



MANNING College of Nursing and Health Sciences

**TRADITIONAL UNDERGRADUATE NURSING
STUDENT HANDBOOK**

2023-2024

FULL APPROVAL STATUS

The Nursing program maintains Full Approval Status from the Massachusetts Board of Registration in Nursing.

The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program and post-graduate APRN certificate program at the University of Massachusetts Boston is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

www.umb.edu/nursing-health-sciences/

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

FOR THE TIMES™

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INTRODUCTION

WELCOME TO THE MANNING COLLEGE OF NURSING AND HEALTH SCIENCES (MCNHS)

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

Purpose of this Handbook *Please note the links highlighted are under construction and will be updated when available*****

The *Undergraduate Nursing Student Handbook* details information needed by students to earn a Bachelor of Science degree in nursing. This handbook supplements the following online University publications, which contain general information related to student rights, academic policies, registration, financial aid, campus facilities, and course descriptions:

- Academic Regulations Undergraduate: https://www.umb.edu/life_on_campus/policies/academics/academic_regulations_ug
- Code of Student Conduct:: www.umb.edu/academics/academic_integrity
- Undergraduate Course Catalog: www.umb.edu/academics/course_catalog

Rights and Responsibilities of Nursing Students

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

Contributions and Faculty Governance

Faculty, students, and staff members contribute to the content of this Handbook through nursing department meetings with faculty and student input. Program assistants review handbook yearly with program directors. Subject to appropriate governance of the MCNHS Undergraduate Program Committee, Faculty Committee, and Office of the Dean, the **College maintains the right to amend published policies, procedures, and requirements at any time** in order to achieve stated missions and objectives. **The College notifies students of changes via their official UMB email accounts and/or announcements on its website.**

Mission, Values, Vision, Goals & Objectives

Manning College of Nursing and Health Sciences (MCNHS): Educating Professionals Committed to Advancing Population Health Equity
Department of Nursing: Enhancing Health Equity and Quality: Populations and Policies

MCNHS Mission, Values & Vision Statement and Four Strategic Pillars	Department of Nursing Mission, Values & Vision Statement	Nursing Department Goals	Undergraduate Nursing Program Objectives
<p>The MCNHS provides an intellectually rich and inclusive environment that fosters innovation in teaching, research, and service, for students, faculty, and staff, advancing systemic solutions for health across the lifespan and equity across populations.</p> <p>Values: Integrity, Transformation, Respect, Accountability, Collaboration, Excellence</p> <p>Vision: CNHS will be recognized as a premier leader in the education of health innovators committed to achieving optimal population health equity in local and global urban communities 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.</p> <p>Four Strategic Pillars: EQUITY-QUALITY-INNOVATION-POPULATION HEALTH (Approved CNHS, Spring 2019)</p>	<p>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.</p> <p>The Mission of the Department of Nursing is to create an inclusive, student-centered learning environment that fosters innovation in research, scholarship, education, and service and prepares graduates to promote health equity and quality as professionals working in complex systems</p> <p>Values: Integrity, Inclusion, Diversity, Transparency, Transformation, Resilience, Relationships, Accountability, Collaboration, Equity, and Excellence. Approved Spring 2019</p> <p>VISION: To be the premier leader in educating innovative nursing professionals committed to</p>	<p>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:</p> <p>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:</p> <p>*Provide innovative educational services to enhance student learning, in collaboration with other units within the university.</p> <p>*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.</p> <p>*Promote engagement by faculty and students in nursing discipline-specific and interdisciplinary</p>	<ol style="list-style-type: none"> 1. Demonstrate competence & clinical judgement in prioritizing person-centered, culturally sensitive care delivered with a focus on health equity. 2. Integrate best evidence into nursing practice to coordinate and manage health care for individuals, families, communities, and populations across the life span. 3. Analyze effective communication, teamwork, and collaboration strategies to address the concerns of diverse populations within complex healthcare systems. 4. Apply knowledge, skills, and attitudes of promoting wellness and managing illness and chronic conditions to advance health equity and enhance population health in local and transcultural communities. 5. Create a culture of quality and

	<p>advancing health equity and achieving optimal population health in local, global and urban communities by the development and evaluation of health policies.</p>	<p>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.</p>	<p>safety within complex healthcare systems to achieve optimal health outcomes across the lifespan for diverse populations. 6. Integrate informatics and technology into contemporary professional nursing practice to achieve desired patient outcomes. 7. Utilize current ethical and legal standards and health care policies to guide nursing practice and improve healthcare outcomes. 8. Demonstrate professionalism and leadership in contemporary nursing practice.</p> <p>Revised and Approved Feb 2021 Undergraduate Program Committee and Department of Nursing</p>
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The faculty, administration, staff, and students of the Manning 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, or Doctor of Philosophy level study in nursing
8. 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.

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 changes, and learning is 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

MCNHS Undergraduate Nursing Program Objectives

In the Traditional Option, each course outlines the course objectives and the related program objectives the course is meeting. These course 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, Code of Ethics, and Social Policy Statement. Program effectiveness is periodically evaluated by students, and alumni, data are utilized by program faculty in assessing, analyzing and determining action for ongoing program improvement. The undergraduate Nursing Program Objectives can be found in the table on pages 6-8.

Organization of MCNHS

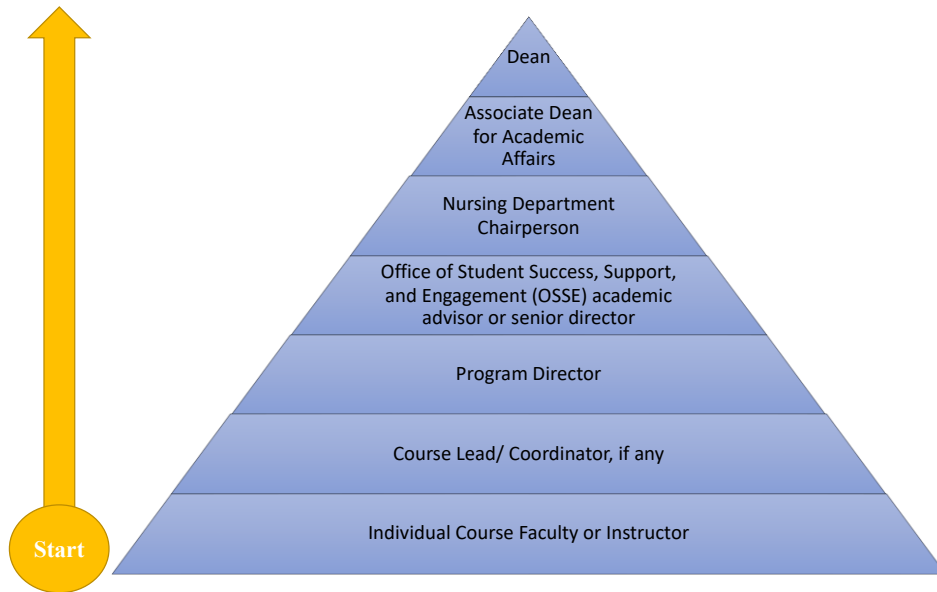
The **Dean of the College** oversees the overall direction and operations of the **College**, including both the Department of Nursing and the Department of Exercise and Health Sciences. The Dean is supported by an Associate Dean regarding academic matters and an Assistant Dean regarding administrative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

Chain of Escalation for Student Concerns

Issues, need for clarification, or concerns in a course, clinical, or laboratory setting are inevitable at times. When that occurs, students are highly encouraged to use the guide below to achieve a successful

outcome. It is important for students to start the process of communication by approaching the faculty, instructor, or other person working with them on a resolution. In case a resolution is not reached, students can escalate the communication using the guide below. Following proper chain of communication is an important professional behavior that will help lead to positive and fair outcomes.

Chain of Escalation for Student Concerns



In addition, the following University-wide offices are the appropriate venues to raise specific concerns:

- Concerns related to discrimination or harassment, including sexual harassment, should be reported to the Office of Civil Rights and Title IX.
- Requests for accommodation related to pregnancy should also be directed to the Office for Civil Right and Title IX
- Requests for academic or classroom accommodation due to a disability should be directed to the Ross Center for Disability Services.

Important People/Offices and Contact Information:

The **Department of Nursing (DON) Chairperson** supports the Dean and the Associate Dean of Academic Affairs through oversight and direction of the Department of Nursing work. The Chairperson is supported by Program Directors and their Program Assistants. The Chairperson facilitates implementation of curricula and policies developed by the faculty.

Contact Information: www.umb.edu/academics/cnhs/nursing/faculty

The **Undergraduate Program Directors** are responsible for implementing curricula and policies with support from the Department of Nursing faculty and Program Assistants. Undergraduate Nursing

Program Directors oversee the program's professional staff working therein.

Contact Information: www.umb.edu/academics/cnhs/nursing/faculty

The **Office of Student Support, Success, & Engagement (OSSE)** is supervised by the Senior Director who oversees a team of Academic Advisors, Writing House Online (WHO), and the MCNHS First-Year Scholars program. The Academic Advisors work closely with students on academic success, course registration, and other academic processes.

Contact Information: CNHSStudentServices@umb.edu

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

Contact Information: <https://www.umb.edu/academics/cnhs/ossse/cipo>

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

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

Student Understanding of Handbook

Students are asked to read this handbook and familiarize themselves with applicable policies and procedures within the purview of the Manning College of Nursing and Health Sciences. The traditional undergraduate students understand that some of the policies and procedures are unique to CNHS and may differ from the University policies and procedures. Professional education, such as that provided in the MCNHS demands a certain rigor and the divergence from some University policies.

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

Students are expected to refer often to the policies and procedures contained within the current Handbook available on the MCNHS website. All students must complete an attestation that they fully understand and agree to comply with all policies and procedures in the Undergraduate Nursing Program Handbook before the end of the 1st semester in the program. Student Services will initiate the initial attestation process at New Student Orientation. Electronic attestation will be required each year/semester.

