Undergraduate Nursing Program Director with a list of classmates who are willing to serve on CNHS committees by first discussing the purposes of the committees with classmates and soliciting volunteers for committee membership.
5. Provide input to the Undergraduate Program Committee concerning nominations for Awards.

### *Senior Class Officers*

Senior Class Officers are elected by classmates in their program to serve as Student Governance for

CNHS. Two officers will be elected from Traditional BS by classmates during NU455; one Online RN-BS officer during NU462 or NU461, and one Accelerated BS officer during NU435.

The College of Nursing and Health Sciences strongly encourages our Senior Class Officers to partner with their fellow officers and the college to assist with graduation/convocation activities, peer mentorship, and other college or university events. This collaboration takes place under the administrative advisement of the Office of Student Services and the Undergraduate Nursing Program Directors. Class Officers should in all cases seek prior approval of CNHS administration for any recommendation, action, and/or activity they propose which involves or affects any number of CNHS students other than or in addition to themselves.

The senior class officers and their responsibilities are as follows:

***President:*** Student liaison to the Undergraduate Nursing Program Directors. Coordinate graduation, convocation, and fundraising activities with a Student Services Specialist/Academic Advisor. It is expected that the President will attend meetings with the Director of Student Services and act as a liaison and informational link with the senior class. He or she will make status reports to the senior class and the CNHS regarding graduation, pinning, and fundraising activities.

***Vice President:*** Performs the functions of the president in his or her absence and assists the president in the performance of his/her duties. In addition, serves as the class representative.

***Treasurer:*** Establishes and maintains a solvent bank account for senior class fundraising. Maintains a record of assets and expenditures and gives a financial report and accounting of fundraising activities at meetings.

***Secretary:*** Records minutes of meetings attended by senior class officers, distribute meeting minutes, and maintain a meeting book which is to be given to the class representative for NU 425/435 to serve as a guide for the last semester senior class activities.

### ***Related Professional Nursing Organizations***

Please visit the CNHS website for information about attending or joining a local chapter of a professional nursing organization- such as the New England Black Nurses Association, National Association of Hispanic Nurses or American Assembly for Men in Nursing or speak to a Nursing Program Director.

### ***Student Nurses' Association***

The Student Nurses' Association (SNA) is a University club, and students can also participate in a local chapter of the Massachusetts Student Nurses' Association (MASNA) and the National Student Nurses' Association (NSNA) by paying a membership fee and joining those organizations. NSNA is the only national organization for student nurses run by student nurses and the largest independent student professional organization in the US. The NSNA is a pre-professional association designed to prepare students for professional association involvement.

The purpose and function of the NSNA is to enable students to assume responsibility for contributing to nursing education in order to provide the highest quality health care; to provide programs representative of fundamental and current professional interest and concerns; and to aid in the development of the student as a professional, responsible for the health care of people from all walks of life. By paying the required fee and joining NSNA and becoming involved in the association's activities, members have a head start on their professional careers by having demonstrated leadership potential. The College actively encourages student membership and involvement in SNA. Benefits may include:

- enhanced learning through participation in local, state and national lectures, state and national conventions and expos, and community activities
- deeper relationships with faculty
- increased access to leadership and management opportunities
- a cohesive community which represents nursing students at all levels, through collaboration and

student mentoring

- the *Nursing Board Review Course*, discounted nursing journals, and *Imprint Magazine*, an excellent reference periodical written by student nurses for student nurses
- financial services, student loan, group health and malpractice insurance, and scholarship information, plus access to attend state and national SNA conferences.

### ***UMass Boston Undergraduate Student Senate***

The Undergraduate Student Senate is the university's undergraduate governing body. The objectives of the Senate include:

- Maintaining a forum for the expression of students' views and interests.
- Discussing and recommending policies affecting the campus and the university.
- Ensuring that students have appropriate opportunities to engage in extracurricular and cultural activities.
- Promoting students' rights and responsibilities.

