

College of
Nursing & Health Sciences
UNIVERSITY OF MASSACHUSETTS BOSTON

Undergraduate Nursing Program Student Handbook

2011-2012

Table of Contents

Introduction.....	4
Policy on Non-discrimination.....	5
Statement Regarding Student Responsibilities and Rights.....	5
Mission and Goals and Vision.....	6
Philosophy.....	7
Program Outcomes, Educational Objectives, and Competencies.....	8
Curriculum Plan Traditional Option Pre-licensure Program	10
Academic Policies and Procedures	
General Education Requirements.....	12
Prerequisites and Co-requisites.....	12
Transfer Credit Policies.....	13
Application to Pre-licensure Nursing Programs at CNHS Traditional or Accelerated Options.....	14
Admission Criteria and Information Sessions for Traditional and Accelerated Options	15
CORI Policies.....	16
University Honors Program.....	19
Summer Course Requirements.....	20
Academic Progression and Graduation Policies.....	20
Right to Review Records.....	22
Withdrawal from a Course.....	22
Withdrawal from College.....	22
Leave/Return to Clinical/Lab Student Action Policy and Procedure.....	23
Readmission into a Clinical Course.....	23
Readmission to College.....	23
Space Available Guidelines.....	24
Probation Procedures.....	24
General Academic Policies	
Email.....	25
Examination Policy.....	25
Course Warnings.....	25
Guidelines for Papers.....	25
Grading.....	26
Appealing Grades.....	26
Comprehensive Assessment Exams.....	26

Student Concern and Complaint Policy	26
Writing Proficiency Requirement.....	27
Independent Study Procedure.....	28
Opportunities for Participation in Undergraduate Research.....	28
Student Evaluation of Faculty and Clinical Agencies.....	28
Appeals to Student Affairs Committee	28
Accelerated Option - Pre-licensure Program.....	29
General Academic Requirements.....	29
Course Prerequisites.....	29
Accelerated Option - Pre-licensure Program.....	30
Online RN to BS Program	30
General Academic Requirements.....	31
Progression Requirements for RN to BS Majors	31
Curriculum Plan	31
Criteria for Admission	32
Transfer Credits	33
Technology Requirements.....	33
Ethics and Conduct	
Code of Ethics for Nurses.....	33
Academic Dishonesty and Misconduct.....	34
Plagiarism.....	34
Cheating.....	35
Breach of Ethical Conduct in Clinical.....	35
Substance Abuse Policy.....	36
Good Moral Character Expectations.....	36
Standards of Conduct: Professional Behaviors in all settings.....	36
Professional Boundaries.....	37
Clinical Policies	
Clinical Policies and Procedures	37
Clinical Clearance.....	37
CORI checks.....	39
Clinical Calculations Exam for Clearance.....	40
Clinical Performance and Conduct.....	41
Use of Cellular telephones.....	42
Professional Attire.....	42
Incidents or Illness/Injury in the Clinical Setting or at CNHS.....	44
Transportation to Clinical and Change of Status.....	44
Procedure for Requesting Verification of Academic and Clinical Status.doc.....	45
Academic Advising.....	46
Resources and Services	
Center for Clinical Education and Research.....	47
ATI online learning system for pre-licensure nursing students	47
Plan for Success	49
Library	49
Computer	50
University	50
Student Referral Program.....	51

Student Representation	
Faculty Committees.....	52
Class Representatives.....	52
Senior Class Officers.....	53
Student Organizations	
Student Nurses' Association.....	53
Sigma Theta Tau.....	54
Student Senate.....	55
Scholarships	55
Honors and Awards	
CNHS.....	56
University.....	56
University Honors Program.....	56
Inquiries about health care positions for nursing students or graduates.....	57
Student Signature for Handbook compliance.....	57

CNHS Student Competency and Fitness Policy (currently under review- See Director of Student Services)

Professional Boundaries Nursing students are referred to National Council of State Boards of Nursing at https://www.ncsbn.org/Professional_Boundaries_2007_Web.pdf

INTRODUCTION
Welcome to the University of Massachusetts Boston
College of Nursing and Health Sciences!

Congratulations on making the wonderful decision to become a baccalaureate-prepared professional nurse and for choosing our college! This *Undergraduate Nursing Program Student Handbook* has been designed specifically for undergraduate nursing students, both pre-licensure (traditional option students and accelerated option students) and RN-BS students, and provides information about the Bachelor of Science Degree in Nursing. Faculty, students, and staff have contributed to its design; we invite you as well to help make it even more meaningful. This handbook serves to supplement the University's *Undergraduate Catalog* and *Undergraduate Student Handbook*, which contain information related to student rights, academic policies, registration, financial aid, campus facilities, and course descriptions. Please take the time to familiarize yourself with these publications too.

The college is here to help you acquire new knowledge, skills, and attitudes required for professional nursing practice today. The curriculum plan is an interrelated and integrated educational program of study. Whether you are planning to attain your bachelor's of science degree in nursing and prepare for the National Council Licensure Examination (NCLEX-RN) or are returning to school for your baccalaureate degree on-line as a registered nurse, we recognize the personal investment you are making in your future. We wish you much success and would like you to know that your colleagues, the faculty, and the staff are here to support you.

Certain student behaviors are associated with academic success; therefore, we strongly recommend that you:

- Prepare and attend all classes, either face-to-face or on-line. Inquire about audio taping on-campus classes.
- Meet regularly with course faculty during posted office hours, in person, via phone, or on-line
- Take advantage of available services available
 - Attend workshops on study skills and test-taking skills and tutoring for additional support in nursing courses here at the college; explore mentoring opportunities, visit the Writing Center, and fully utilize the *ATI* online learning system, if you are a pre-licensure student.
- Spend sufficient time studying and preparing for class and clinical experiences
 - Schedule a minimum of 3 hours per credit per week for study time and assignments (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.
- Consult an Academic Advisor/Student Affairs Specialist, who can also refer you to university support staff, if you have an academic or personal concern, an issue that needs to be addressed, or a desire to learn how to improve performance.
- Meet with your assigned Faculty Advisor on a regular basis about the issues described above, along with inquiring about how to prepare for your future career in nursing.
- Seek out one or more students and form a study group for academic and social support.
- Become involved in your nursing class- governance, leadership, and service projects.
- Work 24 hours or fewer per week. : Regard school as your full-time job, employment as part-time.).
- Inquire about additional financial supports and scholarship opportunities with college advisors.
- Find help for child care and home responsibilities from other family members or friends.
- Read all email (www.cnhs.umb.edu), course websites, and bulletin board messages weekly.
- Commit, persevere, and stay strong.

We look forward to beginning our nursing educational journey together!

JoAnn Mulready-Shick, EdD, RN, CNE
Undergraduate Nursing Program Director
Traditional Option

Sheila Cannon, APRN-PMH, BC
Director of the Accelerated Option &
RN- BS Online Program

College of Nursing and Health Sciences (CNHS)

The main office of the CNHS and most administrative offices are located on the second floor of the Science Building. The reception desk is staffed from 8:30 am to 5:00pm Monday-Friday. Many faculty offices are on the third floor of the Science Building. The CNHS web site www.cnhs.umb.edu includes a directory of faculty, staff and administrators and important information for students under Current Student News. The phone number of the College is (617) 287-7500. The fax number is (617) 287-7527. Review information on the website, for example, under Current Student News, First Week Schedule, Email blitzes, Student Handbook, or Student Services, and if further assistance is needed, inquire at the main office.

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 preference or orientation, handicap condition or veteran status.

General Statement of Nursing Student Responsibilities and Rights

The policies and procedures contained in this Handbook are subject to change and revision anytime. Students are expected to adhere to all policies and procedures currently in effect by checking the most current Student Handbook which is available on the website. The college will disseminate information regarding policies and procedures through the annual issuance of the Student Handbook, email messages, the College web site www.cnhs.umb.edu, and, at times, via the posting of notices on CNHS bulletin boards. Students are expected to check the college website under Current Student News and their university email at least weekly. It is the responsibility of each student to be aware of and to comply with current policies and procedures. Failure to stay informed is not an acceptable excuse for non-compliance.

College of Nursing and Health Sciences 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)

Department of Nursing Mission and Goals

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

Department of Nursing 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 (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 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.

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)

University of Massachusetts Boston
College of Nursing and Health Sciences
Undergraduate Nursing Program - Traditional Option Curriculum (beginning Spring 2009)

	First Semester		Second Semester
Fresh. Writing I	ENGL 101 (3)_____	Fresh. Writing II	ENGL 102 (3)_____
First Year Seminar ¹	NU G107 (4)_____	Chemistry ³ req.	CHEM (4)_____
Nutrition	EHS 150 (3)_____	Behav Soc ⁴ Sci	SOCIO/PSYC (3)_____
Elective ²	(3)_____	Arts/ Humanities	(3)_____
Anatomy & Physiology I	BIOL 207 (4)_____	Anat. & Physiology II	BIOL 208 (4)_____
	_____		_____
	17 credits		17 credits
	Third Semester		Fourth Semester
World Cultures/ World Languages	elective (3)_____	Pathophysiology	NU 201 (3)_____
Microbiology ⁵ req.	BIOL 209 (4)_____	Health Assessment	NU 220 (4)_____
Lifespan Growth & Devt.	NU 230 (3)_____	Intro to Nursing	NU 226 (6)_____
Health Promotion & Teaching (Intermediate Seminar)	NU 212 (3)_____	Nursing Research	NU 320 (3)_____
Statistics ⁶	see list (3)_____		

	16 credits	Writing Proficiency Requirement	
		Attempt to take once	
		prior to NU226.	_____
		Prereq. for NU310 _____	16 credits
	Fifth Semester		Sixth Semester
Adult Health I	NU 310 (9)_____	Maternity & Women's Health Nursing	NU 335 (6)_____
Pharmacology	NU 314 (3)_____	Mental Health Nursing	NU 345 (6)_____
World Cultures/ World Languages	elective (3)_____	Legal, Ethical, and Health Policy Issues	NU 332 (3)_____
	_____		_____
	15 credits		15 credits
	Seventh Semester		Eighth Semester
Nursing in the Community	NU 430 (6)_____	Nursing Synthesis & Capstone	NU 455 (9)_____
Nursing Care of Children	NU 435 (6)_____	Nursing Leadership & Management	NU 440 (2)_____
Arts / Humanities	Elective (3)_____	Prep. for Professional Licensure Practice	NU 450 (1)_____
	_____		_____
	15 credits		12 credits

Total Credits: 123

1. Students are encouraged to take NU G107, but may take any other G 100 level course/First Year Seminar
2. Please note: BIOL 111 General Biology or the equivalent is a prereq. for BIOL 207 (may be taken as co-requisite with BIOL 207), 208 & 209 Please see an academic advisor about this pre-req. and possible waiver.
3. CHEM req. can be met by any 4 credit chemistry lab course
Please check with requires an academic advisor for other course equivalents
4. BEHAV SOCIAL SCIENCE course: The program strongly encourages Intro to Soc or Intro to Psych or another 3 credit behav. Soc. sci. course
5. MICRO req. can be met by any 4 credit microbiology lab course.
Check pre-reqs.
6. Choose one of the following STAT courses: EHS 280, PSYCH Z270, SOCIOL 350, ECON 205, MSIS 111, MATH 125
Check the catalog for specific statistic course pre-requisites

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Aug
2008**

9

Note: Upon entry all pre-licensure freshmen students take English and Math Placement exams

General Education Requirements (Traditional option program students)

All nursing students must complete the following distribution courses to meet the University's General Education requirement: four in Natural Sciences (BIO 207, 208, 209 or any 4 credit microbiology course with a lab; and CHEM 130 or any 4 credit chemistry course with a lab); any combination of two in Arts (AR) and/or Humanities (HU); any combination of two World Languages and/or World Cultures (WL or WC); and two Social and Behavioral Sciences (SB) (SOCIOL 101, PSYCH 100, or PSYCH 101 are recommended and NURSNG 230 is required). Also, students are advised to refer to university policies about MA college course transfers.

Students may view a list of all AR, HU, WC and WL course that UMass Boston recognize as meeting Distribution II at:

<http://www.uac.umb.edu/courses/courses.php?coursetype=Distributionand>
<http://www.uac.umb.edu/Distribution/DistributionCourses.htm>

Any second degree non-accelerated nursing students will be not be required to take the distribution 2 general education courses (AR/HU and WC/WL).

Students must also complete

- one year of freshman composition (ENGL 101 and 102),
- NU 212 Intermediate Seminar, and
- a statistics course.

Students matriculating with fewer than 30 credits will be required to complete, in addition to the above, a First-year Seminar. To meet this requirement, nursing students are encouraged to take NU G107 (Understanding HIV Disease). Any other First-year Seminar, however, may also be taken to meet the requirement. A complete list of these courses can be found at

<http://www.uac.umb.edu/ontrack/toolbox.php>

or

<http://www.uac.umb.edu/FirstYearandIntermediateSeminars.htm>

Nursing Course Prerequisites: Traditional Option

The curriculum plan is to be followed as outlined. For example, all 100 and 200 level courses must be completed before 300 level courses, and 300 level courses before 400 level courses. However, NU 320 is the only 300 level course that is to be taken with 200 level courses during the 4th semester. In addition, students are required to attempt the Writing Proficiency Evaluation (WPE) requirement prior to starting NU 226 in the 4th semester. ***The WPE must be successfully completed prior to beginning NU310 (5th semester).***

Although it is not encouraged, when there are extenuating circumstances a student may petition the Student Affairs Committee to take a course out of sequence or without a co-requisite or to take the program of study part-time. The request must be submitted to the CNHS Academic Advisor/Student Affairs Specialist in writing (at least one week before an anticipated Student Affairs Committee meeting) and should clearly state what is requested and provide a reason for the request. The Student Affairs Committee generally meets frequently during the academic year. Students will be notified of the Committee decision after it meets.