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

SECTION 1: UNDERGRADUATE NURSING REQUIREMENTS

In addition to our professional accreditation, the University of Massachusetts is accredited by the New England Commission of Higher Education (NECHE)

1.1 Admission to Undergraduate Nursing Programs

General Admissions Statement

Admission to undergraduate nursing is competitive and requires the submission of appropriate application and related documentation. Specific admissions criteria for the Traditional Option is on the MCNHS website

https://www.umb.edu/academics/cnhs/nursing/ug/nursing_traditional_bs/admission_requirements

Readmission to Undergraduate Nursing

Regardless of academic standing, students who seek to return to the undergraduate nursing program are expected to adhere to readmission criteria and deadlines posted on the MCNHS website. Students seeking readmission to MCNHS should first obtain an Application for Readmission form from the Office of the Registrar's website: www.umb.edu/registrar/forms. Students should then submit the completed form, transcripts from any institution(s) of higher education attended since leaving UMass Boston, and an unofficial UMass Boston transcript, along with the required fee, to the Office of Student Support, Success, & Engagement before the priority deadline listed on the MCNHS website www.umb.edu/academics/cnhs.

Students who leave or left the nursing undergraduate program in good academic standing with a cumulative GPA of 2.5 or better will be considered for readmission on a space availability basis. Students who are applying for readmission after being dismissed from the program or left when they were not in good academic standing will be reviewed by the Standards and Credits Committee before a decision is made. Readmission after an absence of two (2) or more years requires approval of the MCNHS Admissions and/or Standards and Credits Committee. If readmitted, students will be subject to curriculum requirements as well as college and university policies in effect at the time of readmission. If readmission is granted, an individual program of study may be developed to accommodate any curriculum changes.

1.2 Academic Progression

Students must adhere to the following policies to progress through the 123 credits of the Traditional Undergraduate Nursing Program Option. All students in the TBSN program option shall:

1. Attend all New Student and Clinical Orientations, as scheduled, in order to gather the information necessary to undertake the program and maximize potential for success.
2. Complete the University's General Education requirements (see Section 1.3).
3. Complete core nursing requirements outlined on the Curriculum Plan specific to the program of study.
4. Maintain a cumulative GPA of 2.50 or higher every semester for the program duration. **If the cumulative GPA falls below 2.5 (after completion of the 1st semester of the nursing program), the student will be dismissed from the program.**
5. Receive a grade of "C+" or higher in all required Science pre-requisite courses (A&P I and II, Chemistry, Microbiology and Nutrition), required HLTH courses (212 Health Promotion and Teaching, 230 Growth and Development, 201 Pathophysiology, and 314 Pharmacology) and all Nursing courses. A grade less than "C+" in any of the listed courses is considered a failing grade.
6. Receive both a lecture grade of "C+" or higher AND a PASS for any lab or clinical course components. If either is failed during a clinical or lab nursing course, the student fails the entire course and must repeat ALL the course components.
7. Complete all mandatory examinations, including but not limited to class exams, competency testing, the Writing Proficiency Exam (see Section 1.4), HESI Exams and Clinical Medication Administration and Calculations Examinations (i.e., Safe Medicate)
8. **Complete all general education requirements and electives prior to the beginning of the 8th semester. Only NU455 and NU456 can be taken during the 8th semester.**
9. Manage their academic career by reviewing their Degree Audit Report and student account on WISER and meeting periodically with an academic advisor and/or Faculty Advisor (see Section 4).
10. Students who receive a grade of "C" or below for the first time in any required science pre-requisite, required HLTH (212, 230, 201 or 314) or any Nursing course, will be placed on probation (see Section 3.17).
11. Students who receive a grade of "C" or below for the second time in any required science pre-requisite course, required HLTH (212, 230, 201 or 314) or any Nursing course will be dismissed from the program (see Section 3.17). Students who are dismissed from the program have the right to appeal as outlined in section 2.17.
12. Students can withdraw from courses following the university and MCNHS TBSN policies and regulations. Details about withdrawal can be found in section 2.15.
13. Students will be dismissed from the nursing program in the following academic circumstances:
 - a. Three withdrawals from nursing, science, and/or health science pre-requisites.
 - b. Two grades of "C" or below in nursing, science, and/or health science pre-requisites.
 - c. Students who are dismissed from the program have the right to appeal as outlined in section 2.17

Approved UGPC 12/2014

1.3 General Education Requirements

The American Association of Colleges of Nursing (AACN (2021) in Domain 1: Knowledge for Nursing Practice identifies integration of the knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences as essential in Baccalaureate preparation for professional nursing practice. Furthermore, the Partnership for 21st Century Skills (2011) asserts that knowledge of core subjects, learning and innovation skills are essential for success in the contemporary global economy and community. In accordance with these expectations for professional success, the University's general education program links the arts and humanities with nursing and health science coursework to prepare nursing students for the world they face beyond college.

What is General Education?

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

1. Critical analysis and logical thought
2. Verbal and quantitative reasoning
3. Understanding human diversity
4. Principal approaches to general knowledge, including:
 - Mathematics and Natural Sciences
 - Social and Behavioral Sciences
 - Arts and Humanities
 - World Languages and World Cultures
5. The goals, principles, and components of general education are designed to ensure that students can:
 - Engage in critical reading and analysis
 - Understand and respect human diversity
 - Explore the principal approaches to knowledge
 - Learn in depth
 - Speak, listen, and write effectively
 - Reason logically and quantitatively
 - Use technology to further education
 - Work both independently and collaboratively

Requirements for Traditional BS in Nursing Students

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

www.umb.edu/academics/course_catalog.

In addition, students can check for course equivalency on Transferology:

<https://www.transferology.com/index.htm>

First Year Seminar (FYS) – 4 credits; fulfilled by ANY 100-level course ending in "G" *

- Freshman English (FE) – 6 credits; must be ENGL101 & ENGL102 **
- Arts & Humanities (AR/HU) – 6 credits; any 2 courses
- Intermediate Seminar (IS) – 3 credits; **HLTH 212 ONLY course** allowed to meet this requirement
- Natural Sciences (NS) – 16 credits; **see Curriculum Plan for acceptable courses**
- Social & Behavioral Sciences (SB) – 6 credits; combination of 2 courses: HLTH230 **MUST** be taken, along with choice of 1 other: SOCIOL101, PSYCH100 or PSYCH101 **recommended**
- Writing Proficiency Requirement/Examination (WPR/WPE) – non-credit/non-transferrable. ***
- World Languages/World Cultures (WL/WC) – 6 credits; any 2 courses

NOTES

- * Students who transfer 30 credits or more are exempt from the FYS requirement.
- ** Students who have previously completed the MassTransfer Block or Associate degree at a Massachusetts institution of public higher education are exempt from FYS, FE, and AR/HU requirements.
- *** Students who hold a prior baccalaureate degree from an accredited, four-year College or University are exempt from the FYS, FE, and Writing Proficiency requirements.

Find the Curriculum Plan at the following link:

https://www.umb.edu/editor_uploads/files/cnhs_files/Curriculum_Guide_Traditional_Nursing_Revised_OCT_2020.pdf

Writing Proficiency Requirement/Exams (WPR/WPE)

Fulfilling the WPR/WPE is a requirement within all baccalaureate degree programs at the University. Nursing students who have a previous bachelor's degree and some transfer students (who have over 90 credits) are eligible to waive the Writing Proficiency Requirement. The Writing Proficiency Office can answer questions related to the waiver process. Further information on these requirements can be found at the Writing Proficiency website:

https://www.umb.edu/academics/vpass/undergraduate_studies/writing_proficiency

Traditional students can fulfill the WPR requirement by one of the following options:

1. Completing **Electronic Writing Assessment Portfolio** consists of a collection of course papers.
 - This option is only available to students enrolled in an intermediate seminar in the current semester (HLTH212).
 - Due at the end of the semester, in December or in May.
 - Students enrolled in intermediate seminars will receive detailed information by email at mid-semester.
 2. [WPE Portfolio](#) consists of a collection of course papers and a new (challenge) essay.
 - WPE portfolios can be submitted up to four times a year.
 - See [the schedule page](#) for a detailed review of the next two upcoming WPE Portfolio cycles.
 - Students are notified by email at the start of every WPE Portfolio cycle.
 3. [WPE Timed Exam](#) consists of an essay written using readings that the student has prepared in advance.
- Traditional BS students are expected to complete one Writing Proficiency Requirement/Exam (WPR/WPE) submission **before registering for NU226**. Students who either score a Retake on the WPE or do not complete their submission will not be allowed to register for NU310 until either A) the WPE has been successfully passed, or B) they concurrently enroll in an online section CRW282 or CRW283 along with NU310. Such CRW courses are designed to provide supplemental instruction needed to pass the WPE.
 - Without exception, Traditional BS students may proceed no further in their clinical coursework without successfully passing the WPR/WPE and completing all other pre-requisites.

- Students failing to fulfill this requirement must meet with the Nursing Undergraduate Program Director and the Senior Director of Student Success & Engagement or their designees for further instruction on progression.

1.4 Traditional BS Nursing Core Requirements

Curriculum

The Traditional BS in Nursing requires earning 123 total credits. These credits should be undertaken and completed in the sequence outlined on the Curriculum Plan:

https://www.umb.edu/editor_uploads/files/cnhs_files/Curriculum_Guide_Traditional_Nursing_Revised_OCT_2020.pdf

Undergraduate course offerings and descriptions are available https://www.umb.edu/course_catalog

Additional Pre-Clinical Pre-requisites

- One statistics course (choose from EHS280, PSYCH270, SOCIOL350, ECON205, MSIS111, MATH125) must be completed prior to entering clinical courses.
- HLTH230 and HLTH212 must be completed prior to enrolling in NU226. **Students are required to attempt the Writing Proficiency Examination (see 3.16) at the end of NU212, and the WPE must be successfully completed prior to beginning NU310.**

Co-requisite Requirements

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

- HLTH201, NU220, NU226 and NU320 must be taken together
- NU310 and HLTH314 must be taken together
- NU332, NU335 and NU345 must be taken together
- NU430 and NU435 must be taken together
- NU455 and NU456 must be taken together

SECTION 2: POLICIES AND PROCEDURES

2.1 University Policy on Non-Discrimination and Harassment

The University of Massachusetts Boston complies with applicable state and federal laws on nondiscrimination, harassment, and retaliation including Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, the Violence Against Women Act of 1994, and the Massachusetts anti-discrimination law. This policy states the University's commitment to assure compliance. Access the full policy here. The Administrative Standards for the Non-Discrimination and Harassment Policy can be found here: https://www.umb.edu/life_on_campus/policies/non-discrimination_and_harassment_policy

2.2 Disability-Related Accommodations

Both the College and University strive to maintain adherence to the Americans with Disabilities Act As Amended (ADAAA) and Section 504 of the Rehabilitation Act of 1973.