CNHS presently holds three seats in the Senate. Elections are held every spring. A seat on the Student Senate lasts for a term of two years.

There are twelve different committees on which student senators can choose to serve. At any given time, there may be ad hoc committees formed to discuss new issues. The Student Senate oversees the allocation of the Student Activities Trust Fund which is a compilation of the Student Activities Fees. We encourage and support participation in the Student Senate.

## **4.7 Awards & Honors**

### ***Within the College***

CNHS presents several awards to graduating undergraduate nursing students. Award nominations are solicited by the Students Affairs Committee both from students and faculty. The Committee makes a final determination for the awards listed below.

#### *Award for Academic Excellence*

Awarded to the graduating senior who has achieved the highest cumulative grade point average.

#### *Awards for Distinguished Service*

Awarded to graduating seniors who have had a continuous record of service to their school and classmates.

#### *Colleen Maxwell Award*

Established by the Class of 1985 in memory of a classmate who was killed while protecting one of her clients, this award is presented to a member of the graduating class who has contributed outstanding service to the community.

#### *Dean's Award*

The Dean's Award is presented to a member of the graduating class who has demonstrated academic excellence, a commitment to community service and strong leadership skills.

### *Eddie Segelman Award*

Established by Dr. Myron R. Segelman, Professor Emeritus, of the CNHS in memory of his father, this award is presented to that member of the graduating class who best exemplifies a love for learning and a desire to help others.

### *International Nursing Honor Society – Sigma Theta Tau*

Sigma Theta Tau is the international honor society of nursing. The UMass Boston chapter, Theta Alpha, is one of many throughout the nation. Sigma Theta Tau sponsors educational programs, exhibits and publishes the professional journal *Image*, the *Journal of Nursing Scholarship*, and a newsletter. The purposes of Sigma Theta Tau are:

1. Recognition of superior scholarship and leadership through awards and research grants.
2. Promotion of high professional standards & commitment to ideals and purposes of nursing.
3. Encouragement of creative work.
4. Eligibility requirements can be found on the organization's website and CNHS website.

The local chapter invites student participation in its scholarship and service activities and encourage inquires about membership. Refer to the CNHS website for organizational information and membership procedures. Early each spring, application forms for membership are available at the CNHS reception desk. Completed applications and endorsements, and related scholarship applications, should be submitted as stipulated on the forms or website. The CNHS Induction Ceremony of new Sigma Theta Tau members occurs each spring. Please also direct questions to your faculty advisor.

### ***Within the University***

#### *John F. Kennedy Award for Academic Excellence*

The John F. Kennedy Award for Academic Excellence is given each year at commencement to a member of the graduating class. The CNHS faculty may nominate one person who will compete with nominees from the other colleges and units within the University.

#### *University Honors Program*

If you are a curious, ambitious, reflective, independent-minded adult who thrives on intellectual challenge, then you will want to seek out the University Honors Program. This program offers special interdisciplinary academic opportunities outside the nursing major for traditional option nursing students. For more information about this program see [www.honors.umb.edu](http://www.honors.umb.edu).

## **4.8 CNHS Grants and Scholarships**

CNHS offers both a variety of internal scholarships and access to external scholarships. Please log onto the CNHS website for a list of scholarships. In order to expedite access to scholarships and grants at both the college and university level, please fill out the Free Application for Student Aid (FAFSA) form through university financial aid (see below). In addition, all CNHS students are asked to fill out an informational form that is required of all new students at the time of orientation. This form entitled "Bio-Demographic Survey Data" and can be found on the CNHS website. Students are also encouraged to visit the Office of Merit Scholarships in the Campus Center, 4<sup>th</sup> Floor.

### ***CURE and McNair Grants***

Please ask an advisor or Undergraduate Program Director about the CURE and McNair grants and scholarships.



***Florence Squires Scholarship***

This scholarship is for a needy, deserving undergraduate nursing student who graduated from Arlington or Arlington Catholic High School.