Co-requisites

Courses with this designation must be taken simultaneously. For example, this would include:

- NU 201, NU 220, NU 226 and NU 320
- NU 310 and NU 314
- NU 335, NU 345, and NU 332
- NU 430 and NU 435
- NU 440, NU 455 and NU 450.

Pre-requisites and Co-requisites Courses in the Nursing Program (traditional option)

Refer to previous section titled Nursing Course Pre-requisites for all required pre-requisite and co-requisite courses for the traditional option curriculum. Please see the University Catalog for pre-requisite courses for all courses other than nursing courses. For students in the RN-BSN program, please refer to available policies.

Transfer Credit Policies

A maximum total of 90 credits may be transferred from other schools (pursuant to UMass Boston policy) to include CLEP and NLN exams. NOTE: up to 70 credits may be transferred from a community college. Also, students are advised to refer to university policies about MA college transfer agreements.

Transfer of course work completed **after matriculation** as a nursing student at UMass Boston:

1. Once a student has matriculated into the nursing major all clinical and non-clinical NU courses must be taken in the CNHS at UMass Boston.
2. If a student receives a failing grade in a required nursing course, this course must be repeated at UMass Boston. (See limitations in later section.) In addition, most failed non-nursing courses at UMass Boston must be repeated at UMass Boston unless permission is granted by the Registrar under the "Request for Waiver of the Transfer Credit Policy" process.
3. Prior approval is required to take pre-requisite and elective courses off campus. Matriculated UMass Boston Students are not allowed to take courses off campus. They may request to appeal this rule by completing a "Request for Waiver of the Transfer Credit Policy" form. This form is available at CNHS, the Registrar's Office and by visiting (<http://www.umb.edu/academics/undergraduate/office/handoutsandforms.html>). A CNHS Student Affairs Specialist/Advisor must review the form and then it must be submitted to the Registrar's Office for FINAL APPROVAL. The Registrar's Office will consider these requests only under extenuating circumstances. It is the student's responsibility to make sure that courses taken off campus meet all CNHS and UMass Boston transfer policies.

Transfer of course work completed **prior to acceptance and matriculation** as a nursing student at UMass Boston:

1. Only courses that fulfill a CNHS requirement will transfer. Courses must be at least three (3) credits and must have been completed with a grade of "C" or better. Lab science courses must be four (4) credits with a grade of "C+" or better.
2. Courses in the natural sciences (ex. biology and chemistry) must have been taken within ten (10) years prior to matriculation into the CNHS, except for RN to BS students, for whom there is not a time limit. Non-science courses do not have a time limit.

3. Students may petition for transfer credit for the following non-clinical nursing courses taken prior to acceptance at UMass Boston:

- 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

4. To petition for transfer credit for the above non-clinical nursing courses, students must provide the CNHS Academic Advisor/Student Affairs Specialist or the Director of Student Services with a completed request form, transcript, course description and syllabus. The course must also meet the following requirements:
 - The course must have been taken at an accredited bachelor's or associate degree nursing program. (Non-credit staff development and/or continuing education programs will not be considered for transfer credit.)
 - Unless otherwise stated, courses under consideration must be discrete courses. For example, Health Assessment content integrated in a medical-surgical nursing course will not be considered for transfer credit. The Academic Advisor/Student Affairs Specialist or the Director of Student Services confers with the Undergraduate Nursing Program Director for approval of potential NU courses.
5. To petition for credit for non-nursing prerequisite courses, students must work directly with Undergraduate Admissions and/or the UMass Boston department offering the course. The information will then be reviewed by the appropriate UMass Boston faculty or committee and the student will be notified of his or her transfer credit decision by mail.

Application to Pre-licensure Nursing Programs at CNHS Traditional or Accelerated Options and Information Sessions

Students' currently enrolled traditional option must meet all application deadlines and procedures as all other applicants applying to the accelerated option.

Students who are currently enrolled in the traditional option and choose to apply to the accelerated option forego their eligibility to continue into the clinical component of the traditional option program during the spring semester. Students currently in the Traditional Option making application to the Accelerated Option will not be eligible for 4th semester clinical. - Traditional students must meet all application deadline and procedures as all other applicants applying for this option.

If a student in the traditional option students does not gain admission to the accelerated option he or she may continue into the clinical course component of the traditional option in the upcoming fall semester, pending all pre-requisite completion. Students who applied for potential admittance in the Accelerated Option will be considered the semester following their admissions decision from the Accelerated Option. For example, Traditional Students that are eligible for 4th semester clinical may not begin until the following fall semester after they receive a decision from the Accelerated Option. As a reminder, the application deadline for the Accelerated Option is February 1 of each calendar year. Applicants will not be notified until mid-March of acceptance, denial or wait list statuses.

Nursing Information Sessions The university and college host special information sessions for **undergraduates** interested in the traditional option and offers info sessions for the Accelerated Option and the online RN-BSN program via the university's Undergraduate Admissions.

Undergraduate Nursing (Traditional Option) Admissions Criteria

Students apply through University Undergraduate Admissions. The following criteria are currently in effect and are reviewed annually in the Admissions Committee.

Freshmen:

- Direct Admit (Fall Only): Applicants with a 3.4 GPA & 1100 SAT (including 500 on verbal) and above
- Students below a 2.75 GPA & 950 SAT may qualified for their second college program choice
- All other applicants above a 2.75 GPA & 950 SAT are assigned to the “consideration pool”
- Depending on the strength of applicants within the “consideration pool” during the admissions cycle, a minimum GPA is established for final acceptances
 - o The average minimum GPA has been around 3.2 during the last few cycles
 - o Applicants above the minimum GPA are accepted to the program
 - o A “waiting list” is generally created for a small group of students below the minimum GPA. These applicants are considered for admissions if we do not reach our yield
 - o All other applicants are offered acceptance to their secondary option

Transfer:

- Direct Admit (Fall Only): Applicants with a 3.7 cumulative GPA & 3.2 Science GPA and above
- Students below a 2.75 GPA & 3.2 science GPA may qualify for their second college program choice
- All other transfer applicants above a 2.75 cumulative GPA & 3.2 science GPA OR higher are assigned to the “consideration pool”
- Depending on the strength of applicants within the “consideration pool” during the admissions cycle, a minimum GPA is established for final acceptances
 - o The average minimum GPA has been 3.2 during the fall and 3.4 for the spring cycles
 - o Applicants above this minimum GPA are accepted to the program
 - o A “waiting list” is generally created for a small group of students below the minimum GPA. These applicants are considered for admissions if we do not reach our yield goal.
 - o All other applicants are offered acceptance to their secondary option

Notes:

- Science GPA is calculated from the following college level courses:
 - o Anatomy and Physiology 1&2, Microbiology and Nutrition
 - o Transfer students are not required to have a science GPA to apply. Science GPA is only calculated if applicants have completed any of these courses.
 - o There are no prerequisites to apply

Deadlines: Fall, February 1st
Spring, November 1st

Current UMass Boston Students Applying through the College of Nursing and Health Sciences (CNHS)

Inter College Transfer (ICT) Applicants:

- ICT applicants are students currently attending or have previously attended UMass Boston.
- Cumulative and Science GPA criteria for ICT applicants are the same as transfer students applying through undergraduate admissions.
- ICT applicants may apply after they have completed, or in the process of completing, 1 full semester of course work (12 credits) including one lab science course at UMass Boston. A lab science course is a 4-credit course in, Chemistry (Chem130 or Chem115 and Chem117), Microbiology (Bio209), or Anatomy & Physiology (Bio 207 & 208).
- ICT applicants are exempted from the UMass Boston 4-credit lab science rule if they have completed all four science courses from a prior accredited school with a grade of C+ or higher.

UMass Boston Second Degree Applicants:

- Any student who has graduated from the UMass Boston is eligible to apply for admission to a second undergraduate degree program in nursing.
- Cumulative and Science GPA criteria for ICT applicants are the same as transfer students applying through undergraduate admissions.
- UMass Boston Second Degree applicants are not required to have completed any science courses.

Notes:

- ICT and Second Degree applications are available at <http://www.umb.edu/academics/undergraduate/office/handoutsandforms.html> or at the CNHS reception desk.

Deadlines: Fall, February 1st
 Spring, November 1st

CORI Policy

College of Nursing and Health Sciences CRIMINAL OFFENDER RECORD INFORMATION (CORI) POLICY

The College of Nursing and Health Sciences (CNHS) is authorized and certified by the Commonwealth's Criminal History Systems Board (CHSB), pursuant to Massachusetts General Laws, Chapter 6, Section § 172, to access CORI records to include convictions and pending criminal cases* . CNHS shall refer to regulations issued by the Commonwealth's Executive Office of Health and Human Services, 101 Code of Massachusetts Regulations 15.00-15.16, as guidance when assessing student CORI records. SORI checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P. For information regarding CNHS's CORI/SORI check process, please consult your program's student handbook on line at <http://www.cnhs.umb.edu/current/handbooks/index.html> or contact the CORI Administrator, at cnhs.cor@umb.edu.

Current Students and Potential Applicants to Programs Offered at CNHS

Students accepted into any undergraduate, masters, post master's certificate, or PhD program or other offering at CNHS must undergo a Criminal Offender Record Information (CORI) check. Depending upon the results of the CORI/SORI, a student's continued participation in a program may be denied.

- Students participating in a practical experience component of their program (such as a clinical affiliation, internship, practicum course and/or laboratory experience) are required to undergo a CORI, SORI, or other criminal background check as may be required by the agency sponsoring the practical experience.
- Students who refuse to consent to a CORI/SORI or other criminal background check, will be administratively withdrawn from the CNHS program.
- A student with a positive CORI, SORI or other criminal history may be excluded from a practical experience at a particular agency at the sponsoring agency's discretion.
 - CNHS is obligated to comply with its sponsoring agencies' CORI, SORI and other criminal background policies.
 - Any student, who refuses to consent to a CORI, SORI or other criminal background check required by the sponsoring agency, will be precluded from participating in the corresponding practical experience.
- A Licensed nursing student is subject to regulations described in 244 CMR: BOARD OF REGISTRATION IN NURSING, therefore if he or she has a positive CORI, SORI or other criminal history they will be excluded from a practical experience pending final disciplinary action by the Board of Registration in Nursing (BORN) regarding the criminal complaint(s).
- Students who do not complete the required practical experience component of their program will be unable to fulfill their requirements for graduation and may be withdrawn from the program.
- If a CNHS student is cleared for a practical experience and CNHS subsequently discovers a violation on the student's CORI (from any state) or a violation of any other criminal background check required by the agency, you will be immediately removed from your practical experience pending further investigation which may include a delay in a return to the practical experience or possible academic probation or academic dismissal from the program or college
- CNHS students who receive a new violation on their record while in a practical experience but do not notify the Director of Student Services within five (5) business days of the violation may be subject to additional disciplinary actions. [See 3(b) below]. These may include, but are not limited to, academic probation or academic dismissal from the program or college.

All CNHS students will be screened for CORI by the certified CORI Administrator to preliminary determine if a student should be further reviewed for eligibility to participate in practical experiences.

- All Undergraduate CNHS students must submit a CORI Check Release form with a copy of a valid form of identification as well as the original form of identification upon admission and each semester thereafter, prior to a practical experience and at subsequent intervals as requested.
- All licensed nursing CNHS students must submit a CORI Check Release form with a copy of a valid form of identification as well as the original form of identification upon admission and once a year thereafter, prior to a practical experience and at subsequent intervals as requested.
- A student may not refuse a CORI check. Students who refuse to consent to a CORI will be administratively withdrawn from the CNHS program.
- The purpose of the CORI check is to ensure public safety and avoid unacceptable risk to vulnerable populations. As most agencies sponsoring a practical experience require CORI, SORI or other criminal background checks prior to offering a practical experience to students, CNHS cannot guarantee a practical experience to a student if a sponsoring agency refuses to accept the results of any CORI/SORI/ or other criminal background check required by the sponsoring agency. Students found to have certain criminal convictions or pending actions will be presumed ineligible for a practical experience.

Screening and Review Procedure of Student CORI Records

1. When a student is admitted to CNHS, he/she will complete a CORI Check Release form in the presence of a CORI officer verifying his/her identity with a government issued ID (i.e. driver's license or passport). Attached to the release form will be a photocopy of the ID provided by the student that will be double checked by the CORI officer when the form is submitted. If requested, the applicant will be provided with a copy of the CORI policy.
2. A Certified CORI officer will submit the required information online to the Criminal History Systems Board (CHSB).
3. CHSB results will be reviewed by the CORI Administrator.
 - a. The CORI Administrator will closely compare the record provided by CHSB with the information on the CORI Check Release form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
 - b. If a CNHS student has a violation on their record(s) (from any state) * he/she must meet with the Director of Student Services in confidence within five business days of being notified by the CORI Administrator that there is a clinical clearance issue. During this meeting, the violation or penalty will be discussed further to obtain more information and to plan accordingly. The applicant shall be provided with a copy of the criminal record and the CNHS' CORI Policy, advised of the part(s) of the record that makes the individual ineligible for the practical experience, and given an opportunity to dispute the accuracy and relevance of the CORI record.
 - c. 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.
4. If necessary, the Director of Student Services will convene the CNHS CORI Committee, which will be comprised of the following CORI certified individuals: Associate Dean, Director of Student Services, CORI Administrator and the appropriate Nursing Department Program Director or Exercise and Health Sciences Department Preceptorship or Internship Coordinator. The committee will review each case individually to determine a plan of action.
5. The student will be contacted by the Director of Student Services within five business days regarding their status as a result of the review. The appropriate Associate Dean, CORI Administrator and the appropriate Nursing Department Program Director or Exercise and Health Sciences Department Preceptorship or Internship Coordinator will be notified if the Committee determines that the student should not attend his/her practical experience.
6. If CNHS reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in Section 3 of his procedure, 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. The 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. The number of offenses;

- g. Whether the applicant has 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.