The Ross Center for Disability Services approves and coordinates academic accommodations, provides resources, and offers training in assistive technology. If you are a student at UMass Boston and have a disability, you may be eligible for accommodations through the Ross Center. For more information about the Ross Center, including eligibility information and a description of the process for applying for reasonable accommodation of a qualified disability, contact the Ross Center via their website (www.umb.edu/academics/vpass/disability), or email ross.center@umb.edu.

Pregnancy, childbirth, pregnancy loss, and early parenting accommodations are provided by the Office of Civil Rights and Title IX. For more information about this process or to seek accommodation contact CRTIX via their website (https://www.umb.edu/titleix/pregnant_and_parenting_rights) or email CivilRights.TitleIX@umb.edu.

2.3 University Undergraduate Academic Policies

Use the link below to review pertinent university undergraduate academic policies (including attendance policy): <https://www.umb.edu/registrar/policies>

2.4 Right to Review University and MCNHS 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 Senior Director of Student Support, Success & Engagement.

2.5 Academic Honesty & Academic Misconduct

Education at UMass Boston is sustained by academic integrity. Academic integrity requires that all members of the campus community are honest, trustworthy, responsible, respectful, and fair in academic work at the university. As part of being educated here, students learn, exercise, increase, and uphold academic integrity. Academic integrity is essential within all classrooms, in the many spaces where academic work is carried out by all members of the UMass Boston community, and in our local and global communities where the value of this education fulfills its role as a public good. Students are expected to adhere to the [*Code of Student Conduct*](#), including policies about academic integrity, delineated in the University of Massachusetts Boston Graduate Studies Bulletin, Undergraduate Catalog, and relevant program student handbooks:

https://www.umb.edu/academics/academic_integrity/policy_guidance.

Examples of academic dishonesty include, but are not limited to, cheating on examinations, submitting written material that is the work of others, purchasing papers over the internet, or seeking unauthorized

use of computer files of a faculty or staff member or other student(s). Misconduct includes, but is not limited to, furnishing false or inaccurate information, disruptive conduct, or theft and damage to university property.

Plagiarism and Cheating

Should a faculty member suspect a student of plagiarism (umb.libguides.com/plagiarism), or cheating, the faculty member will notify the nursing student in writing of the charges and inform him/her of his/her rights and responsibilities as outlined in the University's "Procedures for Academic Dishonesty" https://www.umb.edu/life_on_campus/policies/community/code/academic_dishonesty_procedures

Before reporting a suspicion of academic dishonesty, the faculty member may discuss the matter with the student and/or the faculty member's chairperson (in cases involving undergraduate students) or graduate program director (in cases involving graduate students), or otherwise investigate the circumstances of the alleged violation. If the faculty member determines after such consultation and investigation that academic dishonesty did not in fact occur, no formal charge of academic dishonesty will be made.

To initiate formal proceedings, a faculty member who suspects a student of academic dishonesty must inform the student in writing of that fact within ten (10) business days of the discovery of the alleged violation. Details of the process can be found:

https://www.umb.edu/life_on_campus/policies/community/code/academic_dishonesty_procedures

Students may appeal the academic dishonesty sanctions. Details can be found:

https://www.umb.edu/editor_uploads/images/provost/Guidance_for_Implementing_Student_Conduct_Appeal_Panels.pdf

Academic advisors in OSSE can work with students throughout this process.

2.6 Communications Policies

1. MCNHS exclusively utilizes students' UMass Boston email addresses to communicate with students. Information about courses, clinical placements, warnings, dismissal, and probation letters comprise some of what is sent to students via their UMass Boston email account. It is each student's responsibility to set up his/her account and check it a minimum of twice weekly. For more information, please visit www.umb.edu/it/getting_services/email. Students who experience problems with their UMB email account should contact the IT Service Desk at ITServiceDesk@umb.edu, 617-287-5220, or the 3rd floor of the Healey Library during regular business hours (Monday-Friday, 8AM-6PM, excluding holidays).
2. All those who represent MCNHS are expected to exercise respect, sensitivity, discretion, and politeness in all forms of communication, including verbal, nonverbal, written, and electronic.
3. The MCNHS website includes a faculty/staff directory with contact information in order to facilitate communication between students, faculty, and staff: www.umb.edu/academics/cnhs/faculty_staff. There is also an Offices & Directory listing on the University website www.umb.edu/offices_directory. However, before contacting faculty or staff members, be sure to review appropriate information on the MCNHS website and this Handbook, as many of your questions will be answered there.
4. If, after reviewing this material, further assistance is needed, please inquire at the administrative offices of the College, Quinn Administration Building. Phone (617) 287-7500; fax (617) 287-7527.

The reception desk is staffed from 8:30 AM – 5:00PM, Monday through Friday.

Online Etiquette & Social Media Policies

Students are expected to behave in accordance with the University's *Code of Student Conduct* and the ANA *Code of Ethics* and to demonstrate sound judgment and Good Moral Character (see Section 3.4) when communicating online or through email with clients, peers, faculty, and staff members and/or when participating in social media. Review the University Policy on Social Media https://www.umb.edu/news_events_media/social_media/policy

2.7 Professional & Ethical Conduct

Maintaining Professional Standards of Conduct

We utilize the American Nurses Association Standards for Excellence as a foundation to our professional standards of conduct:

www.nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/NursingStandards.

Civility is an essential attribute of UMass Boston MCNHS students. As representatives of the College and University, MCNHS students must:

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

In addition to the University and College Code of Conduct, as a registered nurse, there are national standards of ethical conduct provided by the American Nurses Association.

American Nurses Association (ANA) Code of Ethics

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

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

American Nurses Association. (2001). *Code of Ethics for Nurses with Interpretive Statements*.

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics.pdf>

Breaches of Ethical Conduct

Should a concern arise regarding discrimination or harassment based on a legally protected category, including sexual harassment, sexual misconduct, sexual assault, stalking, and/or dating or domestic violence involving a nursing student the concern should be immediately reported to the Office of Civil Rights and Title IX (CRTIX). Reports can be made here: [Link To Report Form](#) or to CivilRights.TitleIX@umb.edu. CRTIX is committed to working with all university community members to proactively address concerns of unlawful discrimination and harassment, including sexual harassment, through prompt addressing of concerns and complaints, remedial actions and prevention efforts. CRTIX will work with the University to handle concerns according to the Non-Discrimination and Harassment Policy, the Student Code of Conduct, the Title IX Grievance Procedure and/or other policies and procedures applicable to employee conduct.

Should a member of MCNHS faculty or administration suspect a nursing student of a breach of ethical conduct unrelated to discrimination or harassment, including sexual harassment, as defined in either the **UMB Code of Conduct** or the **ANA Code of Ethics**, that person will notify the student of the alleged breach in writing describing the concern in full using evidence of the alleged breach and ask to meet with the student within ten (10) school days of the date of the alleged occurrence. The student can and is encouraged to seek guidance and support from the Senior Director of the Office for Student, Support, Success, and Engagement (OSSSE) or their academic advisor. The student can invite the Senior Director of OSSE or academic advisor to the meeting. Likewise, the faculty member can invite the Program Director or the Department Chairperson to the meeting.

If the issue is resolved, the faculty member will inform the student in writing within ten (10) days and no documentation against the student will be issued.

If the issue is not resolved at this meeting, the faculty member will notify the nursing student in writing within ten (10) days of the meeting identifying the alleged violation and the recommended sanction that should be imposed or not imposed with circumstances identified. A copy of this notification will be sent

to the Undergraduates Studies Director, Dean of Students, Senior Director of Student Support, Success & Engagement (OSSSE), Undergraduate Program Director, Department Chairperson, and Dean. Sanctions for breaches of ethical conduct may include, but are not limited to, a zero (0) for the assignment, course failure or other sanctions up to dismissal from the nursing program, per university policy.

Often these sanctions are stipulated in the course syllabus but at times may not be syllabus bound in the case of professional behaviors (ANA Code of Ethics) or other criminal activities. The University denounces intolerance, particularly that based on ethnicity, culture, religion, race, or sexual orientation which interferes with those rights guaranteed by law and insists that such conduct has no place in a community of learning. (see the University's policy on intolerance at https://www.umb.edu/life_on_campus/policies/community/intolerance) and https://www.umb.edu/life_on_campus/policies/community/code/student_conduct_process_during_criminal_proceedings .

At all times, the process described above will be kept private. Faculty and administrators should not share the event and process with anybody outside of those adjudicating the situation.

The student will be notified regarding next steps in the process by the Office of Undergraduate Studies.

2.8 Grading System

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

Percent	Grade	Quality Point Equivalent
93 – 100	A	4.00
90 – 92	A-	3.70
87 – 89	B+	3.30
83 – 86	B	3.00
80 – 82	B-	2.70
77 – 79	C+	2.30 **
73 – 76	C	2.00
70 – 72	C-	1.70
67 – 69	D+	1.30
63 – 66	D	1.00
60 – 62	D-	0.70
Below 60	F	0.00

Grading System is consistent across all CNHS programs.

Approved UGPC, June 2018

** NOTE: Although a student may pass all nursing and health science prerequisites at the C+ minimum, the resulting GPA should meet the 2.5 cumulative GPA requirement.

Incomplete Grades for Courses (INC)

1. A student must complete at least two-thirds of course activities including assignments, exams and other requirements to request an incomplete from an instructor. Grades of Incomplete are granted entirely at the discretion of that course faculty member in consultation with the Program Director. If the faculty member agrees, they will draft an Incomplete Contract, which specifies the outstanding assignments needed to be completed, as well as an agreed upon timeframe for completion, not to exceed one calendar year from the last day of the course.
2. The agreed Incomplete Contract should be signed by both faculty member and student, and it must then be approved and signed by the Program Director. The nursing student is entirely responsible to adhere to the terms of the Incomplete Contract. If the contract requirements are unfulfilled within the one-year time limit, the result is a final course grade of "F."
3. Nursing students must complete any incomplete grade BEFORE entering any subsequent nursing course for which the incomplete course is a pre-requisite. For other nursing courses, students follow both the university's and program's incomplete policy.
4. Once a student completes the course requirements, the faculty should initiate a Change of Grade process in collaboration with the Program Director. When the Change of Grade Form is submitted to the registrar, the student and faculty can see that the grade was changed in WISER.