***Helen and Warren Wilkins Scholarship***

This scholarship assists CNHS students as well as other undergraduate programs at UMB.

***Clinical Leadership Collaborative for Diversity in Nursing (CLCDN)***

A collaborative between CNHS and Massachusetts General Hospital (MGH), this program pairs multicultural nursing students with RN mentors at MGH. Junior and senior multicultural students who are enrolled in the CNHS Undergraduate Nursing Program traditional option and in good academic standing are eligible to apply.

***National Student Nurses' Association, Inc. (NSNA) Scholarship (Promise of Nursing)***

Students enrolled in the nursing program are eligible to apply for the NSNA scholarship. More information is available at [www.nсна.org](http://www.nсна.org) Check with Academic Advisor/Student Affairs Specialist.

***New England Sinai Scholarship***

Senior students only are eligible to apply for this scholarship. It requires a 1 year evening or night shift employment commitment as an RN after graduation. Call (781)297-1197 or apply online at [www.newenglandsinai.org](http://www.newenglandsinai.org)

***Myron R. Segelman Scholarship***

Established by the CNHS in 1995 to honor the contributions of Dr. Segelman, Professor Emeritus and longtime Associate Dean of Student Affairs.

***Scholarship for Disadvantaged Students (HRSA)***

All students enrolled in the nursing program by the start of the fall semester are eligible to apply for the HRSA scholarship.

***Sylvia C. Gendrop Scholarship***

Established in memory of Dr. Sylvia C. Gendrop a long time faculty member who joined the program in 1977 while the nursing program was a part of Boston State College. Dr. Gendrop taught at UMass Boston from 1977 until her death in 2002. Priority for this scholarship will be given to an undergraduate nursing student who is a single working parent with dependent children at home.

NOTE: For a complete listing of current Scholarships and Grants and application deadlines, see the CNHS website or contact a Student Services Specialist. Requirements for the above scholarships and grants may change through the year.

## 4.9 Student Representation

***Undergraduate Nursing Program Committee (Pre- and Post-licensure)***

The BS Program Committee assesses, plans, implements, and evaluates the educational goals and activities of the Undergraduate Nursing Pre-licensure and Post-licensure Programs in order to assure the Programs' academic integrity.



*Meeting Times:* First Wednesday of the month

*Membership:* Voting members consist of all faculty members from the nursing department who teach an undergraduate course(s), including Undergraduate Program Directors, and one student elected for a one-year term. Part-time faculty are encouraged to actively participate.

### ***Faculty Committee(s)***

Various committees exist within the College of Nursing and Health Sciences. Serving on these committees gives the student a unique opportunity to participate in academic and college governance and transmit issues and concerns to the student body. Membership requires attendance at regularly scheduled meetings and reporting back to class representatives.

### ***Student Affairs Committee***

The Student Affairs Committee (SAC) develops and regularly re-evaluates enforcement of academic policies regarding admissions, academic progression, and graduation. SAC reviews students in academic difficulty, cases of alleged plagiarism and cheating, and requests for readmission; the committee ensures due process and hears grievances and appeals.

*Meeting Times:* As scheduled by the Committee

*Membership:* The SAC holds five voting members, four from the Nursing Department and two from the Exercise and Health Science Department, as well as one student elected from each of the Departments. The college strongly encourages senior-year nursing students to serve on this committee. The Director of Student Services, the Undergraduate Nursing Program Director, the Director of the CCER, and an Academic Advisor/Student Services Specialist serve as non-voting members of the SAC. Please contact the Director of Student Services for more information at 617-287-7500.

### ***How to Become a CNHS Committee Student Member***

To become a CNHS committee member nursing students should contact their Class Representative who will ask for volunteers at the beginning of the Fall semester. Interested nursing students may address a letter which states the committee on which they would serve and describes their qualifications and reasons for serving, to either the Undergraduate Nursing Program Director or the Director of Student Services at the beginning of the Fall semester.