* **Presently, CNHS's** CORI certification only provides information on convictions and pending cases within the Commonwealth of Massachusetts.

Special Notations Regarding Criminal Offender Record Information for Nursing and Exercise and Health Sciences Students

Pre-Licensure Undergraduate Nursing Students Only

Applicants for Massachusetts RN licensure who have criminal convictions or disciplinary actions will have their records reviewed by the Commonwealth of Massachusetts Board of Registration in Nursing (BORN) prior to being identified as eligible to take the national licensure examination. CORI forms may also be required to be completed with licensure application during the final semester. **Certain criminal offenses may permanently disqualify one from obtaining a Massachusetts nursing license. Check the BORN website for additional information:**
<http://www.state.ma.us/reg/boards/rn/forms/gmcreg.pdf>

In addition to an acceptable CORI/SORI history for licensure, the Board of Registration in Nursing in the Commonwealth of Massachusetts 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. Such conduct includes hostile or destructive conduct to another or to self and conduct that demonstrates a disregard for the welfare, safety, or rights of another or disregard for honesty, integrity or trustworthiness. Examples of such conduct include, but are not limited to, the conduct underlying certain criminal convictions and disciplinary actions taken by a licensure/certification body in another jurisdiction based on a criminal conviction. For information about this licensure requirement, see the Massachusetts Board of Registration in Nursing *Good Moral Character Policy and Information Sheet* at <http://www.mass.gov/dph/boards/rn>; click on *Licensing*; then click *Good Moral Character Requirements*.

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 <http://www.honors.umb.edu/>

Summer Course Requirements

Request for Waiver of the Transfer Credit Policy, as described above, is required to take summer courses off campus. Students enrolled in summer courses at UMass Boston or another college must submit a grade report or transcript to a Student Affairs Academic Advisor/Student Affairs Specialist or the Director of Student Services within two weeks of completing a course. An official transcript should be submitted to the Registrar's Office as soon as it is available.

Academic Progression and Graduation Policies

Academic Progression *

To continue in the nursing major, students must adhere to the following CNHS policies. Nursing students who fail to adhere to all of the policies may be dismissed from the CNHS.

1. Students admitted or readmitted (after a two year absence) must maintain a cumulative grade point average of 2.5 or higher.
2. Students must receive a grade of "C+" (2.30) or higher in all science and nursing courses. Any grade below a "C+" (2.30) is considered a failing grade by the CNHS.
3. Students who receive a "C" (2.0) or below for the first time in any required nursing (NU) or science courses will be reviewed by the Student Affairs Committee. The student will be placed on probation. The Student Affairs Committee will determine the conditions of the probation. Students will be required to sign a probation contract and must adhere to the stipulations of the contract.
4. Students who receive a "C"(2.0) or below for the second time in any required Nursing (NU) course or science courses will be dismissed from the CNHS.
5. Students who withdraw from more than one required nursing and/or science course will be reviewed by the Student Affairs Committee and may be placed on probation or dismissed. The conditions of probation will be determined by the Student Affairs Committee.
6. Students, upon the decision of the Student Affairs Committee, may repeat only one failed nursing or pre-requisite course, or one nursing course in which the student withdrew. Failure to successfully repeat the course or failure of another course will result in dismissal from CNHS
7. In nursing courses that have more than one component, such as theory and clinical, each component must be successfully completed in order to pass the course. If any component is failed, the student fails the entire course and must repeat all components.
8. In the case of required Nursing (NU) CLINICAL courses, nursing students must make up any incomplete grade before entering any nursing clinical course for which the incomplete clinical course is a pre-requisite. For other NU courses, students follow the university's Incomplete policy.
9. Prerequisite courses and required Nursing (NU) courses may not be taken on a pass/fail basis. Only distribution courses (AR/HU and WC/WL electives) may be taken pass/fail. However, university policy states that only one course per semester may be taken pass/fail.
10. All pre-licensure students enrolled in the nursing program starting Fall 2007 must attempt to take the WPE at least once prior to taking NU 226 AND successfully complete the WPE prior to taking NU 310; Students who do not successfully complete the WPE will not be eligible for NU 310. On a case-by case basis upon SAC approval, a student may be able to register for NU 310 while also

concurrently enrolling in a university writing course, CRW 283, as preparation for WPE success. (please note: RN-BSN students must complete the WPE prior to taking -NU 461.

11. Alternatively, students with a previous baccalaureate degree have the option of petitioning for a waiver, which would need to be granted prior to graduation.
12. Students must comply with the conditions of probation, policy exception, and readmission as specified by the Student Affairs Committee. In addition, nursing students are expected to comply with all policies and procedures stated in this Handbook and the University's *Student Handbook*. Non-compliance may result in dismissal from the CNHS.

Degree Completion and Graduation Requirements

In order to graduate with a bachelor of science degree in nursing, students must:

1. File Intent to Graduate Form online or by obtaining it from the Office of the Registrar and Records of the University prior to the semester of graduation or by the stated dates.
2. Meet with an Academic Advisor/Student Affairs Specialist or the Director of Student Services to review your Academic Degree Audit and/or UMass Boston transcript to confirm completion of all requirements.
3. Achieve a final cumulative grade-point average of 2.5 or higher.
4. Earn a grade of "C+" (2.30) or better in all science and nursing (NU) courses of the applicable Curriculum Plan.
5. Adhere to all CNHS, and University policies and directives, including but not limited to paying all outstanding balances.
6. Pass the Writing Proficiency Evaluation Requirement (WPE). (Not required of students with a previous bachelor's degree; however their waiver must be approved prior to graduation.)
7. Complete a minimum of 30 residency credits at UMass Boston. (Students with a previous bachelor's degree from UMass Boston must complete a minimum of 30 residency credits after the first degree).
8. Complete the number of credits and courses required by the Nursing Curriculum Plan in effect when the student matriculated to CNHS.
9. Take the HESI Exit Examination up to three times and minimally achieve a 686 in order to pass the final course (NU 450- traditional option; NU 456-accelerated option) prior to graduation. Students who do not meet this requirement must repeat the course the following semester this course is offered. Note: this policy is subject to change upon approval by the Undergraduate Nursing Program Committee.
10. Upon graduation, students are required to taken an external NCLEX review course, prior to taking NCLEX-RN.

Note: License application procedures may be delayed pending adherence to the above requirements.

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.

Course Withdrawal Procedures

When a student withdraws from a clinical course with an average less than 77% and/or an active academic /lab warning status the student must meet with the course coordinator of that clinical course to set up an appropriate assessment and remediation plan to be carried out prior to re-admittance to that clinical course. (Approved Undergraduate Program Committee October 2009)

Withdrawal from **more than one** required Nursing (NURSNG) and/or science course and/or from EHS 150 Nutrition is considered to be highly unusual and may indicate that the student is having serious difficulty in the Nursing major. There is no guarantee that a student who has withdrawn from more than one required Nursing (NURSNG) and/or science course and/or from EHS 150 Nutrition for Health and Sport will be allowed to continue in the Nursing major. Any student who has withdrawn from more than one required Nursing (NURSNG) and/or science course and/or from EHS 150 Nutrition who is allowed to continue in the Nursing major will automatically be placed on probation. The conditions of the probation will be determined by the Student Affairs Committee.

Nursing students who have withdrawn from **more than one** required Nursing (NURSNG) and/or science course and/or from EHS 150 Nutrition will be reviewed by the Student Affairs Committee. The review processes includes a thorough evaluation of the student's academic performance up to and including the courses the student is withdrawing from and the student's letter discussing his or her reason for withdrawing from the course (see below).

Nursing students who withdraw from **more than one** required Nursing (NURSNG) and/or science course and/or from EHS 150 Nutrition and who wish to be considered for continuation in the Nursing major must meet with a Academic Advisor/Student Affairs Specialist bringing a letter stating the reasons for withdrawing from more than one required Nursing (NURSNG) and/or science course and/or from EHS 150 Nutrition who then confers with the Undergraduate Nursing Program Director, prior to probable review by the Student Affairs Committee.

Withdrawal from the College of Nursing and Health Sciences

Nursing students who are considering withdrawing from the CNHS should first discuss this decision with their faculty advisor or Undergraduate Nursing Program Director. If the nursing student decides to withdraw, he or she must meet with an Academic Advisor/Student Affairs Specialist or the Director of Student Services of the CNHS to obtain the appropriate withdrawal form prior to withdrawing. The completed form should be brought to the Office of Records and Registration (Registrar). Students, who voluntarily withdraw, with the intention of returning to the nursing major, should apply for readmission by contacting a Academic Advisor/Student Affairs Specialist or the Director of Student Services as soon as their new plans are formulated. It is expected that the students will initiate and maintain contact with an academic advisor at least once a semester, especially in the first five semesters of the program. ALL RE-ADMISSIONS ARE CONSIDERED ON A SPACE AVAILABLE BASIS.

Withdrawal from College of Nursing and Health Sciences while in a Clinical Course

Students are to follow the above process no later than August 1st or January 7th if a student if withdrawing from CNHS while in a clinical course following all the steps listed above. Exceptions to this policy will be reviewed on a case by case basis.

Leave/Return to Clinical Student Action Policy and Procedure

When a student withdraws from a clinical course with an average less than 77% and/or an active academic/lab warning status the student must meet the course coordinator of that course to set up an appropriate assessment and remediation plan to be carried out prior to re-entry to that clinical course. 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. 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. A student will be considered on a space available basis only if all necessary clearance requirements for return to clinical are met no later than August 1st for the fall semester and January 7th for the spring semester, including the completion of these procedures.

Readmission into a Clinical Course

1. As a condition of readmission, pre-licensure students must have their nursing knowledge and clinical skills assessed and demonstrate at least a minimum level of competency required for progression in the clinical nursing courses. The specifics of such an assessment/remediation process will be determined by the UG Program Director and will likely include required content exams on the ATI Learning System and skills testing in the CCER, at a minimum. If the student is unable to demonstrate a minimum level of competence, the returning student's readmission status will be re-evaluated by the Student Affairs Committee. Nursing knowledge and skills will also be re-evaluated for any student who has stopped out of the program for greater than one semester and for any student admitted with clinical course transfers.
2. Regardless of the rationale for program interruption, readmission to CNHS does not guarantee that the student can immediately register for clinical nursing courses. The starting date for returning to clinical courses will be made by the Undergraduate Nursing Program Director based upon several factors including, but not limited to, time away from studies, reasons for stopping out, academic record, recommendations by the Student Affairs Committee, knowledge and skills assessment / remediation and CNHS' "Space Available Guidelines for Clinical Nursing Courses."

Readmission to the College of Nursing and Health Sciences

1. 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.
2. Students seeking readmission to the CNHS should obtain an Application for Readmission form at the CNHS or the Office of Registration and Records. Submit the completed form, a transcript from any institution attended since leaving UMass Boston and an unofficial UMass Boston transcript to the Academic Advisor/Student Affairs Specialist or the Director of Student Services of the CNHS before the priority deadline on February 1st (for fall) or November 1st (for spring). When the application is signed by the Academic Advisor/Student Affairs Specialist or the Director of Student Services, it should be submitted with the required fee to the Office of Registration and Records (Registrar). Course enrollment for readmitted students will be on space available basis and course selection may be limited. Priority will be given to students who have voluntarily withdrawn in good academic standing, for good cause, and who followed the procedure outlined above.

3. Students seeking readmission after an absence of two (2) or more years must submit their request to the Student Affairs Committee (SAC). If allowed to return, students will be subject to the standards and rules in effect at the time of readmission.
4. If readmission is granted, the conditions of readmission will be determined by the Undergraduate Nursing Program Director and the Student Affairs Committee. An individual program of study may be developed to accommodate any curriculum changes.

Readmission for RN Students

Please see Program Director or website for current readmission information.

Readmission Consideration of Students Who Were Dismissed from CNHS

All requests for readmission by dismissed pre-licensure students must be submitted to an Academic Advisor/Student Affairs Specialist or the Director for Student Services who will forward the appeal to the Student Affairs Committee. The letter requesting readmission should contain:

1. The reason(s) for dismissal and your plan to prevent any recurrence of non-compliance with the policies and procedures of the CNHS.
2. New, different, and pertinent information that was not previously presented to the Student Affairs Committee to assist the Committee in re-evaluating the dismissal. A student may make an appointment with an Academic Advisor/Student Affairs Specialist, the Director of Student Services or Undergraduate Nursing Program Director to discuss the appropriateness of the appeal.
3. Clinical placements are not simultaneously guaranteed if students are granted re-admission.

Space Availability for Clinical Nursing 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, or fails to meet course pre-requisite or co-requisites required during a specific semester or who interrupts the sequence of clinical courses for any reason will be allowed into future clinical courses based on space availability determined by the Undergraduate Nursing Program Director in consultation with the Clinical Placement Specialist.