Pass/Fail (P/F)

Only general education courses may be taken as Pass/Fail. Health science pre-requisite and required HLTH 212, 230 and 314, and all nursing courses may **NOT** be taken as Pass/Fail.

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

2.9 Independent Study

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

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

The Program Director/faculty member, in collaboration with the student, may revise the proposal and collaborate with the Department Chairperson if needed. The program director inputs grades for nursing students registering for independent studies.

2.10 Requirements for Writing Papers

- Papers should follow the Publication Manual of the American Psychological Association, latest edition guidelines.
- **The default format for nursing papers** is typed, double-spaced, 10 or 12 point Times New Roman, with one-inch margins all around.
- **Individual faculty will present their own specific guidelines to follow** in preparation and submission of papers for courses. If you have any questions, consult the course syllabus and make an appointment to discuss your paper with the course faculty.
- **All third-party material and information included in papers should be properly attributed and cited.** Please refer to university policy regarding plagiarism, academic dishonesty, and their related consequences (Section 2.5).
- Students may consult the Writing House Online or other writing resources on campus for writing support. It is the student responsibility to utilize available university resources to support their writing skills.

2.11 Requests to Take Non-UMB Courses during Program

In accordance with University policy, **all courses taken after matriculation to MCNHS must be taken at UMB** in order to receive credit. Students with a compelling rationale to enroll in a course at another accredited university or college while matriculated at UMB in good standing **must first discuss their plans with their academic advisor and program director.** Following the support from both the OSSE academic advisor and the Program Director, the student must next seek permission from the Registrar. (NOTE: only the Registrar can grant permission to take a course off campus). The student must use the Transfer Credit Permission Form to obtain permission from the Office of the Registrar.

https://www.umb.edu/editor_uploads/images/registrar/UndergradTransferCreditPermissionForm_SP22V1.pdf

If this request is approved, the student should keep a copy of the approval for their records, register for the course at the location approved and after finishing the course successfully, submit an official transcript to the Registrar's Office as soon as it is available in order to have credit applied to the official UMB degree audit. It is the responsibility of the student to ensure the completion of this process and that the transfer credit appears on their degree audit.

2.12 Filing for Graduation

In order to graduate with a Bachelor of Science in Nursing in the Traditional Option, MCNHS students must:

1. Complete a minimum of 30 residency credits at UMass Boston. (Students who hold a previous bachelor's degree from UMB must complete a minimum of 30 residency credits in addition to their first degree).
2. Complete 123 credits, as reflected on the Degree Audit Report or Transcript and following the Curriculum Plan in effect when the student matriculated (see Section 1).
3. Clear all restrictive "holds" listed in their WISER account, including outstanding balances,

immunization records, and/or advising holds.

4. Apply for Graduation online through WISER (for a tutorial on how to do this, see www.umb.edu/it/getting_services/wiser/wiser_help_for_students).
5. Nationally Recognized Predictive Exam Policy
 - a. The Manning College of Nursing and Health Sciences utilizes a nationally normed standardized predictive exam to demonstrate the learner's readiness to take the NCLEX-RN®. All pre-licensure nursing students will be required to take these exams throughout the curriculum. The specialty tests, which become part of the course grade, will be given in the following courses:
 - Introduction to Nursing (NU226),
 - Adult Health (NU31),
 - Pharmacology (NU314),
 - Maternity & Women's Health (NU335)
 - Mental Health (NU345),
 - Care of Children (NU435)
 - Nursing Synthesis and Capstone (NU455)
 - b. All pre-licensure senior level-nursing students will take Predictive Exit Exam while enrolled in Leadership and Professional Development (NU456). The HESI Exit Exam will be utilized for NU 456. The first HESI Exit Exam will not be graded and used as a practice exam. The second HESI Exit Exam will be graded and worth 10% of the course grade. Students scoring lower than 850 on the Exit 2 Exam will be required to take a third exit exam. The third Exit Exam will not be graded, and students will need to score 850 or above. For students scoring below 850 on Exit 3 remediation will be required as outlined in the syllabus to meet the course requirements.

Approved UGPC 11/23

6. Upon graduation, pre-licensure nursing students are required to complete a specified (currently the ATI Live Review) Review external NCLEX-RN® review course prior to taking NCLEX-RN®.

Approved UGPC 9/15

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

2.13 Research Opportunities for Undergraduate Nursing Students

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

2.14 Transfer Policies

Transferring Credits to MCNHS

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

Courses Completed Prior to Matriculation

Only courses that fulfill an MCNHS nursing program curricular requirement will transfer. Courses must be at least three (3) credits. Transfer students may be awarded credit for required 4-credit science courses with a Lab (Anatomy and Physiology I and II, Microbiology, and General Chemistry) taken at other institutions if the courses are comparable to those at UMass Boston and they have been completed with a minimum grade of “C+” or better and within 10 years of transfer application (**UGPC Approved Spring/2022**). In addition, Nutrition and Growth and Development (Across the Lifespan: Birth to Death) courses taken at other institutions may be awarded credit if the courses are comparable to those at UMass Boston and if they have been completed with a minimum grade of “C+” or better. General Education and/or elective courses taken at other institutions may be awarded credit with a grade of “C” or better.

Courses Completed After Matriculation

As outlined in section 2.11 above, once a student has matriculated into the nursing major at UMass Boston, all nursing courses must be taken at UMass Boston.

In accordance with University policy, **all courses taken after matriculation to MCNHS must be taken at UMB** in order to receive credit. Students with a compelling rationale to enroll in a course at another accredited university or college while matriculated at UMB in good standing **must first discuss their plans with their academic advisor and program director**. Following the support from both the OSSE and the Program Director, the student must next seek permission from the Registrar. (NOTE: only the Registrar can grant permission to take a course off campus). The student must use the Transfer Credit Permission Form to obtain permission from the Office of the Registrar:

https://www.umb.edu/editor_uploads/images/registrar/UndergradTransferCreditPermissionForm_SP22_V1.pdf

If this request is approved, the student should keep a copy of the approval for their records, register for the course at the location approved and after finishing the course successfully, submit an official transcript to the Registrar's Office as soon as it is available in order to have credit applied to the official UMB degree audit.

It is the student's responsibility to make sure that courses taken off campus meet all MCNHS and UMB transfer policies. If a student receives a failing grade in a required nursing course, this course must be repeated at UMB.

Educational Mobility Policy

Educational Mobility -- a process by which individuals complete formal and/or informal educational offerings to acquire additional knowledge and skills. To the extent possible, educational mobility should build on previous learning without unnecessary duplication of that learning and be focused on outcomes (AACN, 1998).

Approaches to educational mobility should:

- be designed to attain and maintain educational integrity and program quality;
- enhance the socialization of students as members of the profession of nursing, as well as, foster

- achievement of personal goals and needs of individuals;
- focus on the attainment of outcomes that reflect a higher level of knowledge, skills, critical thinking, problem solving, social interaction, and effective professional citizenship;
- consider flexible admission criteria while focusing on exit criteria and standards
- include articulation agreements (AACN, 1998)

To avoid duplication of learning the Undergraduate Nursing Program supports the following:

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

Upon transferring to MCNHS, students receive a Transfer Credit Evaluation report from Undergraduate Admissions that applies previously earned credits to the Program curriculum. Students may request to receive credit for no more than three of the following non-clinical nursing courses taken prior to matriculation that will not automatically transfer:

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

The course description and syllabus from similar courses taken at an accredited program will be reviewed by the program director who will determine if they are equivalent and therefore transferable.

Other Course Exemptions

Students who have previously completed the MassTransfer Block or Associate degree at a Massachusetts institution of public higher education are exempt from First Year Seminar (FYS), Freshmen English (FE), and Arts/Humanities (AR/HU) requirements.

Students who hold a prior baccalaureate degree from an accredited, four-year College or University are exempt from the FYS, FE, AR/HU, World culture/World language (WC/WL), and Writing Proficiency.

Advanced Placement

Here is the link to Advanced Credit/Placement:

<https://admissions.umb.edu/admitted-students/checklist/advanced>

MCNHS offers several options for educational mobility beyond the baccalaureate degree including:

BSN-DNP

BSN-PhD

Undergraduate Nursing Students Taking Graduate Level Courses

An undergraduate nursing student who is interested in pursuing graduate education may be eligible to take up to two graduate nursing courses as specified in the policy below:

For those interested in a master's degree in nursing or a **BSN-DNP** (Doctor of Nursing Practice):

Undergraduate nursing students (pre-licensure and post-licensure RN-BSN) who have a GPA of 3.3 or higher, may be allowed to take up to two graduate level nursing courses: Advanced Pathophysiology NUR617 and/or Advanced Pharmacology NUR 634, and/or NUR 618 Health Policy with the permission of the Undergraduate Program Director, Graduate Program Director/ Track Coordinator and Course Instructor

For those interested in a **BSN-PhD** (research focused degree):

Undergraduate nursing students who have a GPA of 3.3 or higher, may be allowed to take up to two doctoral level nursing courses (from the BSN to PhD curriculum): NU700 (Philosophy of Science), 750 (Contemporary Disciplinary Knowledge), 757/705 (Health Disparities/Social Determinants of Health, 760 (Biostats 1) during their senior year, with the permission of the Undergraduate Program Director, PhD Program Director and Course Instructor.

Approved UGPC, GPC, PhD program committee and Nursing Department Spring 2018

Non-credit staff development and/or continuing education courses are not eligible for transfer credit. Transfer credits under consideration must be discrete, self-contained courses, earned within another accredited baccalaureate or associate nursing program.

Transferring Between MCNHS Programs

Interdepartmental Transfers

Nursing students and Exercise and Health Sciences students may apply for an internal transfer from one Department to another. Such a transfer is not guaranteed, and students must meet the same admissions criteria and deadlines for their desired program as new transfer applicants. The undergraduate nursing program is competitive, and transfer is based on academic standing in pre-requisite nursing courses and space availability in the program.

Transfers Between Nursing Program Options

Traditional BS Transfers

Since the delivery and structure of educational content is different for the Traditional Option from the Accelerated option, transfers are not allowed between the two program options. Pre-licensure nursing students are not eligible to transfer to the RN-BS program.