### ***Nursing Department Meetings***

Students are also invited to attend monthly Nursing Department Meetings. Contact the Chairperson of the Nursing Department at 617-287-7500 for more information.

## SECTION 5: UNIVERSITY RESOURCES

### 5.1 Career Services and Internships

Campus Center, 1<sup>st</sup> Floor, Ste. 1300. Phone: 617-287-5519. Fax: 617-287-5525. Email: [careers@umb.edu](mailto:careers@umb.edu). Web: [www.umb.edu/academics/vpass/career\\_services](http://www.umb.edu/academics/vpass/career_services)

Nursing students are strongly encouraged to establish a credentials (reference) file at Career Services. Career Services will send the reference file to prospective employees or graduate schools at the request of a current students or alumni. *Regarding Inquiries About Health Care Positions for Nursing Students or Graduates*: when available, CNHS may provide information about possible paid or volunteer positions on its website and bulletin boards as it becomes available. For additional assistance, students are encouraged to visit university Career Services.

### 5.2 Financial Aid Services

Campus Center, 4<sup>th</sup> Floor. Phone: 617-287-6300. Email: [finaid@umb.edu](mailto:finaid@umb.edu). Website: [www.umb.edu/admissions/financial\\_aid\\_scholarships](http://www.umb.edu/admissions/financial_aid_scholarships).

Information and application forms for student financial assistance are available in WISER, from the One Stop (UL) and Office of Financial Aid (4<sup>th</sup> Floor) in the University's Campus Center.

### 5.3 IT Service Desk

Healey Library, 3<sup>rd</sup> Floor. Phone: 617-287-5220. Email: [ITServiceDesk@umb.edu](mailto:ITServiceDesk@umb.edu). Website: [www.umb.edu/it/getting\\_help](http://www.umb.edu/it/getting_help)

The Information Technology Service Desk provides support for computer-related questions and problems to all members of the university community – students, faculty and their research staff, departments and their staff and new and incoming students.

### 5.4 Library & Computer Resources

#### ***Healey Library Resources***

The Healey Library is open Monday –Thursday, 8AM-11PM, Friday 8AM-7PM, Saturday 9AM-5PM, and Sunday 11AM-2PM. A Library Manual for students is available on the library website [www.lib.umb.edu](http://www.lib.umb.edu) and in person. CNHS recommends that students familiarize themselves with the manual and website.

The Healey Library website [www.lib.umb.edu](http://www.lib.umb.edu) contains many helpful resources for nursing students, including databases, library guides, research tips and strategies, and online journals. Nursing students will need to obtain a barcode sticker on their UMB student ID to access the following databases of particular interest. The Healey Library also provides access to electronic course reserves ("e-Reserves"). When faculty place reading on electronic reserve, students can access that reading anywhere they have access to the Internet. A complete list of on-line databases can be found on the library website. Another resource available is Live Chat, which gives students access to a librarian who can answer questions 24/7.

The UMass Boston is a member of three library consortia. Two of the consortia allow use of their facilities along with borrowing privileges, while the third allows use of the library only. Students must present a valid UMass identification card with a barcode sticker to use any of these libraries. Some of these libraries have additional requirements, which must be met prior to borrowing books. A list of consortia is available on the library website.

### ***Computer Resources***

The university has an extensive Computing Services Center located in the Upper Level basement of Healey Library. Computers available to nursing students include DEC, IBM, and Apple micro-computers. There is also a sophisticated graphics lab and an adaptive computer lab for disabled students. Nursing students are encouraged to familiarize themselves with the computing center early on. We highly recommend enrolling in the introductory computer instruction classes offered at the beginning of each semester.

### ***Nursing Software on Campus Computers***

All computers on the Upper Level of the Healey Library are equipped with nursing software. Please check the Library website and college's CCER for specific programs. Informatics- Please seek the advice of Library staff and/or faculty or tutors for information technology assistance and appropriate search engines, search procedures and other related procedures.