Probation Procedures

Nursing students who receive a C (2.0) or below for the first time in one required Nursing (NU) course or prerequisite course will be placed on probation. Students on probation must sign a probation contract and adhere to the stipulations. 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. Student will be required to meet with the Director of the Center for Clinical and Education Research (CCER), and/or any faculty/staff associated with the undergraduate program's Plan for Success, to develop plan which will assess needs and suggest interventions that will improve success. Successful implementation of the plan will determine future recommendations for progression.

General Academic Policies

UMass Boston Email

CNHS *exclusively* utilizes students UMass Boston email address to communicate with students. Information about courses, clinical placements, course warnings, and dismissal and probation letters are examples of some of the important information that is sent to students via their UMass Boston email account. It is the student's responsibility to establish their accounts and check them weekly, particularly between semesters for new updates. If you are having any problems with your UMass Boston email account, contact the IT Helpdesk or visit them in the UL of the Quinn Administration Building.

Examination Policy

1. Students who are unable to sit for a CNHS examination must notify course faculty prior to the scheduled time of the examination.
2. Examination policies are at the discretion of individual faculty; therefore students should consult the course syllabus and faculty

Course Warnings and Clinical/Lab Failures

1. At mid-semester, and possibly at another time period during the semester, if faculty deems a nursing student's academic and/or clinical or lab performance to be unsatisfactory in a nursing course, or if the nursing student is in jeopardy of failing or has not made sufficient progress, the students will be issued an Academic or Clinical/Lab Warning via the student's UMass Boston email account by the Undergraduate Nursing Program Assistant, in consultation with the course faculty and Undergraduate Nursing Program Director.
2. Upon receipt of a warning, the nursing student is required to meet with course faculty, within a week, to discuss strategies and develop a written plan of action. See written instructions on the specific forms.
3. For classroom, labs, and clinical warning information specifics, please refer to "At Risk of Failing" forms distributed through the undergraduate nursing program.
4. If a student fails the clinical or lab component of a course, then the course grade is submitted as an "F".

Guidelines for Papers in the College of Nursing and Health Sciences

1. Follow the American Psychological Association guidelines, *Publication Manual of the American Psychological Association (most recent edition)*, available at many bookstores, including the UMass Boston bookstore and at the Healey Library.
2. Please note that individual faculty will have specific guidelines to be followed in the preparation and submission of papers. If you have any questions, consult the course syllabus and make an appointment to discuss your paper with the course professor.
3. Please refer to university policy regarding plagiarism, other related policies, and related consequences.

Grading System for the College of Nursing and Health Sciences

The passing grade for all undergraduate Nursing courses is “C+” or higher. A GPA of 2.50 or higher is also required for progression and continuation. The following scale is used for grading in 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	NOTE: A cumulative GPA of 2.5 is required for progression and continuation.
74 – 76	C	2.00	
70 – 73	C-	1.70	
67 – 69	D+	1.30	
64 – 66	D	1.00	
0 – 63	D-	0.70	
Below 60	F	0.00	

Guidelines for Appealing a Warning, a Paper, Examination and/or Course Grade

Students who have questions about a grade received on a paper or examination or in a course should first meet with the involved faculty. This meeting should take place within two weeks of receiving the warning, paper, examination, or course grade. Discussion should focus on understanding the faculty’s rationale for the grade. Most often, this meeting results in an understanding of each party’s perspective. If, in either party’s opinion, such an understanding is not reached, either party may ask to meet with the Undergraduate Nursing Program Director (UPD). The UPD will make an effort to help parties involved to reach an understanding. If a satisfactory understanding is not reached, either party may ask to meet with the Nursing Department Chair or Director of Academic and Student Services in CNHS. See also related university policies.

Comprehensive Assessment Exams Nursing courses may require comprehensive assessment exams towards the end of the semester to assess student progress and to provide students with evidence for further review and study throughout the nursing program.

Student Concern and Complaint Policy

Student concerns and complaints, as statements of dissatisfaction, may involve course (classroom, lab, clinical, internship), program or college level experiences. For course-related concerns or complaints, the course faculty member is to be the first resource and primary contact for communication.

For program level concerns, the contact person is the Program Director for the Nursing Department and Department Chair for the Exercise and Health Sciences Department. For college level concerns, the contact person is the Director of Student Services. The college encourages such direct communication for informal resolution of the concern or complaint. However, students also have the option to directly submit a formal request for review of the complaint or concern if it does not appear to receive adequate attention or resolution.

This policy and procedure provides the opportunity for students to formally address and document complaints and concerns about the CNHS. Complaints and concerns may relate to, but are not limited to, the course expectations, the overall program of study, faculty, classmates, college staff or other college activities. When a formal concern or complaint occurs a student can file a written “Student Concern and Complaint Form” with the college’s Director of Student

Services. Forms are available at www.cnhs.umb.edu. The form must be completed in pen, signed, dated, and sealed in an envelope by the individual student and addressed to the director.

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 the response, the proposed resolution, or suggested "next steps". The "Student Concern or Complaint Form" may be shared by the director with CNHS administrators for advice with resolution. The Director of Student Services is responsible for maintaining the original form for reporting and addressing patterns of concern to affected constituencies, and working with them on actions to foster ongoing programmatic quality improvement. Documents are to be maintained for three years at a minimum by the director. The Director of Student Services, furthermore, assures all college procedures align with university policy.

All complaints will be handled in accordance with written policies of the University of Massachusetts Boston and the CNHS. For violations of the Code of Student Conduct, refer to the University of Massachusetts Boston Student Handbook by visiting http://www.umb.edu/student_affairs/code.html

This student complaint policy has been written in accordance with standards set forth by the Commission on Collegiate Nursing Education.

See <http://www.aacn.nche.edu/Accreditation/pdf/standards09.pdf>

Writing Proficiency Evaluation Requirement (WPR/WPE)

Pre-licensure students must attempt to take the WPE at least once prior to taking NU 226 AND successfully complete WPE prior to taking NU 310. Registered nurse (RN) students must complete the WPE prior to completing 75 credits and taking NU 445 and/or NU461.

The Writing Proficiency Evaluation requirement for UMB and CNHS may be met in the following ways:

1. Successful completion of the Writing Proficiency Examination given by the Writing Proficiency Office. (Note: The Writing Proficiency Examination is not the same as the English Placement Test, which all students take upon entrance to the College.) The Writing Proficiency Examination is given twice a year, in January and June, by the Writing Proficiency Office which is located in Campus Center 2nd Floor, 2100 Street. For more information telephone - 617-287-6330 or check their website <http://www.umb.edu/umb/wpr/office.html>.
2. Successful completion of the Writing Portfolio option of the Writing Proficiency Evaluation requirement given by the Writing Proficiency Office. The portfolio option is offered four times a year in January, March, June and October.
3. Nursing students who hold a baccalaureate degree may petition to have previous course work considered in lieu of taking the Writing Proficiency Examination or Portfolio. Students interested in this option should submit a letter and a copy of their transcript(s) to the Academic Advisor/Student Affairs Specialist or the Director of Student Services.
4. It is strongly suggested that students who fail the Writing Proficiency Examination, who anticipate language difficulties, or who are weak in the language arts take writing courses offered through the WPE Office.
5. It is strongly suggested that students attend writing workshops offered by the Writing Proficiency Office prior to attempting the WPE Exam or Portfolio.

Independent Study (NU 405) is permitted on a case-by case basis for 1-3 credits

1. After determining a content area or activity of study, a nursing student is expected to meet with the Nursing Program Director. The Director may consult with other CNHS faculty with a related research/interest area who may be willing to serve as an Advisor for the independent study in consultation with the Program Director. The nursing student then submits a typed, written proposal to the Program Director or other assigned faculty member at least one month before the semester begins. The proposal should include:
 - a. a brief description of the proposed area of study
 - b. objectives and learning activities
 - c. evaluation methods
 - d. time frame and number of credits (1-3 credits to be determined)
2. The program director/faculty member, in collaboration with the nursing student, may make changes in the proposal and will collaborate with the Department Chairperson as needed.
3. The Program Director inputs grades for nursing students registering for independent studies; therefore other involved faculty members must submit grades for independent studies to the appropriate Program Director at the end of the semester.

Opportunities for Participation in Undergraduate Research

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 Associate Dean for Research, or through affiliating health agencies and professional organizations.

Incomplete Grades and Change of Grades- consult with course faculty and Program Director for procedures and forms.

Student Evaluation of Faculty and Clinical Agencies and Ongoing Assessment

Faculty members, preceptors, and clinical agencies are evaluated by nursing students at the end of each semester. An anonymous questionnaire is administered online at the end of the semester. Student evaluations provide feedback to faculty and administration and used as part of the faculty evaluation process. Faculty does not have access to the evaluations until *after* course grades are submitted. Students are encouraged to value and treat evaluations seriously, to be honest and specific with praise and criticism, and to offer your ideas for improvement. Additionally, please utilize faculty office hours for providing faculty with ongoing feedback throughout the semester.

Appeal Procedure for Reconsideration of Student Affairs Committee Decisions and Exceptions to College of Nursing and Health Sciences Policies

Nursing students may appeal decisions of the Student Affairs Committee and/or request an exception to CNHS policies as follows:

1. Submit a letter of appeal to the Chairperson of the Student Affairs Committee c/o CNHS Academic Advisor/Student Affairs Specialist within one week of receipt of a dismissal letter from the CNHS that informs them of their status. Policy exception requests will be reviewed at the next Student Affairs Committee meeting provided the request was received at least one week prior to the meeting. The letter should include:
 - a. The reason(s) for the failing grade(s) or policy exception request.
 - b. Your plan to prevent any recurrence of a failing grade **or**
 - c. Your plan to prevent any further need for policy exceptions.

It is the students' responsibility to check their grades on the WISER system so that those who wish to appeal a dismissal can meet the Student Affairs Committee deadline even if a dismissal letter is not received. Requests to take courses out of the prescribed sequence are considered policy exception requests. Please check with the Academic Advisor/Student Affairs Specialists or the Director of Student Services for specific dates and times.

2. Students may request to appear before the Student Affairs Committee 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.
3. Students will be notified in writing of the decision of the Student Affairs Committee.
4. If dissatisfied with the decision of the Student Affairs Committee, students may appeal the decision to the Dean of CNHS.
5. Students dismissed from the CNHS will also be dismissed from the UMass Boston. The dismissed student who wishes to continue at the University in another major must apply for an Inter-College Transfer (ICT), using forms available at the Office of Registration & Records (Registrar). An admission to another UMass Boston college program is not guaranteed through the ICT application process.

General Education Requirements (Accelerated option)

The Accelerated Nursing Option is offered to students who already hold a baccalaureate degree in another discipline from an accredited school and wish to pursue a Bachelor of Science degree in Nursing. This is a fifteen-month calendar year option starting each summer session with a new cohort of students. All prerequisite courses listed below must be completed prior to the Feb 1st application deadline. This intensive option incorporates online, blended, and face-to-face learning strategies. Students are expected to make a full-time commitment to their studies while attending this option. The class and clinical assignments make this option highly time-intensive.

Course Prerequisites

- Sixty eight (68) total credits are earned at UMass Boston.
- Seven prerequisite courses prior to application to the program that includes the following:
 - Anatomy and Physiology I & II, both with a lab – 4 credits each (*these must be less than 10 yrs old*)
 - Microbiology with a lab – 4 credits (*this must be less than 10 years old*)
 - Statistics (3 credits)
 - Growth and Development through the Lifespan (birth through death)
 - Nutrition (3 credits)
 - Social Science elective (Introduction to Psychology **or** Sociology (3 credits)

Writing Proficiency Evaluation (WPE) - Since the accelerated option students hold a bachelor degree from an accredited university or college, and their degree of record is from a foreign English speaking country, their writing proficiency is waived. International students from a non-English speaking country must contact the writing proficiency office to determine the process for a WPE waiver.

**University of Massachusetts Boston
College of Nursing and Health Sciences**
Undergraduate Nursing Program – Accelerated Option Curriculum (beginning Summer Session)

Year 1

Summer Session

NU350 Introduction to Professional Nursing	3
NU351 Nursing Process and Skills	6
NU220 Health Assessment	4
NU353 Pathophysiology and Pharmacology	4

Total Credits 17

Fall Session

NU320 Nursing Research	3
NU310 Adult Health Nursing	9
NU345 Mental Health Nursing	6

Total Credits 18

Year 2

January Intersession

NU335 Maternity and Women's Health	6
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Total Credits 6

Spring Session

NU435 Nursing Care of Children	6
NU430 Nursing in the Community	6
NU332 Legal, Ethical, and Health Policy Issues	3

Total Credits 15

Summer Session

NU455 Nursing Synthesis and Capstone	9
NU456 Leadership and Professional Practice	3

Total Credits 12

Overall Total Credits 68

Accelerated Option students follow the CNHS Nursing Department criteria for progression and retention. If a student does not receive a C+ or better in one of their nursing courses, the student will not be allowed to progress. Students have the option to appeal to the Student Affairs Committee to change, to the traditional option or they may wait until the course is next offered in the accelerated option plan of study.

Students in the Accelerated Option are subject to all of the rules and policies regarding clinical placement and academic integrity that are applicable to all undergraduate nursing students within the College of Nursing and Health Sciences.