2.15 Withdrawals

Undergraduate nursing students should follow the University's general Academic Regulations regarding course withdrawal. Nursing students are also expected to be aware of withdrawal policies and deadlines, which are available online from the Offices of the Registrar www.umb.edu/registrar and Undergraduate Studies: www.umb.edu/academics/vpass/undergraduate_studies/policies. Withdrawal from a clinical course or course with co-requisites should be discussed with academic advisors and

program director, as progression is based on fully meeting these requirements. Registration in a clinical or lab course in a subsequent semester is based on space availability.

In-Semester Deadline Waiver and Retroactive Withdrawals

At certain times, emergency personal and/or medical situations may occur which prevent a nursing student from meeting the published add/drop/withdrawal deadlines. When such situations occur, students may either a) proactively seek a waiver of in-semester deadlines, http://www.umb.edu/editor_uploads/images/In-Semester_Deadline_Waiver_Info_Sheet.pdf or retroactively withdraw from a prior semester in its entirety http://www.umb.edu/editor_uploads/images/academic_support_services/ug_studies/Retroactive_Withdrawal-Drop_Info_Sheet.pdf

Student Withdrawal from Nursing or Pre-requisite Courses

First-time Withdrawals

Upon matriculation, undergraduate nursing students may withdraw, i.e., receive a semester grade of "W" without penalty from two required nursing, science, or health science pre-requisite courses for the entire duration of their academic career. Students withdrawing from these courses should meet their academic advisor (and notify your faculty) prior to withdrawing to ensure that such a situation does not occur again. Please note students are unable to withdraw from these courses through WISER until the hold is removed (once approved by the faculty or academic advisor).

Subsequent Withdrawals

A pattern of withdrawals from nursing, science, and/or health science pre-requisite courses puts a student at risk for dismissal from the nursing program. Students will be dismissed from the nursing program in the following academic circumstances:

1. Three withdrawals from nursing, science, and/or health science pre-requisites.
2. Two grades of "C" or below in nursing, science, and/or health science pre-requisites.

Students who are dismissed from the program have the right to appeal as outlined in section 2.17

Approved UGPC 12/2014

Voluntary Withdrawal from MCNHS

Students who consider withdrawing from the College or taking a leave of absence from the University should first discuss their situation with their faculty or academic advisor. If a faculty advisor has not been assigned, discuss the situation with an Academic Advisor or the Program Director.

If the student then decides to withdraw, they must first meet with a member of the OSSE office to obtain a signature from the Senior Director of Student Success & Engagement (a withdrawal form should be printed from the UMB website for this purpose). Once signed, the student must bring the completed form to the Registrar. Student Services will request completion of an exit survey by any student who withdraws from the program.

Any student who voluntarily withdraws from MCNHS in good academic standing, with the intention of returning, should apply for readmission by contacting an Academic Advisor as soon as possible. Nursing students who “stop out” from MCNHS for more than four consecutive semesters are subject to the regulations, policies, and procedures of their program currently in force on the date of their application for readmission (see Section 1.1). The student’s readmission application will be assessed by the Standards and Credits and/or Admissions Committee.

2.16 Policy Exception Requests

Under extenuating circumstances, a student may petition to allow a policy exception such as taking a course out of sequence, without a co-requisite. Petitions are reviewed on a case-by-case basis. Nursing students must first review their request with the Senior Director of Student, Success & Engagement (OSSE) or academic advisor who will consult with the Program Director. The student must then submit a formal, typed letter of petition that clearly outlines the requested exception and the rationale for the request. This letter of petition should be sent at a date that is provided by the OSSE Senior Director or Academic Advisor via email to CNHSstudentservices@umb.edu or mail to CNHS Student Services, UMass Boston, 100 Morrissey Blvd., Boston, MA 02125. The letter should include the student's rationale and supporting evidence for the policy exception request. Students will be notified of the Committee decision after it meets. The policy exemption letters are reviewed by the Program Director and/or Standards and Credits Committee. If the extenuating circumstance involves the student’s disability the Ross Center will be consulted regarding the petition. If the extenuating circumstance involves sexual harassment, pregnancy related conditions, or other forms of legal prohibited harassment or discrimination CRTIX will be consulted regarding the petition. The student will be informed of the decision via email by the Academic Advisors.

2.17 Progressive Support for Success System

Early Alerts

The Undergraduate Nursing Program is participating in the University Academic Early Alert System. What is an Early Alert? <https://www.umb.edu/academics/vpass/uac>

- An Early Alert is a type of mid-term "grade" that is being submitted in WISER. You may see green (satisfactory), yellow (caution), or red (in danger of failing) grades.
- Check the GRADES icon in WISER mobile view, go to OFFICIAL and pull down the choices; select, PROGRESS REPORTS.
- If you receive a yellow or red alert, talk with your professor and academic advisor for guidance. If you receive a green alert, keep up the good work.

Clinical/Lab Warnings and Failure

If, at any time during the semester faculty deems a nursing student’s clinical, and/or lab performance to be unsatisfactory, the student will be issued a written Clinical/Lab Warning.

The Clinical/ Lab warning is initiated by the course/lab faculty and includes the current student performance and identifies a clear measurable plan of action. The nursing student must work toward achieving all the required improvements, utilizing all available resources to support success. The student should also meet with the academic and/or faculty advisor for further guidance and support. Warnings and At-Risk of Failure notices may not be appealed.

Clinical failure will result in course failure.

The MCNHS holds students to a higher standard than that of the University due to the requirements of public health and safety elements of nursing education.

The Standing at the University is noted as follows:

1. Good Standing
2. Alert
3. Warning.
4. Probation
5. Extended Probation
6. Suspension
7. Dismissal

Probation & Dismissal

Within the MCNHS, probation and dismissal are handled by the Standards and Credits Committee (SCC). The SCC is comprised of the program directors, the senior director of OSSE, academic advisors, and nominated nursing faculty members. The SCC meets three times per year and confidentially reviews materials related to probation, dismissal, readmissions, and policy exceptions. A report of the recommendations from the SCC is submitted to the Associate Dean for Academic Affairs for final review. Students who are on college academic probation participate in a structured online remediation program, BeaconsConnect, which is coordinated through OSSE. Students on probation will be allowed to repeat a course on a space availability basis.

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

Appeal Process

Appeals of Grades Received

Students who dispute a grade received for a paper, examination, or course must first meet with the involved faculty within two weeks of receiving the grade. Discussion should focus on understanding the faculty's evidence for the grade. Students are also encouraged at that time to meet with their faculty advisor or Academic Advisor for support and guidance. If a mutually accepted understanding is not reached, either party may ask to meet with the Program Director. The Program Director will make an effort to help parties involved to reach a mutually accepted understanding. If a satisfactory resolution is still not reached, students may appeal to the Nursing Department Chairperson, whose decision will be

final.

Appeals of Dismissal

Appeals of dismissal from MCNHS must go before the Standards and Credits Committee (SCC). The student filing the Appeal must submit a letter of appeal along with:

1. A copy of the documentation received from MCNHS, which outlines the reasons for dismissal.
2. A statement of the student's rationale and evidence supporting why they should not be dismissed.
3. A copy of the student's unofficial UMB transcript.
4. Letters of support from course faculty and/or other supporting documentation is encouraged, but not required, to help the committee understand the circumstances that led to the dismissal.

After the SCC committee meets the students will be notified in writing of the decision of the Standards and Credits Committee. Students whose appeals are successful should contact their advisor soon after they receive notification of their appeal to discuss how to improve their academic performance. Students dismissed by the SCC will be directed to The Academic & Career Engagement and Success Center for assistance in selecting a new program of study. The committee's decision will be final.

2.18 Student Concerns and Complaints

All complaints will be handled in accordance with written policies of the University of Massachusetts Boston and MCNHS.

The college encourages direct communication for resolution of the concern or complaint. Complaints and concerns may relate, but are not limited, to the course expectations, the overall program of study, faculty, classmates, college staff or other college activities. Note: communication below refers to BOTH the complaint put in writing AND person to person meeting.

- For **Course-related concerns or complaints**, the course faculty member will serve as the student's first resource and primary contact for communication.
- For **Program-related concerns or complaints**, the appropriate Program Director will serve as the student's first resource and primary contact for communication.
- For **College-related concerns or complaints**, the Senior Director of Student Success and Engagement (OSSE) will serve as the student's first resource and primary contact for communication.
- For **complaints related to prohibited discrimination and harassment, including sexual harassment**, the Office of Civil Rights and Title IX will serve as the student's first resource and primary contact for communication.

For more information about the chain of escalation of student concerns, please refer to figure on page 9.

SECTION 3: CLINICAL POLICIES

Students in the TBSN program option will have an opportunity, each semester to engage in on-site clinical learning experiences, laboratory-based clinical learning, and some virtual clinical experiences. These experiences are designed to allow students to apply the concepts that they have learned within the didactic courses throughout each semester. The on-ground clinical sites chosen are selected so that students can apply course concepts and competencies for patient populations that span the life-cycle. Each semester of clinical has defined objectives, based upon course concepts for students to apply and demonstrate their competencies in the delivery of safe patient care.

The Department of Nursing offers clinical experiences in a variety of settings including teaching and community hospitals, community-based organizations, and other health care agencies. The Clinical Internship and Placement Office (CIPO) maintains valid and current contractual agreements with these numerous facilities and agencies. Nursing students must meet the expectations of both UMass Boston, department of nursing and the assigned clinical agencies regarding professional conduct, attire, health clearance, background checks and other requirements. **Individual clinical agency policies may supersede UMass Boston and MCNHS policies. Both the College and students must adhere to all applicable clinical agency requirements within the identified dates and timelines, or the placements cannot be secured for clinical experiences.**

3.1 Clinical Progression

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

For all courses in the traditional nursing option, both classes and clinical end on the “last day of classes” as indicated in the academic calendar. Approved UGPC 9/2016

Projected Clinical Start Date

The traditional nursing option carefully monitors the number of students entering NU226, Introduction to Nursing. Please note that enrollment in clinical is impacted by numerous factors, including agency and faculty availability. Each student will be able to estimate their Projected Clinical Start Date (PCSD) during New Student Orientation. For transfer students, the PCSD will be based upon a review of a student’s Transfer Credit Evaluation (TCE) after being accepted into the undergraduate nursing program. ***Mandatory Clinical Orientation.***

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

Space Availability for Clinical Courses

The MCNHS undergraduate nursing program reserves the right to determine students' clinical placements. A student who is not matriculating based on the TBSN curriculum plan and is delayed in one of the clinical courses, **will be able to register in the needed clinical courses based on space availability determined by the Program Director in consultation with the CIPO.** Students may not matriculate based on the curriculum guide if they withdraw from a clinical course, fail to receive a grade of C+ or higher in a clinical nursing course, fail to meet course pre-requisite or co-requisites requirements based on curriculum guide, or interrupts the sequence of clinical courses for any reason.