## **5.5 Math Resource Center (MRC)**

Campus Center, 1<sup>st</sup> Floor, Ste. 1300. Phone: 617-287-6550. Email: [MRC@umb.edu](mailto:MRC@umb.edu). Website: [www.umb.edu/academics/vpass/academic\\_support/tutoring/math\\_resource\\_center](http://www.umb.edu/academics/vpass/academic_support/tutoring/math_resource_center).

Students enrolled in mathematics, computer science, and information technology courses may use the tutoring services available from the Math Resource Center. Students looking for help with MED MATH issues should attend CNHS workshops offered through the CCER.

## **5.6 Merit Scholarship Office**

Campus Center, 4<sup>th</sup> Floor. Phone: (617)287-6026. Email: [merit.scholarships@umb.edu](mailto:merit.scholarships@umb.edu). Web: [www.umb.edu/admissions/financial\\_aid\\_scholarships/scholarships/continuing\\_students](http://www.umb.edu/admissions/financial_aid_scholarships/scholarships/continuing_students).

Information on university and nursing scholarships is available in the Scholarship Office. Further information regarding the Massachusetts General Hospital Multicultural Scholarship, the Hebrew Rehabilitation Center for the Aged Scholarship and the New England Sinai Scholarship is available at the front desk of the CNHS.

## **5.7 One Stop Student Service Center**

Campus Center, UL. Phone: 617-287-4883. Website: [www.umb.edu/campus\\_center/services/one\\_stop](http://www.umb.edu/campus_center/services/one_stop)

The One Stop offers the many of the services of the Admissions, Registrar, Bursar and Financial Aid Offices. Students can also access and print out their unofficial transcripts, schedules, billing statements and degree audits. Visit the One-Stop to take care of all administrative University paperwork and walk-in enrollment questions.

## **5.8 Reading, Writing, and Study Strategies Center (RWSSC)**

Campus Center, 1<sup>st</sup> Floor, Ste. 1300. Phone: 617-287-6550. Email: [RWSSC@umb.edu](mailto:RWSSC@umb.edu). Website: [www.umb.edu/academics/vpass/academic\\_support/tutoring/rwssc](http://www.umb.edu/academics/vpass/academic_support/tutoring/rwssc).

The Office of Academic Support Programs provides tutors free of charge for many non-nursing courses, as well as NU212 Intermediate Seminars through the RWSSC. Students should speak to their professor about tutoring available for a course or contact the Office of Academic Support Programs to learn which courses have tutorial assistance, how to arrange for a tutor, and the scheduling of workshops in reading, writing, studying and research skills.

## 5.9 Registrar

Campus Center, 4<sup>th</sup> Floor. Phone: 617-287-6200. Email: [registrar@umb.edu](mailto:registrar@umb.edu). Website:

Students with any questions regarding registration or graduation should contact the Registrar's Office at the above website or phone number.

## 5.10 Ross Center for Disability Services

Campus Center, UL, Rm. 211. Phone: 617-287-7430. Fax: 617-287-7466. Email: [rosscenter@umb.edu](mailto:rosscenter@umb.edu). Website: [www.umb.edu/academics/vpass/disability](http://www.umb.edu/academics/vpass/disability)

Any individual with a physical or mental impairment that substantially limits a person in some major life activity, and needs accommodation, must provide documentation of the disability to the Director of the Ross Center for Disability Services. The Director of Disability Services will make a determination whether or not accommodations are needed. Once this determination is made, the Director will then consult with the faculty member for the appropriate accommodations. Students with documented disabilities are encouraged to register with Disability Services by visiting the Ross Center or calling 617-287-7430. Certain functional abilities are requisite to nursing practice. Students are to self-report any actual or potential functional ability deficit (physical, sensory, cognitive, or interactive) that may require accommodation to perform essential nursing functions to the Ross Center for assessment and consultation. Faculty may also consult with staff at the Ross Center regarding student concerns as needed.