Online RN to BS Program

The Online RN to BS Program is open only to nurses holding a current unrestricted United States license to practice as a Registered Nurse (RN). This unique collaboration between the College of Nursing and Health Sciences and the University College (UC) of the University of Massachusetts Boston maximizes accessibility and convenience for highly motivated, independent professionals. Most course activities are completed online, in the students place of employment, or in the community. On-campus activities include an orientation, four hours of laboratory instruction during the Health Assessment and Promotion course, and one on-campus meeting for each nursing course. Applicants from outside of the greater Boston area may contact the program office to discuss arrangements for completing these requirements off-campus. The program is

accredited by the C.C.N.E. (Commission of Collegiate Nursing Education). All policies described previously apply to the Online RN to BS students unless specific exceptions are noted in this section of the handbook.

General Academic Requirements

Students are given a transfer/credit evaluation and a program of study at Orientation. Students then will obtain academic advising each semester with the Online student affairs specialist. Upon admission applicants must first complete courses in statistics, pharmacology and nutrition. (The latter two may be completed via NLN examinations.) Students then join a cohort that completes the program in five semesters, including summer, fall and spring terms. An orientation to the online technology used in course delivery is offered to maximize student success. General education and elective course requirements may be satisfied at any time prior to graduation through the University College with online courses, if available, or (with prior approval) at another accredited college or university.

Some of the policies and requirements have been repeated in this section of the handbook to make it easier for RN's in the online program. However, Online RN Students are expected to adhere to all other undergraduate academic requirements and policies found in the latest issue of the College of Nursing and Health Sciences Student Handbook, available at the College office or on line at www.cnhs.umb.edu, and this catalog. This includes, among others, Required Exams, Examinations for Course Credit, and Clinical Clearance and Criminal Offender Record Investigation policies.

Graduation requirements stipulate that students must complete a minimum of 30 residency credits at UMass Boston. CLEP and NLN exams for course credit are not considered residency credits.

Progression Requirements for RN to BS Program students

Once matriculated into the Online RN to BS program the academic standards are the same for all baccalaureate candidates whether RN to BS or PreLicensure. To complete this 120 credit baccalaureate degree program RNs are required to maintain a GPA of 2.5 or higher, and to receive a grade of at least a "C+" (2.25 or 77%) in all required science and nursing courses (taken after admission to the online program). No required science or nursing course may be taken pass/fail. A grade of "C" or below is considered a failing grade. In nursing courses with two components, theory and clinical, each component must be successfully completed. Students will be placed on probation if they receive a grade of "C" or less in one required science or nursing course; or demonstrates a pattern of withdrawal from required courses. The conditions of the probation are determined by the College of Nursing and Health Sciences Student Affairs Committee based on a review of the student's record.

Failure to successfully repeat a prerequisite or nursing course or failure in a second prerequisite or nursing course may result in dismissal from the College. Students may appeal dismissal through a procedure outlined in the College of Nursing and Health Sciences Student Handbook

Program for Registered Nurses seeking a Bachelor of Science Degree Curriculum Plan

Please note – see most recent curricular plan with program staff

Courses Required Prior to Admission

English I and II	6 credits
Anatomy and Physiology I and II ^{1,2}	8 credits
Microbiology ^{1,2}	4 credits
Growth and Development	3 credits
Statistics ³	

Choose one of the following:
ECON 205, MSIS 111, MATH 125, ESPE 310,
PSYCH Z270, SOC 270, EHS 280 online is recommended

Pharmacology ²	3 credits
Nutrition ²	3 credits

¹ There is no time limit for accepting natural science transfer credit.

² May be met by scoring at the 50th percentile or higher on an NLN achievement test. NLN achievement tests may be arranged by calling 617-287-7500 or completing an application available at <http://www.cnhs.umb.edu>

³ Check the catalogue for prerequisites.

Nursing Courses	Year I
Nursing 360 - Professional Issues in Nursing	6 credits
Nursing 361 - Health Assessment and Promotion	6 credits
Nursing 362 - Nursing Research	6 credits

Upon successful completion of Professional Issues in Nursing, students are awarded 42 transfer credits for nursing courses in their basic nursing program.

Nursing Courses	Year II
Nursing 461 - Community Health Nursing ⁴	6 credits
Nursing 462 – Legal, Ethical, and Health Policy	6 credits

⁴Students must successfully complete the Writing Proficiency Requirement prior to enrolling in Nu461. The requirement may be met through an on campus examination or by submitting a portfolio.

The Community Health Nursing course includes an 84 hour clinical practicum. While engaged in the practicum, students attend the online portion of the class which include conference calls with the instructor.

University General Education Requirements

World Culture and Language	6 credits
Arts and Humanities	6 credits
Electives	8 credits

May be met any time prior to completion of the program.

Chemistry is strongly recommended as an elective for students who plan to apply to a nurse practitioner program.

Criteria for Admission Online RN-BS

Applicants for admission to the Online RN to BS Program are encouraged to apply for admission specifying whether they want to be considered for the Fall, Spring or Summer cohort class. The university and college have articulation agreements with area community colleges to maximize transfer credits and to allow for a seamless transition into the program. These colleges are: Roxbury Community College, Massachusetts Bay Community College, Bunker Hill Community College, Massasoit Community College; Quincy College; and Cape Cod Community College. If you are a graduate of one of these colleges, please contact the on-line Program Director to determine your eligibility for admission as an alumna of one of the collaborating colleges. Criteria for admission include:

- Current unrestricted United States license to practice as Registered Nurse (RN)
- GPA of 2.75 or better with a C or better in science courses
- Two letters of recommendation

- The following college courses:
 - English I and II 6 credits
 - *Anatomy and Physiology I and II 8 credits
 - *Microbiology 4 credits
 - Growth and Development 3 credits
 - Social and Behavioral Science elective 3 credits

Transfer Credits

Up to 90 transfer credits may be accepted. 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 science courses.

Technology Requirements

- Pentium III PC or G3 MAC with 256k memory
- 56k Internet Service Provider
- Internet Explorer 6.0 or Netscape 6.0 are required (AOL and MSN Explorer do not work)
- Microsoft Office including MS Word, MS PowerPoint, MS Excel
- All three of the following free software programs are required to utilize chat and video streaming:
 - Shockwave Player: available at <http://www.macromedia.com/software/shockwaveplayer>
 - Real Player: available at www.real.com/realone
 - Acrobat Reader: available at www.adobe.com

Ethical Conduct in the College of Nursing and Health Sciences

Students are expected to follow University and professional codes of ethics and conduct. If there is a violation of the Codes of Ethics and Misconduct, students may be required to meet with the Student Affairs Committee (SAC) to explain the violation and could likely face sanctions.

If a behavior during any CNHS-related activity- in or out of the class, is considered a cause for concern, the matter may be addressed by the Student Affairs Committee.

The American Nurses Association Code of Ethics for Nurses

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 nursing 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, *Code of Ethics for Nurses with Interpretive Statements*, Washington, D.C.: American Nurses Publishing, 2001; Approved as of June 30, 2001

Academic Dishonesty and Misconduct

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 student or faculty member. Misconduct includes, but is not limited to, furnishing false or inaccurate information, disruptive conduct, or theft and damage to university property.

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 the *Student Handbook for Undergraduate and Graduate Students*.

Students may also view the UMass Boston Code of Conduct by visiting http://www.umb.edu/student_affairs/code.html

Policies and Procedures - Suspected Plagiarism

Should a faculty member suspect a nursing student of plagiarism, as defined in the *UMass Boston Student Handbook for Undergraduate and Graduate Students*, the faculty member will notify the nursing student in writing of the charges and inform the nursing student of his/her rights and responsibilities as printed in the *Student Handbook for Undergraduate and Graduate Students*. 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 of the specifics of the alleged violation and of the sanction to be imposed within ten (10) days. If there is no sanction imposed the charges are considered dismissed.

A faculty member may wish to have a case of student plagiarism or cheating heard before the Student Affairs Committee. A faculty member must make a written request to the SAC (within 10 days of the alleged violation). SAC will meet with the student to hear the circumstances of the

case and make recommendations for sanctions. A student may appeal sanctions to the University Student Affairs Committee.

A student may wish to have a case of plagiarism or cheating heard before the SAC. The student must make a written request to SAC (within 10 days of receiving the sanction). The faculty member will be asked to present information concerning the suspected violation and the student will be asked to meet with SAC. Recommendations may be made by SAC with the understanding that the decision of sanctions rest solely with the faculty member.

Sanctions for cheating and plagiarism may include but are not limited to a "0" for the assignment, forced withdrawal, "0" for the course or referral to the University Student Affairs for review. Please refer to the *Student Handbook for Undergraduate and Graduate Students*.

Policies and Procedures - Suspected Cheating

Nursing students are honor bound to maintain ethical practices when taking an examination. If a nursing student's behavior that signifies he/she is cheating during an examination, as defined in the *UMass Boston Student Handbook for Undergraduate and Graduate Students*, the nursing student will be asked to surrender the examination and meet with the faculty member as specified in the above section on Suspected Plagiarism.

Policies and Procedures - Suspected Breach of Ethical Conduct in Clinical Settings

1. Should a faculty member suspect a nursing student of a breach of ethical conduct, as defined in the ANA Code for Nurses, the faculty member will meet with the nursing student and notify him/her of the alleged breach of conduct as defined in the Code within ten school days of the incident's coming to the attention of the faculty member. If the issue is not resolved at this meeting, the faculty member will notify the nursing student in writing within 10 school days after the meeting of the specifics of the alleged violation and of the sanction to be imposed. If there is no sanction imposed the allegation shall be dismissed.
2. A copy of the letter describing the specifics of the alleged violation will be sent to the Chair of the Student Affairs Committee. Within 10 school days after the imposition of the sanction, the nursing student may:
 - 1) accept the decision of the faculty member, or
 - 2) submit a written appeal for a hearing to the Student Affairs Committee and/or
 - 3) submit a written appeal for a hearing to the Undergraduate Program Director or to the Departmental Chairperson (You may opt for either 1, 2, 3; or 2 and 3)
3. If the nursing student appeals to the Student Affairs Committee, within ten (10) school days of receiving the decision of the faculty member, the Student Affairs Committee chair will establish a date for a hearing.
4. The nursing student will be notified in writing at least ten (10) school days in advance of the hearing date. The nursing student has the right to have a member of the UMass Boston community of his/her choice (except legal counsel) present during the hearing to act as an advocate on his/her behalf.
5. If the full Student Affairs committee cannot be present at the hearing, at least three faculty members and one nursing student members must be present. During the hearing, the faculty member who initiated the action will describe the specifics of the alleged violation. The nursing student will have the right to present evidence on his/her behalf in regard to the alleged violation. The committee may call witnesses as necessary. After the evidence has been offered, the

committee will meet in private to deliberate and vote. The Student Affairs committee chair will vote only in the event of a tie. The nursing student will be notified in writing of the decision of the committee within 10 school days of the hearing.

6. If the committee finds evidence of a breach of ethical conduct, the sanction imposed by the faculty member shall be upheld, and the committee may recommend further sanctions. If the committee does not find evidence of such a breach, the faculty member and the nursing student will be notified that the committee recommends dismissal of the sanction.
7. University Student Affairs will be notified of the student violation.
8. The nursing student has the right to submit a written appeal of the decision to the Dean of the CNHS.
9. Students have the right to meet with a representative at University Student Affairs. Please see the UMass Boston Student Handbook for Undergraduate and Graduate Students.

Alcohol and Substance Abuse Policy

The fundamental principles underlying this policy are a) patient safety and protection, and b) the need to secure help for the affected student.

The CNHS adheres to the policy and procedures of the University. Accordingly, if a nursing student is suspected of alcohol and/or substance abuse he or she will be immediately removed from the clinical or classroom setting and appropriate arrangements will be made to ensure that the student reaches his/her home safely that day. The incident will be then be reported to the course coordinator, the Undergraduate Nursing Program director, Associate Dean, and Vice Chancellor for Student Affairs or designee for investigation. Until the investigation is completed, the nursing student will not be allowed to participate in any clinical experiences. Pending the outcome of the investigation, disciplinary action may be imposed and/or counseling may be recommended.

Nursing students may avail themselves of appropriate hearing and appeal procedures as exist within the College and as outlined in the University's Code of Student Conduct.

Good Moral Character Expectations

The College expects all students to possess attributes of Good Moral Character at all times. Good Moral Character is also an expectation of all applicants for initial nurse licensure. Good Moral Character (GMC) must be demonstrated by reliable evidence of good conduct. Examples of such conduct include: honesty; trustworthiness; integrity; accountability; reliability; distinguishing between right and wrong; avoidance of aggression to self and others; taking responsibility for one's own actions and similar attributes found relevant by the College and the MA Board of Registration in Nursing.

The **absence** of the attributes of GMC is most often demonstrated by certain conduct. Such conduct includes hostile or destructive conduct to another or to self and conduct that demonstrates a disregard for the welfare, safety or rights of another or disregard for honesty, integrity or trustworthiness. Examples of such conduct include the conduct underlying certain criminal convictions and disciplinary actions taken by a licensure/certification body in another jurisdiction.

Upon graduation, a nurse applicant for licensure must be "of good moral character" for the Board to find the individual to be safe and competent to practice nursing. The GMC standard is created by statute and it assists the Board in determining whether an individual's character poses a risk to the public health, safety or welfare and/or to the likely provision by the individual of safe, competent nursing care. See the COMMONWEALTH OF MASSACHUSETTS BOARD OF REGISTRATION IN NURSING website for licensure policies and more information.