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

3.2 Clinical Evaluation

Evaluation of clinical performance is completed in partnership with the student and clinical instructor using the clinical evaluation tool. The clinical evaluation tool is posted on the course BlackBoard, as appropriate. Clinical instructors, clinical coordinators, and course faculty can guide students to where these forms can be found. Students are expected to be reflective participants in clinical and will be asked to complete reflection journals as well as an evaluation of their clinical experience during each clinical course.

3.3 Clinical Grading Policy

Students must achieve a passing designation of the clinical component of the course. A PASS is provided by attaining a satisfactory evaluation on the Clinical Evaluation Tool; thus, showing that the student met the clinical objectives of the course. To pass a clinical nursing course, students need to earn a PASS in the clinical component and earn at least 77% in the didactic component of the course. The course grade will be determined by the grade earned in the didactic component of the course.

A student who earns a passing grade in the didactic portion of a course (i.e., 77% or higher) but does not meet the clinical criteria (as measured by the Clinical Evaluation Tool as satisfactorily passing), thus failing the clinical portion of a course, will receive a course grade of "C-". **Approved UGPC 5/2014**

3.4 Essential Nurse Competencies and Good Moral Character Policy

All MCNHS students, faculty and staff are expected to read, understand, and comply with the College's policy regarding Essential Nurse Competencies and Good Moral Character (GMC). Prior to receiving a clinical placement, students must sign an acknowledgement of this policy. This policy rests on the assumptions that pre-licensure nursing students will become eligible for licensure as registered nurses through progression in the program, and that post-licensure nursing students are eligible to practice as baccalaureate-prepared nurses. The professional nature of these experiences requires that nursing students fulfill requirements related to Essential Nursing Competencies and GMC. Violations of either Essential Nurse Competencies and/or GMC standards may be addressed through the Undergraduate Nursing Program Director or the MCNHS Standards and Credits Committee.

MCNHS adheres to requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Students are not required to disclose their disability to the College or any individual faculty member. Students with a disability who seek an accommodation to meet essential nurse competencies should inquire and/or register with the Ross Center for Disability Services (see Section 5.10).

Good Moral Character

In addition to an acceptable CORI and NBC history for licensure, the Commonwealth of Massachusetts Board of Registration in Nursing (BORN) requires compliance with its Determination of Good Moral Character policy. The Board of Registration in Nursing in the Commonwealth has determined that certain conduct demonstrates the absence of the Good Moral Character essential for safe and competent nursing practice. Examples of conduct which demonstrate GMC include: honesty, trustworthiness, integrity, accountability, reliability, distinguishing right from wrong, avoidance of aggression to self and others, and taking personal responsibility for one's own actions.

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

Applicants for Massachusetts RN licensure who have criminal convictions or disciplinary actions will have their records reviewed by the BORN prior to being identified as eligible to take the national licensure examination. Certain criminal offenses may permanently disqualify one from obtaining a Massachusetts nursing license.

Check the BORN website for additional information: <https://www.mass.gov/service-details/good-moral-character-requirements-for-nursing-licensure>

Students who will apply for licensure with Boards of Registration in Nursing (BORN) outside the state of Massachusetts are responsible to check the respective state BORN website for specific regulations regarding Good Moral Conduct and handling of criminal convictions or disciplinary actions.

3.5 Clinical Clearance Requirements

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

- CPR Certification
- CORI and National Background Checks
- Health and Insurance Clearance

- Clinical Calculations Exam (e.g., Safe Medicate)
- Updated/Current Resume or CV
- Agency-specific onboarding documents
- Training modules
- Additional background checks

Clinical clearance documents must be submitted according to the procedures specified by their program director and the CIPO representatives. Deadlines will be provided and failure to meet these deadlines may result in a delayed clinical start or withdrawal from the clinical course. Students are responsible for checking their email during Summer and Winter breaks as these are the clinical onboarding periods.

Students are fully responsible to complete and submit clinical clearance requirements and agency onboarding requests correctly and on time. Students who fail to submit Clinical Clearance documentation on time will be withdrawn from clinical nursing courses. Following initial clearance, it is the students' responsibility to remain in compliance with clinical requirements.

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

Cardiopulmonary Resuscitation (CPR) Certification

CPR certifications must be administered by the American Red Cross or American Heart Association and be at the Basic Life Support (BLS) Provider level. CPR certifications must remain active throughout the duration of the semester. Therefore, any CPR expiring mid-semester will need to be renewed early by the dates established and provided by CIPO representatives.

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

Students accepted into a MCNHS undergraduate nursing program must undergo a Criminal Offender Record Information (CORI) and National Background Check (NBC) in order to participate in the clinical component of their program, e.g., clinical affiliation, internship, practicum course and/or laboratory experience. The purpose of these checks is to ensure public safety and avoid unacceptable risk to vulnerable populations. The College is authorized and certified by the Commonwealth of Massachusetts Criminal History Systems Board (CHSB) to access CORI and other national background records including convictions and pending criminal cases; students will be screened by an authorized CORI Administrator. A copy of the College's CORI policy is freely available to students upon request.

Initial Screening

All pre-licensure nursing students must submit completed CORI and NBC release forms with a copy of a valid form of identification prior to their first clinical experience and at subsequent intervals as requested.

Students who refuse to consent to a CORI/NBC will be administratively withdrawn from the nursing program. Students with a positive CORI or other criminal history may be excluded from a clinical experience at a particular agency at the discretion of the Associate Dean of the College or College Administration.

Subsequent Notice of Violation(s)

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

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

Disputes/Discrepancies Regarding CORI/NBC Results

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

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

- a. relevance of the crime to the practical experience
- b. nature of the work to be performed
- c. time since the conviction
- d. age of the candidate at the time of the offense
- e. seriousness and specific circumstances of the offense
- f. number of offenses
- g. existence of pending charges
- h. any relevant evidence of rehabilitation or lack thereof
- i. any other relevant information, including information submitted by the applicant or requested by the CNHS CORI Committee.

Health and Insurance Clearance

In accordance with MCNHS policy and Massachusetts state law, all students are required to provide proof of required immunizations https://www.umb.edu/bursar/health_insurance and health insurance. Students should have insurance sufficient to cover all medical expenses related to injuries incurred while in clinical or academic settings.

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

Safe Medication Administration Policy and Clinical Calculation Exam

Safe Medicate is a web-based program utilized to achieve competence in clinical calculations and accurate technical measurements of medications administered. Students entering NU226 (traditional option)/NU272 (accelerated option) will receive a Safe Medicate (i.e., current platform used for medication administration competency and testing) access code that will be used for the duration of the undergraduate nursing program. Students must complete the required self-study modules assigned and reach the 100% benchmark on the Clinical Calculation Exam every semester as indicated in course syllabus. As students progress in the program, the exam is summative and will include content covered in previous semesters.

Math proficiency and accurate technical measurement are required and essential first steps to administer medications safely. **Under no circumstances will students be allowed to pass (i.e., give) medications in a clinical setting prior to passing the Safe Medication Clinical Calculation Exam with 100%.** Each exam will be 60 minutes, include 20 items and rounding hints. Additional time will be added to Safe Medicate accounts for students who provide documentation from the Ross Center to their clinical coordinator. The following is a sample of operations that will be on each exam:

- Rights of medication administration
- Conversions (mcg, mg, g, kg, lb)
- Administration of medications ordered in units (heparin, insulin)
- IV flow rates (mL/hr, gtt/hr)

Course (traditional/accelerated)	Safe Medicate Modules
226/ABSN Level 1	FNS Essential Skills
310	FNS Injectable Medicines Therapy <i>(includes mg/kg/hr & units/kg/hr)</i>
335/ABSN Level 2	FNS Injectable Medicines Therapy <i>(includes bodyweight-based infusion)</i>
435	FNS Bodyweight and Body Surface Area Calculations
455/ABSN Level 3	All FNS modules

On the home page of Safe Medicate, there are instructions and Student Support Video

Students who do not test on the scheduled dates will **earn a zero on the missed attempt**. Course faculty and clinical coordinators will be notified by of student results after each exam. Students who do not meet the 100% benchmark after Exam #1 will receive a remediation plan from the course clinical coordinator to be completed prior to the student taking Clinical Calculation Exam #2.

Students who do not meet the 100% benchmark after Clinical Calculation Exam #2 will be placed on clinical warning and will be notified they are at risk for a clinical failure. These students are required to complete a face-to-face remediation (including hands-on skills and achieving 100% on a practice assessment) after Clinical Calculation Exam #2. Students will be scheduled to take a third clinical calculation exam.

***Inability to achieve the required 100% benchmark on Exam #3 will put the student at risk for clinical failure beginning in NU310 in Traditional program option and in Level Two-NU 372 ABS-N program option. Students who fail Exam#3 should meet with the course clinical coordinator and course faculty**

to discuss their options. This failure will be **applicable only** to the assigned courses in the chart below.

Traditional option applicable courses	ABS-N option applicable courses
NU 310 (Adult Health)	ABS-N level 2-NU 372 (Concepts of Health and Illness I)
NU 335 (Maternity)	
NU 435 (Pediatrics)	ABS-N level 3-NU 472 (Concepts of Health and Illness III)
NU 455 (Nursing Synthesis)	

Revised Undergraduate Program Committee May2022

3.6 Expectations for Clinical Performance and Conduct

1. At all times, students' conduct must follow all clinical agency policies and requirements, as well as those specified by the University, College, Program, and Course.
2. Students are expected to follow the Professional Attire of Nursing Students guidelines during all clinical duties.
3. No personal use of electronic communication devices or social media is permitted within clinical settings. Students must set smartphone and tablet devices to "airplane mode" or "silent," so that the device receives no signal while at the clinical site. If an instructor asks a student to access information appropriate to clinical responsibilities on their device, the student should do so outside of public view, in order to avoid misunderstandings among patients, visitors, and agency staff.
4. Student engagement in online, social, or other media and photography of any kind are prohibited within the clinical setting.
5. Any unexcused clinical lateness and absences are a great concern to ability of students to meet course objectives and pass the clinical requirements. Students should thrive to notify clinical faculty prior to any lateness or clinical absence caused by unavoidable or emergency circumstances. Habitual lateness or unexcused clinical absences (i.e., three or more) may result in failure of the clinical and therefore the course. Nursing students seeking an excused absence from clinical attendance should follow the process outlined by the Dean of Student's Office
6. Nursing students who fail to meet clinical criteria as measured by the Clinical Evaluation Tool and/or course syllabus will fail the clinical component and thus fail the entire course.
7. Any nursing student at risk of clinical failure will receive a written notice of Clinical Warning. A Clinical Warning should be taken seriously and a plan for improvement will be included to maximize the chances for student success. A total of three Clinical Warnings in the same clinical course will lead to clinical failure and consequently course failure.
8. If a nursing student's clinical practice is determined unsafe, unprepared, or inappropriate at any time during the semester by nursing faculty or clinical agency staff, the student will be removed from a clinical placement. Removal from clinical placement under these circumstances will result in a notice of Academic Warning and possible clinical failure. Unsafe, unprepared, or inappropriate practice may result in additional consequences, up to and including dismissal from the College.