## 5.11 Student Referral Program

Students with personal issues that may interfere with schoolwork, are overwhelmed with academic demands, or who experience other issues interfering with academic success can take advantage of many resources available on campus by contacting [studentreferral@umb.edu](mailto:studentreferral@umb.edu).

## 5.12 Testing Center – CLEP/NLN Exams

Campus Center, UL, Rm. 130. Phone: 617-287-5522. Fax: 617-287-5547. Email: [uac.testing@umb.edu](mailto:uac.testing@umb.edu).

Equivalency examinations may be available to qualified students for credit in their particular nursing program, including CLEP and NLN examinations. Proctored examinations are offered through the UMB Testing Center.

Students in the Traditional, Accelerated, and Online RN-BS programs may take CLEP examinations in lieu of Sociology 101, English 101, and Lifespan Growth and Development (NU 230). Study information for CLEP exams is available from the College Board website [www.collegeboard.org/clep](http://www.collegeboard.org/clep), and registration takes place through the Testing Center [www.umb.edu/academics/vpass/uac/testing\\_services/clep](http://www.umb.edu/academics/vpass/uac/testing_services/clep).

Online RN-BS students may earn credits for certain health science pre-requisites through NLN exams which demonstrate equivalent knowledge and skills from their clinical nursing practice. (*NOTE: This option is not available to students in the Traditional and Accelerated options.*) Information, study resources, and registration are available on the Online RN-BS website: [www.umb.edu/academics/cnhs/nursing/ug/rn/degree\\_requirements1/nln\\_examinations](http://www.umb.edu/academics/cnhs/nursing/ug/rn/degree_requirements1/nln_examinations).

## 5.13 WISER

[www.umb.edu/it/getting\\_services/wiser](http://www.umb.edu/it/getting_services/wiser)

WISER is a web-based student record system where students, faculty and staff can access information and utilize online features to help make student experiences more positive and rewarding. With this system, students can update and maintain their personal, academic, and financial information online 24/7.

### 5.14 Writing Proficiency Office

Campus Center, 1<sup>st</sup> Floor, Ste. 1300. Phone: 617-287-6330. Email: [writing.proficiency@umb.edu](mailto:writing.proficiency@umb.edu).  
Website: [www.umb.edu/academics/vpass/undergraduate\\_studies/writing\\_proficiency](http://www.umb.edu/academics/vpass/undergraduate_studies/writing_proficiency)

Nursing students (who do not already hold a prior Baccalaureate degree from an accredited four-year program conducted in English-language) should review the Writing Proficiency website as they prepare to fulfill their Writing Proficiency Requirement by registering for a Writing Proficiency Exam, offered four times per year. Review the website to get additional information upcoming test/portfolio dates, materials, workshops, and tutoring.

### 5.15 Undergraduate Admissions

Campus Center, UL; phone: 617-287-6100; website: [www.umb.edu/admissions/ug](http://www.umb.edu/admissions/ug)

If students have transfer credit or CLEP credit missing from their audit they should contact the Admissions Office. Prospective undergraduate students interested in the program should sign up for an Information Session through the Enrollment Management area at 617-287-6000.

### 5.16 University Health Services

Quinn Building, 2<sup>nd</sup> floor; website: [www.umb.edu/healthservices](http://www.umb.edu/healthservices)

University Health Services provides quality medical services and health education to students of the university community. UHS programs promote "optimal physical, mental, emotional and spiritual well-being," in addition to increased awareness of health-related issues and decisions relative to health promotion and disease prevention. UHS also provides a limited number of clinical placements to CNHS students.

Note: Due to state regulations and professional standards, immunization records are required for all Undergraduate Nursing students. Copies of these records should be submitted directly to UHS at the location above.

## APPENDIX A: FURTHER INFORMATION

### A.1 Essentials of Baccalaureate Nursing from the AACN

<http://www.aacn.nche.edu/education-resources/baccessentials08.pdf>