Standards of Conduct: Professional Behaviors in all settings

The College of Nursing and Health Sciences has based its definition of Professional Behaviors upon the American Nurses Association (ANA) Standards of Practice. Students are expected to meet these standards of conduct throughout the program in all settings at all times. The student will:

1. Accept responsibility for one's own actions and attitudes.
2. Demonstrate the ability to develop and maintain therapeutic relationships and appropriate personal boundaries.
3. Demonstrate a respectful, sensitive, and non-judgmental manner when communicating with others. (Others are defined as: peers, faculty clients, staffs, families, public)
4. Demonstrate personal and professional ethics, honesty, and integrity.
5. Complete assignments and tests as required and scheduled.
6. Provide prior notification to appropriate faculty when he/she is unable to meet commitments, or requirements.
7. Participate in classroom and lab activities as scheduled, arriving on time and prepared for the daily assignment throughout the length of the nursing program.
8. Demonstrate professional appearance and professional presentation in classroom and lab settings and CNHS sponsored activities.
9. Demonstrate the ability to use good judgment in all decision making and provide sound rationale for actions.
10. Respect others during classroom and lab activities (i.e., no talking while others are talking, cell phones are silenced, and no inappropriate use of computers).
11. Demonstrate respect and politeness to all individuals regardless of culture, ethnicity, religion, work experience, gender, age and sexual orientation.
12. Communicate with others with respect, sensitivity, and politeness in all forms (including verbal, nonverbal, written, and electronic).
13. Maintain confidentiality of all client information in conversation, electronic and written means.
14. Actively participate as a team member.

Professional Boundaries

As an aspiring health care professional, a nursing student is expected to strive to inspire the confidence of clients (patients), promote clients' independence, and treat all clients and other health care providers and members of the college community professionally. Clients can expect a nursing student to act in their best interests and to respect their dignity. This means that a nursing student abstains from obtaining personal gain at the client's expense and refrains from inappropriate involvement in the client's personal relationships and in personal relationships with all members of the health care team and college. This includes, but is not limited to, communication via email, cell phone, websites, and all other social media for purposes unrelated to assigned coursework.

Furthermore, it is a university expectation that all discourse should be defined by civility.

Clinical Policies

General Statement Regarding Clinical Policies and Procedures:

Nursing students are introduced to patient care, the health care system, and the nursing and health care professions through clinical experiences. CNHS offers clinical experiences in a variety of settings including Boston area hospitals, community organizations, and other health care agencies. The CNHS maintains contractual agreements for clinical experiences with numerous agencies. Accordingly, nursing students must meet the expectations of both the CNHS and the agency regarding professional conduct, attire, health clearances, and other agency specific requirements. Individual agency policies may supersede UMass Boston and CNHS policies.

Probable Clinical Start Date (PCSD)-Student Responsibilities (traditional option program only)

Purpose of PCSD:

The College of Nursing and Health Sciences has created a process that carefully monitors the number of students entering NU226, Introduction to Nursing. Each student will be able to determine her/his PCSD during a New Student Orientation Session with an Academic Advisor/Student Affairs Specialist.

The College is aware, however, that students may take courses off campus, out of sequence, or may have to take time off for personal reasons - actions that can affect the PCSD. When these situations occur, the College will not be able to accommodate students with the original PCSD date that was first identified at a New Student Orientation Session.

Please note that enrollment is impacted by numerous factors, including agency and faculty availability.

Important Procedures Prior to Beginning Clinical Coursework in the Undergraduate Nursing Program of Study

Nursing students are generally eager to progress into semesters with planned clinical courses in the traditional option of the Undergraduate Nursing Program. However, academic prerequisites and requirements are expected to be followed before a student is considered to begin 4th semester (NU 201, 220, 226 and 320). To make sure that the College is aware of the student's progress through the curriculum, students are requested to adhere to the following Procedures; these procedures apply to all traditional option nursing students who are about to enter the 4th semester of the program:

- New students will identify their Probable 4th semester start date at their required new student orientation session. This 4th Semester Start Date will be based upon a review of a student's Transcript Credit Evaluation (TCE) after being accepted into the Undergraduate Nursing Program. When CNHS an Academic Advisor/Student Affairs Specialist or the Director of Student Services meet with you during New Student Orientation, students will be able to review and identify the 4th semester start date, and semester date of probable graduation.
- Continuing students, who have not yet begun the 4th semester or NU 226, need to meet with a CNHS Student Affairs Specialist/Advisor if they are considering taking **any** courses off campus or UMass summer or intersession courses, so that their 4th semester start date is re-evaluated. This means that if a student is considering taking such courses he/she must:
 - Obtain a "Request for Waiver of the Transfer Credit Policy" form and have it reviewed by a CNHS Student Affairs Specialist/Academic Advisor (See directions on page 10) or have their CCDE course reviewed.
- Students must attend a required Advising and Information session the semester prior to beginning the 4th semester, or first clinical course. This session will provide students with an orientation to expectations for clinical courses will review all clinical prerequisites and confirm that students are eligible to begin the 4th semester of the program of study.
- Students must also attend a required 4th Semester Orientation program which occurs at the end or between semesters.
- CNHS **CANNOT** assure a student a clinical placement in a clinical course if the student does not observe the above procedures, including failure to complete required course prerequisites with acceptable grades, failure to attend required 4th Semester Orientation Session, have an outstanding UMass Boston holds preventing registration and/or other related requirements, which include CORI and health and clinical clearances.

Clinical Clearance Policies

Clinical clearance documents described in sections **A.** through **G.** must remain current from the first day of classes through and including the last day of classes as defined by the UMass Boston academic calendar. Nursing students are responsible for all costs which may include immunizations, tests, certifications, insurance, illness, or hospitalization.

Clinical Clearance Policies and Procedures

Students must submit certain documentation at program orientation, prior to beginning their first clinical experience; annually or on a semester basis. This documentation comprises “clinical clearance” documents. It is the student’s responsibility to make sure that their completed clinical clearance documents are submitted correctly and on time.

1. Nursing students submit clinical clearance documents during the summer and winter breaks. The clinical clearance materials must be complete and be submitted on time by established deadlines. Incomplete packets will not be accepted.
2. Submit photocopies of CPR card, insurance verification, and immunizations.
3. Obtain CPR certification at the Health Care Provider level to remain in effect for 2 years. Health insurance and the TB test remain in effect for one year. Criminal offender record information (CORI) checks are required for each clinical course.
4. TB, CPR certification, health insurance, and tetanus must not expire during the semester in which a nursing student is registered for a clinical nursing course.
5. Clinical Clearance documents are to be submitted according to procedures communicated by the Clinical Placement Specialist.
6. Students who fail to submit a correct and complete Clinical Clearance documents on time will not be able to attend clinical that semester and will be administratively withdrawn.
7. Transportation to clinical sites is the student’s responsibility. Carpooling from a common site such as UMass is strongly suggested. We will try to accommodate those students who carpool together. Placements are not granted on the basis of transportation needs.

The Following Clinical Clearance Policies Apply to all Pre-licensure Nursing Students unless otherwise stated

Nursing students must have the following submitted by deadline:

A. Required Immunizations for Clinical:

1. DT (diphtheria/tetanus)
Required: documentation of D/T injection every 10 years.
When: prior to beginning first clinical course and updated as needed
2. Varicella (chicken pox) titer
Required: documentation of positive titer
When: prior to beginning first clinical course.
Submit only once.
3. MMR (Measles, Mumps and Rubella)
Required: documentation of vaccination (2 doses) or positive measles and rubella titers
When: prior to beginning first clinical course. Submit only once.
4. Hepatitis B vaccinations

Required: documentation of all 3 injections or documentation of a titer demonstrating immunity

When: prior to beginning first clinical course; (RN's- check with program staff)

5. TB – Required documentation of a negative TB test.

Required: Negative TB Test annually or per agency policy.

If TB test is positive, verification of a negative x-ray within the past 2 years.

B. CPR Certification

1. The American Heart Association CPR for the Health Provider is required.

C. Health Insurance

1. Nursing students must carry health insurance and submit proof of this to the CNHS on a yearly basis.

2. Acceptable proof of health insurance consists of:

- a. a letter from your health insurance company **or**
- b. a letter from the benefits officer of the employer providing the health insurance
- c. either letter must be dated, on letterhead stationery and state your name, policy number, and that the coverage is currently in effect.
- d. a copy of your itemized paid UMass Boston bill with your health insurance circled
- e. Please be advised that if a student does not have health insurance, or allows the policy to lapse while in clinical, the student will not only be removed from clinical, but if medical attention is required while at clinical, the student is personally responsible for all costs incurred.

D. Criminal Offender Record Information (CORI) Check: **See CORI Policy in previous section**

E. Sexual Offender Registry Information (SORI) Check and Fingerprinting

Some clinical agencies require a Sex Offender Registry Information (SORI) check on students in addition to a CORI check. As with the CORI, the College of Nursing and Health Sciences cannot guarantee a clinical placement if an agency refuses to accept a student based on the results of the SORI check or fingerprinting.

F. Bloodborne Pathogens and Health Insurance Portability and Accountability Act (HIPAA) Requirement

Students in clinical courses are tested annually on their knowledge of bloodborne pathogens and HIPAA regulations. Submit answer sheets to Clinical Placement Specialist (CPS) by date due. Failure to submit or attain a passing score will impact clearance for clinical placement.

G. Clinical Calculations Exam- must be first successfully completed prior to clinical placement. -

Failure attain a passing score will impact clearance for clinical placement and students will not be able to proceed into a clinical course.

Clinical Calculations Competency for Safe and Effective Administration of Medications

Each student enrolled in a 300 or 400 level clinical course is required to take and successfully pass the undergraduate programs' clinical calculations exam prior to the beginning of each clinical experience. This exam is an important component clinical clearance processes and must be successful completed =on scheduled dates. The policies and procedures for this-required competency - are -outlined below.

1. Before the beginning of any 300 and 400 level clinical course, students will be required to take and pass a clinical calculations competency exam.

2. The BS Program Committee establishes the pass rate for the 300 level and the 400 level exams (currently at 100% by 3 attempts).
3. Students are expected to utilize the ATI online learning system for -tutoring, review, and practice.-. Additionally tutoring - may be available by college learning resource staff in the CCER –please see resource staff for additional assistance.
4. Information about clinical calculations review and exam procedures and testing dates are communicated via the college nursing website. - Students are expected to be available for assigned testing, review, and any re-testing dates and times.
5. It is the student’s responsibility to check the CNHS web site www.cnhs.umb.edu frequently for the dates and times of the competency exam and any reviews or updates. Failure to take the scheduled competency exam- may result in a student being administratively withdrawn by the Program Director as the student has been unable to demonstrate safe knowledge -in timely preparation for clinical practice experiences.-.
6. Per CNHS policy, each component of a course, such as, both theory and clinical or lab, must be successfully completed in order to pass the course.
7. Students will be provided the opportunity to remediate and practice prior to taking a second or third exam.
8. Students who fail the clinical calculations competency exam on third -attempt will meet with the Undergraduate Nursing Program Director (UNPD) to discuss course withdrawal. The UNPD may direct students to additional learning resources for preparation for a subsequent semester. The UNPD will also direct students to student advising staff for assistance in withdrawing from the clinical courses for which they are registered and questions about registering for future semesters.

“Clinical courses” refer to both the didactic and the clinical portion of each course.

Please note: Clinical Clearance Procedures may also include successful completion of learning modules, comprehensive assessment exams, and skills competency checks during semesters 4-7 of the traditional option- or 1-5 of the accelerated option.

Policies Regarding Clinical Performance and Conduct

Clinical practice is an integral aspect of meeting nursing program competencies. During clinical experiences nursing students integrate foundational knowledge in the arts and sciences, new nursing knowledge, theory, and nursing concepts with patient care experiences in practice settings. Students represent CNHS at various clinical agencies and are invited into these institutions as guests. It is expected, therefore, that students will conduct themselves in a courteous and professional manner at all times when interacting with agency personnel, colleagues, patients, peers, and faculty. See Standards of Conduct: Professional Behaviors and Boundaries.

Course Objectives, Clinical Expectations, Clinical Evaluation Tools, Professional Behaviors, Lateness, and Missed Clinical Days, Health and Safety Concerns

1. Clinical nursing courses require students to spend six to twelve hours per day, one to three days per week at a health care agency in clinical learning experiences. In some courses, students are also expected to go to the health care agency the day before clinical, to obtain an assignment, review the patient’s chart, and develop a preliminary plan of care (and related pre-clinical assignments) which they are then expected to prepare for prior to arriving on the clinical unit and subsequently - implement during clinical hours.. Students are also expected to complete all clinical assignments post clinical as well.

2. Failure to meet course objectives as outlined in the course syllabus and associated clinical course materials, including the clinical evaluation criteria, will likely result in a clinical failure and therefore failure of the entire course.
3. Failure of a nursing student to behave in a professional manner in terms of conduct, dress, communication, and critical criteria as outlined on the clinical evaluation tools may result in failure of the clinical, and therefore failure of the course with a grade of "F."
4. Students are expected to arrive to clinical areas shortly before the beginning of the clinical experiences. Clinical lateness and absences are unacceptable professional behaviors. Clinical hours are to be - made up in a manner prescribed by clinical faculty, which may include additional learning activities, including assignments on Nurse Squared, the electronic health record system. If students must miss a clinical day, or are going to be late, they are responsible for:
 - a. Notifying faculty prior to lateness or clinical absence -
 - b. Communicating with clinical faculty to obtain a makeup assignment(s).
5. If habitual lateness and/or clinical absences result in a student being unable to meet the objectives of the clinical, the student will fail clinical, and therefore fail the course. Students are responsible for notifying the Undergraduate Nursing Program Director and course and clinical faculty of new or ongoing personal issues or health concerns that may impact patient or student safety or health. Faculty may dismiss 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. Nursing students who have been ill longer than three (3) consecutive days will be required to obtain a letter from their primary care provider or Health Services indicating when they can resume a full schedule.
6. Use of Cellular phones, pagers, personal organizational communication devices and computers
In classrooms, nursing labs and clinical settings, cell phones and pagers and other communication devices are to be turned off or set to vibrate if - an emergency call is anticipated. Surfing the web and other electronic communication activities are also considered unacceptable behaviors. In the clinical setting, it is hospital policy that cell phones and communication devices are turned off. If you are expecting an emergency call, please give the person the clinical unit telephone number where you can be reached. All agency policies regarding communication and computer usage are to be strictly followed.