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, 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 scrub top with a UMass Boston emblem on the left sleeve, a UMass Boston name pin, and navy-blue scrub pants or a navy blue skirt (mid-knee and mid-calf in length) is required. A navy blue jacket with a 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). **Students must be in full clinical attire when entering the unit.**

Other Uniform Requirements:

- Clean, standard white (no trim or colors) nursing shoes or plain white or black leather athletic shoes are acceptable (i.e., no high tops, trim colors, or open toes or open heels).
- 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 MCNHS' 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 a 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 appearance requirements:

Jewelry, Hair, Nails and Beards

Policies related to jewelry, hair, nails, and beards take into account infection control policies and decrease the risk of inadvertent transmission of microorganisms among patients and the students themselves.

1. No jewelry except a watch, one (1) band ring, and one pair of small stud earrings.
2. Earrings are advised to be small stud earring or flesh tone gauges.
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 and chipped nail polish are not allowed.

5. Students must be clean shaven, or beards and mustaches must be neatly trimmed (beards) close to the jawline
6. Students are expected to be neatly groomed for all clinical experiences.

Fragrances and Gum Chewing

Our goal is to promote and protect the health and well-being of all students, faculty, patients and staff. Individuals who are sensitive to perfumes and chemicals may suffer potentially serious health consequences such as upper respiratory symptoms, allergies, asthma, and chronic migraines. In order to promote a safe and healthy clinical environment and accommodate individuals who are medically sensitive to the chemicals in scented products, try to be as fragrance-free as much as possible by refraining from wearing scented products, including but not limited to colognes, after-shave lotions, perfumes, scented deodorants, body/face lotions, hair sprays or similar products on days you may be in clinical.

Gum chewing is not permitted.

The agency or unit policies may be more restrictive, for example long sleeves may not be allowed on maternity units. Students must fully comply with all agency and unit policies.

Students should discuss any concerns about professional attire with the Undergraduate Nursing Program Director.

Revised and Approved UGPC

5/2018

Professional Attire in the Center for Clinical Education and Research (CCER)

The professional attire policy (as stated above) is applicable to the CCER setting. Students are expected to follow the Professional Attire of Nursing Students guidelines while participating in activities that take place within the CCER. Clinical uniform (UMass Boston scrub top, pants or skirt, and name pin) is required in the CCER. The UMass Boston uniform jacket may be worn as part of the uniform for warmth. Students must comply with the dress code and wear a clinical uniform to participate in the following activities:

- Course simulation
- On-campus clinical (For example, NU226 and all clinical orientation and Skills Practice Sessions)
- Clinical referral
- Competency testing

Students are not required to be in clinical uniform for tutoring appointments, open lab, NU220 lab or during academic referral sessions. Students must present a clean, professional appearance.

Missed Clinical Day Make-up

Each semester, if more than one clinical day is missed due to the university being closed for a snow day, or clinical instructor absence, those clinical hours must be made up with an appropriate clinical assignment approved by the clinical and course coordinator. Students who are absent from a scheduled clinical day must make up their absence with an appropriate clinical assignment approved by the clinical and course coordinator. **Approved UGPC 9/2016**

Health and Safety Concerns

Faculty may temporarily remove a student from a clinical experience due to practice, safety, or health concerns. If a student is removed from a clinical experience due to practice, safety, or health concerns the faculty member will notify the Program Director who will determine what if any actions are necessary prior to returning the student to a clinical setting. Actions may include a clinical practice readiness assessment, a referral to University Health Services, or other action. Students can contact the Ross Center for Disability Services or the Dean of Students' Office regarding new or ongoing personal issues or health concerns that may implicate their ability to safely practice in a clinical setting.

Pregnancy

Pregnancy, pregnancy loss, pregnancy related conditions, and pregnancy recovery do not prevent a student from progressing into clinical placements. A pregnant student can ask for accommodation from the Office of Civil Rights and Title IX (CRTIX) due to the pregnancy, childbirth, or related medical conditions. This covers instances of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom. CRTIX has the authority to determine that pregnancy accommodations are necessary and appropriate, and to work with faculty members to adjust academic parameters accordingly. Information about pregnant students' requests for accommodations will be shared with faculty and staff only to the extent necessary to provide the reasonable accommodation. Faculty and staff will regard all information associated with such requests as private and will not disclose this information unless necessary.

Students are encouraged to work with their faculty members to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible. CRTIX will assist with plan development and implementation as needed.

3.7 Incidents of Illness/Injury in Clinical or College Settings

Nursing students who become ill or injured while in clinical or at MCNHS 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 their medical coverage. Nursing students should obtain medical advice from their own primary care provider, or the UMass Boston Health Service, if they become ill or are exposed to an infectious disease. Faculty should consult with the Program Director and Clinical Placement Specialist about all incidents occurring in the clinical areas and required reporting. A Clinical Incident Report must be completed and submitted to the CIPO.

Nursing students who have been ill or injured for longer than two (2) clinical days due to illness, injury, disability, or pregnancy will be required to obtain documentation from the appropriate clinician indicating clearance to return to a clinical setting. 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 Program Director and Clinical Placement Specialist.

3.8 Transportation to/from Clinical Placement Sites

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

3.9 Clinical Withdrawals and Clinical Readmission

Withdrawing from Clinical Courses

A "Leave/Return to Clinical Student Action" form must be completed when a student meets with a student services specialist to withdraw from a clinical or a lab course. When a student withdraws from a clinical course with an average less than 77% and/or an active Warning status, the student must meet with that clinical course coordinator to set up an appropriate assessment and remediation plan to be carried out prior to re-admittance to that clinical course. The student must carry out the action plan and present evidence of completion to the Undergraduate Nursing Program Director before considering re-entry to a clinical course. Returns to a clinical course will be considered on a space available basis, provided that all necessary clearance requirements are met by the specified deadlines.

Re-entry to Clinical Courses

As a condition of re-entry to a clinical course following a stop out of greater than one semester, pre-licensure nursing students must have their nursing knowledge and clinical skills refreshed and must demonstrate at least a minimum level of competency required for progression in the clinical nursing courses. The specifics of the remediation process will be determined by the Undergraduate Nursing Program Director and will likely include skills testing in the Center for Clinical Education and Research (CCER), at a minimum. For pregnancy-related re-entries reasonable effort will be made to effectively reinstate the student to the same status as was held when the leave began.

Intent to return to clinical courses from stop out must be declared during the registration period for the subsequent semester.

Skill competency testing is required for any student who has stopped out of the program for greater than a semester and who is returning to a 300 or 400 level clinical course, or for any student admitted with clinical course transfers. The skills competency testing must be successfully completed prior to semester return date.

If the returning student is unable to demonstrate a minimum level of competence, their re-entry status will be re-evaluated by the Standards and Credits Committee. Regardless of the rationale for program

interruption, re-entry or readmission to MCNHS does not guarantee a student can immediately register for clinical nursing courses. The start date for a student's return to clinical courses is determined by the program director based upon several factors including, but not limited to: amount of time spent away from studies, reasons for stopping out, academic record, recommendations by the Standards and Credits Committee, knowledge and skills assessment/remediation, and space availability guidelines for clinical nursing courses. Students seeing program re-entry or readmission following absences related to pregnancy and/ or childbirth will be granted a leave of absence for so long a period of time as is deemed medically necessary by the student's physician. Following this period, a reasonable effort will be made to reinstate the student to the same status as when the leave began.

3.10 Verification Procedure for CNA/PCA Position

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

Once you have successfully completed NU 226 and remain a student in good standing, you are eligible to request a letter to verify Academic and Clinical status. In order to have a letter sent to the agency of interest, please adhere to the following instructions.

Please note the following: this is not a certification; this is a verification of your status of completion of a fundamentals course.

1. Please email the joann.berrouet@umb.edu for all [CNA/PCA request for verification](#). No calls please. Once processed an email will be sent to student.
 - When submitting your request, send an email with the subject line: CNA/PCA verification request.
2. The email must include the following information:
 - All contact information of the agency to which you are applying (including mailing, email and fax number).
 - Name and address of agency personnel to whom the business letter should be addressed
 - The agency's specific form (if there is one).
 - If letter is for the Red Cross, please include the address of the office where the letter is to be sent. Also include the [Department of Public Health Nurse Aide Training Waiver application form with your request](#). Your Red Cross application will be delayed without it. You will be notified when to pick up your letter.
 - Unofficial transcripts as a pdf attachment – sent via email. No faxes please.

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

General information:

- If you are 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.
- We are not able to provide any additional information, i.e., TB results, transcripts, copies of clinical evaluation tools or other information other than verification. You will need to provide any additional information directly to the agency.
- After processed, all letters will be sent directly to the agency via mail, fax or email. No letters will be given to the student.
- In the case of the American Red Cross, students will receive their letter in a sealed envelope.

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

If you have any additional questions about the process, contact Joann.berrouet@umb.edu

SECTION 4: STUDENT SERVICES, ADVISING, AND STUDENT LIFE

4.1 MCNHS Office of Student Success & Engagement

The Office of Student Success & Engagement (OSSE) strengthens the educational experience of the diverse student population through a comprehensive roadmap of resources and support. The Senior Director of Student Success & Engagement and Academic Advisors are professional staff members at MCNHS who provide guidance to students about course enrollment, course progression, as well as MCNHS and university academic policies.