Unsafe Clinical Practice by Students

1. If at any time during the semester faculty determine that a nursing student's clinical practice is unsafe or inappropriate, he or she may be removed from a clinical placement.
2. Removal from clinical may result in failure of the clinical, and therefore failure of the course.

Students at Risk of Failing Clinical

1. Any nursing student at risk of failing clinically will be advised in writing by faculty and the CNHS that he or she is at risk of failing the clinical component of a nursing course.
2. A Student at Risk for Clinical Failure Warning form detailing the reasons why the student is at risk of failing and describing recommendations for remediation will be written by faculty.
3. A student-faculty conference will be held prior to the student's final clinical evaluation. Whenever possible this conference will occur such that there will be sufficient time between the potential failure warning and the final clinical evaluation to allow the student to remedy deficiencies.
4. The nursing student will receive a copy of both the warning and the Student at Risk for Clinical/Internship Failure form, and a copy will be placed in the student's file.

5. Students are expected to regularly consult with faculty as to their progress in remediating their clinical performance.
6. If a student does not make sufficient progress as specified by the instructor in his or her clinical performance, he or she will fail the course.
7. The Director of Student Services and the Program Director should be consulted as needed.

Professional Attire of Nursing Students

Professional dress enhances nursing students' professional image and the image of nursing. In clinical courses where a uniform is appropriate, the nursing students will wear the UMass Boston uniform purchased from the designated supplier. Professional attire in clinical courses where a uniform is not appropriate must also meet certain standards as described below.

Professional Attire with Uniforms

A short sleeved blue polo shirt with an UMass Boston emblem on the left sleeve, an UMass Boston name pin, and navy blue uniform pants or a white skirt is required. A navy blue jacket with an UMass Boston emblem on the left sleeve may be worn as part of the uniform for warmth or must be worn alone over street clothes when direct care is not being given. A specific shirt and pant /skirt style is required* (refer to order sheet)

Other Uniform Requirements:

- Clean, standard white (no trim or colors) nursing shoes or plain white leather athletic shoes are acceptable (no high tops, trim colors, or open toes or open heels).
- White socks (with pants only) or white stockings (No knee high stockings with skirts)
- Skirts should be between the mid-knee and mid-calf in length
- Slips are required with skirts and solid white or neutral underwear
- A watch with a second hand, stethoscope, bandage scissors or other equipment may also be required depending on the clinical course

*Please Note: Designated components of the Uniforms/Attire must be purchased from CNHS' designated supplier.

Professional Attire When a Uniform is Not Appropriate

1. Professional attire is neat and clean, and not overly casual or dressy. Slacks, skirts and Dresses may be worn.
2. Jeans, stretch/stirrup pants, sweatshirts, sweatpants, tee shirts, sneakers, and sandals are too casual. Revealing clothes, mini-skirts or shorts are not to be worn.
3. A UMass Boston name pin must be worn at all times, regardless of attire, when functioning in a clinical educational activity or as directed by faculty.

Whether wearing an UMass Boston nursing student uniform or professional attire when a uniform is not appropriate, all nursing students are expected to adhere to the following professional attire requirements:

Jewelry, Hair, Nails and Tattoos

1. No jewelry except a watch, one (1) band ring, and one pair of small stud earrings.
2. Earrings may be worn in the ears only, with no more than one earring per ear.

3. Hair must be worn off the collar and may not hang in the nursing student's face.
4. Nails must be clean and cut to a reasonable length. Artificial nails are not allowed. Colored nail polish is not acceptable. If nail polish is worn, it must be clear.
5. Tattoos are not to be visible.
6. Students are expected to be neatly groomed for all clinical experiences.

Fragrances and Gum Chewing

1. No fragrances (e.g. perfume, after shave, strongly scented lotion or strongly scented hair spray) may be worn.
2. Gum chewing is not permitted.

Students are encouraged to discuss any concerns about professional attire with the Undergraduate Nursing Program Director.

Incidents or Illness/Injury in the Clinical Setting or at CNHS

1. 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.
2. 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.
3. 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 Undergraduate Program Director.
4. Concerns regarding decision making about pregnancy and health issues can be discussed confidentially with the Program Director and Director of Academic and Student Services.
5. Faculty should consult with Program Director and Clinical Placement Specialist about all incidents occurring in the clinical areas and required reporting. A Clinical Incident form needs to be completed and can be obtained from the Clinical Placement Specialist. All Clinical Incident forms are maintained on file with the Clinical Placement Specialist, tracked, and regularly reported at Undergraduate Program Committee Meetings.

Transportation and change of status re: clinical placement requests

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 who can assist with providing names of other classmates in clinical site. Not all clinical sites are accessible by public transportation.

Procedure for Requesting Verification of Academic and Clinical Status as CNHS student for CNA/or other positions

Upon successful completion of NU 226 a student in good standing may request a letter to verify Academic and Clinical status for a possible CNA position. To have CNHS send a letter to the agency of interest, please follow these instructions.

1. Email the Undergraduate Nursing Program Assistant Karen.McInnis@umb.edu for all CNA/PCA request for verification. Once processed a return email will be sent to the student. When submitting a request, send an email with the subject line: CNA/PCA verification request.
2. The email must include the following information:
 - Brief statement stating the request.
 - All contact information of the agency to which a student is applying (including mailing, email and fax number).
 - Name of Agency personnel to whom the business letter should be addressed
 - The agency's specific form (if there is one)
 - Unofficial transcripts as an attachment – sent via email. No faxes please.

IMPORTANT: After a student has submitted this information, the agency rep must VERIFY that the student has applied to the agency and an interview has been scheduled. It is preferred this is done via email, to ensure proper documentation.

General information:

- CNA verifications will **ONLY** be processed and mailed/emailed or faxed on Fridays. Please plan appropriately.
- If a student is applying to more than one agency be sure to send all the information for each agency and an email from each agency must be sent.
- CNHS will not be able to provide any additional information, i.e. TB results, transcripts or other information other than verification. You will need to provide any additional information directly to agency. Clinical evaluation tools may not be sent and are the property solely of CNHS.
- After processed, all letters will be sent directly to agency via mail, fax or email. No letters will be given to the student.

Please note: this is not for certification purposes; this is a verification of student status of successful completion of the nursing fundamentals course.

Academic Advising

Academic advising is a key component of a student's successful progression through the nursing program. During advising, students work with an advisor to establish realistic goals and determine the best way to meet their academic needs. It is a decision-making process that promotes responsible and appropriate choices and facilitates a successful academic experience. Advising is more than just selecting courses and registering for classes; academic advising is vital to student success.

What's the difference between a CNHS Faculty Advisor and a CNHS Academic Advisor?

All full-time faculty members, and some part-time faculty, serve in the role as **faculty advisors** to an assigned group of students throughout each student's time of study at the college. Faculty advisors can provide students with 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 your academic progress, collaborate with, and provide suggestions to the many college and university resources available to support your academic success, including the Center for Clinical Education and Research (CCER).

Learn more about your faculty advisor on the CNHS website at http://www.cnhs.umb.edu/faculty_staff/faculty_fulltime.html. The College strongly encourages you to contact your faculty advisor during the first month of your classes via email or phone to introduce yourself and begin your faculty advisor-advisee relationship.

Academic Advisor/Student Affairs Specialist and the Director of Student Services are professional staff members at CNHS who provide guidance to students about course enrollment, course progression and CNHS and university student and academic policies. These advisors also refer student to appropriate support services, resources, including financial aid and scholarship opportunities. Advisors also support class student leaders and numerous student-led activities and programming, including peer mentoring. Students can contact a CNHS academic advisor for an appointment at: (617) 287-7500.

In addition students should:

- Know who their advisor is and consult with him/her when:
 - They have difficulty in a class
 - They have questions about policies, procedures, etc.
 - They have personal difficulties that hinder your academic performance
 - It is time to select courses for registration
- Know and adhere to the requirements of the degree program.
 - Use the academic degree audit (available and known as "Academic Progress Report" on the WISER system), degree check sheet and the University Catalog to chart the academic path.
 - Final responsibility for meeting degree requirements rests with the student.
- Bring a copy of their academic degree audit to all advising appointments.
- Check their university e-mail account and the CNHS website www.cnhs.umb.edu, the official means of CNHS communication, at least weekly.
- Seek out information about careers in their area of study.
- Be familiar with services on campus designed to help them be successful. Use them.
- Get information from reliable sources. Know where to find University deadlines and procedures.

CNHS Learning Resources

Nursing and Health Science Center for Clinical Education and Research

Center for Clinical Education and Research (CCER) located in the CNHS on the 2nd and 3rd floors of the located in the CNHS on the 2nd and 3rd floors of the Science Building offers varied services to enhance your education. The lab component allows students to acquire, practice and demonstrate competency in foundational skills of nursing practice, in a simulated environment. Individual and group tutoring in clinical skills and academic content of **nursing courses** is available on an appointment basis during the fall and spring semesters. Videos and CD-ROMs are available to enhance your learning. Workshops focusing on pertinent topics such as study and test taking skills, APA format, writing, nursing process, care plan development, and medication math may be offered throughout the semester. **Workshops, group video reviews and supervised clinical practice sessions are announced on the CNHS website and on the bulletin boards in the corridor outside of the college's main office.** In the new CCER, simulation will provide opportunities to learn, practice, and acquire new knowledge, skills, attitudes, and values. The CCER will be available as an important component of clinical courses and for additional practice and learning experiences. The lab manager, the director and the assistant will be available to schedule course tutoring or clinical practice sessions. Students are encouraged to visit the CCER and utilize the many available resources in order to maximize learning.

Tutoring

Free individual and group tutoring for use of ATI on-line learning system, study and test taking skills, clinical skills and content areas of nursing courses is available to all nursing students during the fall and spring semesters. CCER tutors are available by appointment. Sign up for these at the CCER reception desk.

The Office of Academic Programs provides tutors free of charge for many **non-nursing** courses. You may speak to your professor about tutoring available for the course or you may **contact the Office of Academic 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.** The Office of Academic Programs is located on the 1st floor (1400 Street) of the Campus Center, Phone: 617 287-6550.

Information about the Undergraduate Nursing Program's on-line supplemental learning program (ATI) for use in all clinical courses

The ATI online learning system provides you with direct access to online learning modules to help you develop and use critical thinking and problem solving skills related to learning important nursing concepts and test taking strategies through content review, tutorials, case studies, and practice and assessment exams. The nursing program faculty urges students to use ATI materials and learning opportunities as an adjunct to studying, preparing for faculty-created course exams, comprehensive standardized exams, and as an indicator and resource for early intervention and remediation of knowledge gaps as indicated by individual scores on comprehensive content assessment exams.
in relation to national norms.

Please follow the "Create an Account" instructions on the website <http://www.atitesting.com> . Use your student UMB email address when registering for the first time. Your tutorial IDs and passwords for this specific course are has be emailed separately. If you have any questions about utilizing ATI to support your academic success in this course, please contact karen.mcinnis@umb.edu for assistance. This website can be accessed from any computer- in your home, on campus, or elsewhere and is an additional learning resource for students in the clinical component of the program.

The following learning modules are included in the ATI learning system: The CNHS “Package” consists of the following tools.

- Skill Building
- Dosage and Calculations Made Easy
- Pharmacology Made Easy
- Comprehensive Assessment and Review Program (CARP)

The Comprehensive Assessment and Review Program provides assessment data regarding a student’s mastery of concepts within specific nursing content areas and a formative indication of developing NCLEX readiness in these content areas. ATI’s nationally normed and standardized assessments are directly reflective of the NCLEX RN blueprint of expected nursing graduates from RN programs. Content areas include: Fundamentals, Adult Medical-Surgical, Nursing Care of Children, Maternal Newborn, Pharmacology, Nutrition, Community Health, Leadership and Management, and Mental Health. Content Mastery Assessments include practice exams and proctored exams. A comprehensive predictor assessment targets the full range of the nursing content that students are expected to have mastered in reference to the current NCLEX-RN blueprint. There are two main purposes for this assessment. The first is to provide students with a numeric indication of the likelihood of passing the NCLEX-RN at the student’s current level of readiness. The second is to guide remediation efforts based on the exam content missed. This is achieved by providing a list of topics related to missed items in the individual and group score reports.

For remediation, students utilize review books (online and hard copy), online video content and custom-built or general-practice tests (with rationales for all correct and incorrect answers) as they progress through specific curriculum content.

Materials include one program titled, *Nurse Logic* teaches students to expand their critical-thinking and problem-solving skills while also teaching how to be test questions-savvy. Modules in Nurse Logic contain instructional lessons, as well as learning enhanced assessments to evaluate knowledge at the completion of each module. (Nurse Logic Modules include: Critical Reading, Strategy Techniques, Nursing Guidelines and More, Prioritizing Questions and More, Mastering Alternate Item Format Questions).

Another program is titled, *Learning System*, and is an interactive practice test system that builds off of Nurse Logic. The system provides a series of tests segmented across the same NCLEX subjects that the Content Mastery Series Standardized Tests utilize. Some key features of the system are the scoring, rationales, time accountability, hint button, and talking glossary. Content in the Assessments cover Communications, Fundamentals, Gerontology, Leadership, Maternal Newborn, Med Surg, Mental Health, Nursing Care of Children, and Pharmacology.

ATI Review Modules provide students who prefer verbal and linguistic presentation of content a simple and concise resource. Content within the review modules are provided in a key-point-plus-rationale format in order to focus recall and application of relevant content. Application based exercises after every chapter allow students to immediately apply what they have learned. Online versions of the review modules are e-learning resources that enable students to click on words for immediate definitions and annunciation and video representation of the content. Online video content provides remediation in a multimedia format. This learning format helps those students who are audio and visual learners. The E-Media content is designed to complement the Review Modules and practice assessments as tools for focused review. This video content is woven through the online review modules in an interactive fashion to help direct and impact students’ remediation. Furthermore, ATI Practice Assessments give students the opportunity to re-test themselves and evaluate content mastery while continuing the remediation process. The combination of rationales and immediate feedback, students can systematically approach their remediation and not feel overwhelmed. Finally, ATI’s Focused Review is a combination of audio and visual content review, as well as text format remediation. Utilized entirely online, a student’s specific individual results are neatly organized in an outline format that he/she can work through.

These focused reviews are available for the Content Mastery proctored and practice assessments and will adjust for every attempt a student makes on an assessment.

Plan for Success

CNHS conducts a “Plan for Success” program each semester to assist students address issues impacting academic success. Students work collaboratively with the college academic staff; conducting a self assessment. Study skills/test taking skills, and personal learning style workshops/tutoring and mentoring may be part of the planned activities. Students are expected to meet regularly with academic staff during the program. Students on Academic Probation are placed in the program, and along with students referred by the Student Affairs Committee, are asked to sign an agreement of understanding. All CNHS students are welcome to participate in the Plan for Success Program.

CNHS Scholarships

CNHS has several internal scholarships and access to several 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 web site.

Library & Computer Resources

Library Resources

The Healey Library is open Monday through Thursday from 8:00 a.m. until 11:00 p.m., Friday from 8:00 a.m. until 7:00 p.m., Saturday from 9:00 a.m. until 5:00 and Sunday from 11:00 a.m. to 7:00 p.m.

A Library Manual for students is available on the library web site www.lib.umb.edu and in the library. The manual contains valuable information about the University's Library facilities and the resources for students. We have extracted some information pertinent to nursing students and listed them here. However, we recommend that students familiarize themselves with the Library Manual. Another valuable resource available on the library web site is Live Chat (BLC ASK 24/7) which gives you access to a librarian who can answer questions 24 hours a day, 7 days a week.

The library web site www.lib.umb.edu also provides access to electronic reserve and too many databases and on-line journals that will be helpful to nursing students. 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 web site. The following databases will be of particular interest to nursing students:

- Cumulative Index to Nursing and Allied Health Literature (CINAHL)
- PubMed (Medline)
- Expanded academic ASAP Plus
- Health Reference Canter Academic

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 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 web site.

Computer Resources

Computers

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.

Computer Programs 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.

UMass Boston Resources & Services

Undergraduate Admissions

Campus Center, UL, (617)287-6100

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 Marketing area at (617)287-6000.

Career Services

Campus Center/1/1100 Street, (617)287-5519, <http://www.careers.umb.edu/>

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 student of alumna. Their office is open Monday – Friday 8:00 am to 5:30 pm.

College Level Examination Program (CLEP)

CLEP Office, Testing Center Campus Center/UL/130, (617)287-5522,

www.uac.umb.edu/clepinfo.html

Students may take CLEP examinations in lieu of Sociology 101 and English 101. Registration takes place through the CLEP office. Students can get study information at the College Board Website www.collegeboard.org. Students can also discuss NLN exams with RN-BSN program staff.

Disability Services, Ross Center

Campus Center/UL/2100 Street, (617)287-7430, <http://www.rosscenter.umb.edu/>

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 professional staff at the Ross Center with student concerns as needed.

Financial Aid Office

Campus Center/4th floor, (617)287-6300, http://www.umb.edu/students/financial_aid/index.html

Information and application forms for student financial assistance are available from the Office of Student Financial Management on the first floor of the Quinn Administration Building. It is open during the academic year on Monday and Wednesday from 8:30 am – 6:00 pm, and Tuesday and Thursday from 8:30 am – 5:00 pm. No appointment is necessary.

Mathematics Tutoring & Resource Center

McCormack/3/703, (617)287-6486

Students enrolled in mathematics courses may use the mathematics tutoring and resource center. Students looking for help with MED MATH issues should attend CNHS workshops offered through the Learning Resource Center.

Office of Academic Programs

Campus Center, 1st floor (1400 Street), (617) 287-6550

The Office of Academic Programs provides tutors free of charge for many non-nursing courses. Students should speak to the professor about tutoring available for a course or contact the Office of Academic 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.

Registrar's Office

Campus Center/4th floor, (617)287-6200, www.registrar.umb.edu

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

Scholarship Office

Campus Center, 4th floor, (617)287-6026

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.

Student Referral Program Students with personal issues that may interfere with schoolwork, are overwhelmed with academic demands, or may be experiencing other issues interfering with academic success can take advantage of many resources available on campus by contacting studentreferral@umb.edu.

Student Services Center

Campus Center, UL, (617) 287-4880

The center offers 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. The "One Stop" takes care of all paperwork and walk-in enrollment questions.

WISER system

<http://www.umb.edu/it/info/wiser/index.html>

UMass Boston's web-based, self service system, where students, faculty and staff can access information and utilize online features to help make the student experience a positive and rewarding one. With this system, students can update and maintain their personal, academic and financial information at the University.

Writing Proficiency Office

Campus Center/2/2100 Street, (617)287-6330, <http://www.umb.edu/umb/wpr/office.html>

Students should stop by the office or check out the website to get additional information on the requirement and upcoming test/portfolio dates and materials.

Faculty Committees with Student Representation

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 requirements are attending regularly scheduled meetings and reporting back to class representatives.

How to Become a College of Nursing and Health Sciences Committee Member:

To become a CNHS committee member the nursing student should contact their Class Representative who at the beginning of the Fall semester will be asking for volunteers. Interested nursing students can also drop a note stating which committee they would like to serve on with either the Undergraduate Nursing Program Director, Student Affairs Specialist/Academic Advisor or the Director for Student Services at the beginning of the Fall semester.

Where it states “a student elected from among the Departments on a rotating basis” it means, for example, that if in the Fall the elected student is an EHS major, then the next Fall the student representative should be a nursing major.

Committees

BS Program Committee- Pre-licensure Program

The purpose of the BS Program Committee (Undergraduate Nursing Program) is, to assess, plan, implement and evaluate the educational goals and activities of the program and to assure the program’s 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 the Undergraduate Program Director, and one student elected for a one-year term. All part-time faculty are welcomed and encouraged to actively participate.

Student Affairs Committee

The purpose of the Student Affairs Committee is to develop and regularly re-evaluate and enforce academic policies regarding admissions, academic progression and graduation. The committee reviews students in academic difficulty; reviews cases of alleged plagiarism and cheating; reviews requests for readmission; ensures due process; hears grievances and appeals, updates, publishes and distributes undergraduate student handbooks and allocates College awards, scholarships and professional awards

Meeting Times: as scheduled by the Committee

Membership: Voting members: five members (four from nursing department and one from EHS); and a student elected from among the departments on a rotating basis. We strongly encourage senior-year nursing students to serve on this committee. Director of Student and Academic Affairs, Undergraduate Nursing Program Director, Coordinator of the Learning Resource Center and a Student Affairs Specialist/Academic Advisor serve as non-voting members. Please contact the Director of Student and Academic Services for more information. Students are also invited to attend monthly Nursing Department Meetings. Contact the Nursing Dept. Chair.

Class Representatives, Senior Class Officers, and Professional Nursing Associations

Class Representatives

Class Representatives (Class Reps) are elected by the students in NU226. The Class Rep serves in that capacity as the class proceeds through NU 310, NU 335/345 and NU 430/435 unless the class decides to select another individual as their Class Rep. A Student Class Representative constitution is planned to be created by the Undergraduate Student Body and updated in the near future. Any

questions towards re-elections should be presented to an Academic Advisor/Student Affairs Specialist. The duties of reps. include:

1. Act as spokesperson for their class at CNHS committee meetings, to apprise the College of student issues and concerns, and to relay information back to classmates.
2. Use appropriate channels of communication within the 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 problem or concerns, he or she should seek advice from the Undergraduate Nursing Program Director.
3. Attend meetings with the CNHS Student Affairs Specialist/Advisor 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. This is to be done by discussing the purposes of the committees with classmates and soliciting volunteers for committee membership.
5. Provide input to the BS Program Committee concerning the nominations for Honors and Awards.

Senior Class Officers

Undergraduate Nursing Senior Class Officers will fall under the CNHS Student Governance. A minimum of two undergraduate Nursing Senior Class Officers will be elected by their classmates in NU 455. These Senior Class Officers will work with fellow RN-BSN Online and EHS Senior Class in assisting with graduation and pinning activities. Working as a team under the advisement of a Student Affairs Specialist/Academic Advisor, Director for Academic and Student Affairs and the Undergraduate Nursing Program Director of CNHS, class officers should understand that all of their decisions and activities must meet with the approval of the administration of the CNHS.

The senior class officers and their responsibilities are as follows:

President: Coordinate graduation, convocation, and fundraising activities with a Student Affairs Specialist/Academic Advisor. It is expected that the President will attend meetings with a Student Affairs Specialist/Academic Advisor 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.

The Student Nurses' Association

The Student Nurses' Association (SNA) is the local chapter of the Massachusetts Student Nurses' Association (MASNA) and the National Student Nurses' Association (NSNA). It is the only national organization for student nurses run by student nurses, and the largest independent student professional organization in the United States. 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 joining NSNA and becoming involved in the association's activities, members have a head start on their professional careers by having demonstrated leadership potential.

There are numerous reasons for joining the SNA including:

1. To enhance learning through participation in local, state and national lectures, state and national conventions and expos, and community activities.
2. To become better acquainted with faculty and to open doors to leadership opportunity.
3. To establish cohesiveness and a sense of belonging between new students and upper classmen through its mentoring program
4. To become exposed to leadership and management opportunities.
5. To receive Nursing Board Review course, nursing journal discounts and *Imprint Magazine*, a periodical written by student nurses for student nurses and an excellent reference journal.
6. Financial services, student loans, group health and malpractice insurance, scholarships and attendance at state and national SNA conferences.

Membership to the UMass Boston SNA is only \$10.00 per year. National membership is \$25.00 per year and includes automatic membership in the state association. If you are interested in joining, please contact either the SNA Faculty Advisor or the Undergraduate Nursing Program Director for details and membership forms. The CNHS actively encourages involvement in the SNA.

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 and commitment to the ideals and purposes of nursing.
3. Encouragement of creative work.
4. Eligibility requirements can be found on the organization's website and CNHS website- via its local chapter Theta Alpha.

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.

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.

University of Massachusetts Boston Student Senate

The 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.

The 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.

Scholarships, Grants, and Honors offered through the College of Nursing and Health Sciences

Scholarships, grants, and honors are available to CNHS students. Students are also encouraged to visit the University Scholarship Office in the Quinn Administration Building.

Clinical Leadership Collaborative for Diversity in Nursing (CLC)

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.nsna.org *Check with Academic Advisor/Student Affairs Specialist.*

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.

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

The 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.

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.

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 students in the College of Nursing and other undergraduate programs at UMass Boston.

Please ask an advisor or Undergraduate Program Director about the CURE and McNair grants and scholarships. Please also talk to the Program Director about the HONORS PROGRAM.

NOTE:

For a complete listing of current Scholarships and Grants and application deadlines, see the CNHS website or contact an Academic Advisor/Student Affairs Specialist. Requirements for the above scholarships and grants may change through the year.

College of Nursing and Health Sciences and University Honors and Awards

The 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:

The 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.

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.

The 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.

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.

University Award

The University of Massachusetts Boston John F. Kennedy Award

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 Nursing students are encourage to seek information about eligibility and acceptance into the University Honors Program at <http://www.honors.umb.edu/>

Inquiries about health care positions for nursing students or graduates

The CNHS provides 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.

ALL STUDENTS ARE RESPONSIBLE FOR UNDERSTANDING AND COMPLYING WITH ALL HANDBOOK POLICIES. POLICIES ARE SUBJECT TO CHANGE; STUDENTS WILL BE NOTIFIED via email IN A TIMELY BASIS OF IMPORTANT CHANGES.

Students are expected to refer often to the policies and procedures contained within the current Handbook available on the CNHS website.

Student Signature for Handbook Compliance

All students are to provide signature that they fully understand and agree to comply with all policies and procedures set forth in the Nursing Program Handbook. Students will provide signature on Clinical Placement Sheets before the beginning of each clinical semester.

All handbook policies and procedures are subject to change. Students will be notified of revisions by email blitz on CNHS website <http://www.cnhs.umb.edu/current/index.html> in a timely manner.