4.2 Advising by Academic Advisors

Academic advising is a key component of a student's successful progression throughout the nursing program, but particularly during the first two years of undergraduate program. Advising is more than just help in selecting and registering for classes. During advising, students work with an Academic Advisor to establish realistic goals and determine the best way to meet them.

An Academic Advisor will be assigned by the Office of Student Success & Engagement after new student orientation. The Advisor supports a decision-making process that promotes responsible, appropriate choices and facilitates a successful academic experience. Students are expected to initiate and maintain contact with their Academic Advisor at least once per semester.

The academic advisor also refers students to appropriate support services, resources, including financial aid and scholarship opportunities.

The MCNHS Office of Student Success & Engagement also supports class student leaders and numerous student-led activities and programming, including peer mentoring.

Students can contact a MCNHS Academic Advisor for an advising appointment at (617) 287-7500 or book an appointment online: <https://www.umb.edu/academics/cnhs/osse/advisors>. Students should be able to recognize their Academic Advisor by *name* and *appearance*.

MCNHS students should consult with the advisor when:

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

4.3 Advisee Responsibilities

Final responsibility for meeting degree requirements rests with the student. Students should make a regular habit of checking their academic progress using the "Degree Progress Report" application under the WISER system. Full instructions may be found under the "Wiser Help for Students" webpage: www.umb.edu/it/getting_services/wiser/wiser_help_for_students.

Students are advised to:

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

4.4 Strategies for Student Success

Student practices are encouraged to seek every opportunity available at MCNHS and on campus to ensure their academic success. Some of these strategies include:

- **Prepare for and participate in all classes**, whether they are in-person, remote, or online.
- **Check your UMB student email daily**, and at a minimum check both course blackboard and college websites, and bulletin board messages weekly.
- **Budget sufficient time** to study and prepare for class and clinical experiences. Below are some guidelines.
 - Schedule a minimum of 3 hours for study time and assignments per credit hour per course, i.e., 9 hours per week for a 3-credit course.
 - Schedule at least 5 hours per week before attending clinical to prepare for clinical, including the possible visit to the clinical agency before your scheduled time.
 - Keep a daily, weekly, and monthly calendar for scheduling study time, homework, and assignment due dates.
- **Make the most of technology**: important dates and deadlines are posted and available on the university and/or college website including the Master Academic Calendar that can be found at: https://www.umb.edu/academics/provost/master_academic_calendar
- **Meet regularly with course faculty** during office hours.

- **Consult periodically your MCNHS academic advisor** (who can also refer you to university support staff) if you have an academic or personal concern or issue or simply desire to learn strategies to improve academic performance.
- **Meet regularly with your assigned Faculty Advisor** about academic issues and bring questions regarding your future career in nursing.
- **Take advantage of available Academic Support Services.**
 - Visit the Center for Clinical Education and Research (CCER) on the 1st Floor of the Quinn Administration Building and utilize the learning resources including academic and clinical tutoring and workshops, Open Lab, computer lab, and lending library.
 - Attend workshops on citation, study skills, test-taking, time management, oral presentation skills, and critical reading/writing tutoring from the Reading, Writing, and Study Strategies Center (RWSSC) in the Campus Center, 1st Floor, Ste. 1300. (See section 5.8)
 - Make an appointment with WHO (Writing House Online)
 - Explore mentoring opportunities.
 - Seek out and/or establish peer study groups for academic and social support.
- **Get involved** in student governance, leadership opportunities, and service projects.
- **Ideally, do not work outside of your academic commitment at UMB. However, if you choose to work, work no more than 14-20 hours per week.** Consider school as your full-time job and employment as part-time.
- **Establish a support network to cover child-care, elder care, or other personal care responsibilities** and other responsibilities with family members, friends, or professionals.
- **Inquire about financial assistance and scholarship opportunities** with college advisors and the UMB Offices of Financial Aid and Merit Scholarships.
- **Make a commitment, always persevere, be courageous, and stay strong!**

4.5 Class Representatives, Senior Class Officers, and Nursing Associations

Class Representatives

Class Representatives (Class Reps) are elected by each student cohort within each undergraduate nursing program. The Class Rep serves in that capacity as the cohort proceeds through nursing courses.

- Class Representatives for the Traditional BSN are elected during NU226. Any questions regarding elections should be presented to an Academic Advisor.
- The duties of Class Representatives include:
 1. Acting as spokesperson for their cohort at MCNHS committee meetings, apprising the college of student issues and concerns and relaying information back to classmates.
 2. Using appropriate channels of communication within MCNHS in seeking to resolve issues and concerns. In most cases, 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 an Undergraduate Nursing Program Director.
 3. Attending meetings with the Student Services Specialist and 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. Providing the Program Director with a list of classmates who are willing to serve on CNHS committees by first discussing the purposes of the committees with classmates and soliciting volunteers for committee membership.
5. Assisting in recruiting student volunteers for MCNHS activities, such as Open House and Welcome Day. Senior Class Officers.

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

The class officers and their responsibilities are as follows:

President: Student liaison to the Program Director. Coordinate graduation, convocation, and fundraising activities with an Academic Advisor. It is expected that the President will attend meetings with the Senior Director of Student Success & Engagement 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 MCNHS 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 430/435 to serve as a guide for the last semester senior class activities.

Related Professional Nursing Organizations

Please visit the MCNHS website for information about attending or joining a local chapter of a professional nursing organization- such as the ANA Massachusetts (The Massachusetts representative group of the American Nurses Association), New England Black Nurses Association, National Association of Hispanic Nurses or American Assembly for Men in Nursing, Eastern Nursing Research Society, or speak to the Nursing Program Director.

Student Nurses' Association

The Student Nurses' Association (SNA) is a university club. Students can also participate in a state chapter of the Massachusetts Student Nurses' Association (MASNA) and the National Student Nurses'

Association (NSNA) by paying a membership fee and joining those organizations. NSNA is the only national organization for student nurses run by student nurses and the largest independent student professional organization in the US. The NSNA is a pre-professional association designed to prepare students for professional association involvement. Please note that the NSNA houses a national publication, IMPRINT (<https://www.nсна.org>). Students are encouraged to consider publication in this prestigious journal.

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

- enhanced learning through participation in local, state and national lectures, state and national conventions and expos, and community activities
- deeper relationships with faculty
- increased access to leadership and management opportunities
- a cohesive community which represents nursing students at all levels, through collaboration and student mentoring
- the *Nursing Board Review Course*, discounted nursing journals, and *Imprint Magazine*, an excellent reference periodical written by student nurses for student nurses
- financial services, student loan, group health and malpractice insurance, and scholarship information, plus access to attend state and national SNA conferences.

UMass Boston Undergraduate Student Senate

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

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

MCNHS 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, a compilation of the Student Activities Fees. We encourage and support participation in the Student Senate.

4.6 Awards & Honors

Within the College

MCNHS presents several awards to graduating undergraduate nursing students. Award nominations are solicited from faculty. The Awards Committee makes a final determination for the awards listed below.

Award for Academic Excellence

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

Awards for Distinguished Service

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

Colleen Maxwell Award

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

Dean's Award

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

Eddie Segelman Award

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

International Nursing Honor Society – Sigma Theta Tau

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

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

The local chapter invites student participation in its scholarship and service activities and encourages inquiries about membership. Refer to the MCNHS website for organizational information and membership procedures. Early each spring, students are notified of their eligibility to join. Completed applications and endorsements, and related scholarship applications, should be submitted as stipulated on the forms or website. The MCNHS Induction Ceremony of new Sigma Theta Tau members occurs each spring. Please also direct questions to your faculty advisor.

Within the University

John F. Kennedy Award for Academic Excellence

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

University Honors Program

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

4.7 MCNHS Grants and Scholarships

MCNHS offers both a variety of internal scholarships and access to external scholarships. Please log onto the <https://umb.academicworks.com/> 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 MCNHS 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 MCNHS website. Students are also encouraged to visit the Office of Merit Scholarships in the Campus Center, 4th Floor.

4.8 Student Representation

Faculty Committee(s)

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

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

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

Meeting Times: First Wednesday of the month

Nursing Department Meetings

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

Standards and Credits Committee

The Standards and Credits Committee (SACC) reviews students in academic challenges requests for exceptions, and requests for readmission; the committee ensures due process and hears grievances and appeals. Due to student confidentiality, a student representative is only allowed to attend the SACC Business Meeting where policies and procedures are discussed.

How to Become a Department of Nursing Committee Student Member

To become a MCNHS committee member nursing students should contact their Class Representative who will ask for volunteers at the beginning of the Fall semester. Interested nursing students may address a letter which states the committee on which they would serve and describes their qualifications and reasons for serving, to the Undergraduate Nursing Program Director at the beginning of the Fall semester. It is critical students understand that their presence is not as a voting member but advisory. They represent the views of students as well as communicating back to students what they have learned from the meetings they attend.

4.9 MCNHS Pinning Policy

MCNHS SNA Pinning Ceremony for CNHS, Department of Nursing

6-11-2014 Reviewed and Approved

What is a Pinning Ceremony?

- This is a traditional “rite of passage” event marking completion of a nursing curriculum by students enrolled in licensed practical nurse or diploma programs or associate degree or baccalaureate degree program.
- Traditionally, each student walks across the stage and receives a BS pin from program administration.
- At the end of the ceremony, graduates stand as a class and recite the nursing pledge.

The nursing pin is unique to each school, but the tradition is traced back to the Crusades of the 12th century. The modern ceremony dates back to the 1860s when Florence Nightingale was awarded the Red Cross of St George and in turn presented a pin to nursing graduates. By 1916, the practice of pinning new nursing graduates was standard throughout the United States when nursing programs were almost all hospital-based diploma offerings. As nursing programs moved into colleges and universities, this practice has diminished, being replaced by graduation/convocation.

The "Nightingale Pledge", which was actually written in 1893 by a committee at a training school for nurses in Detroit, has been dropped by most schools or replaced by a modified modern version expressing similar sentiments.

The College of Nursing and Health Sciences, Department of Nursing has suggested adoption of this version of the Nightingale pledge:

With full knowledge of the responsibilities I am undertaking, I pledge to care for my patients with all of the knowledge, skills, and understanding that I possess, without regard to race, color, creed, politics, or social status.

I will spare no effort to conserve meaningful life, to alleviate suffering, and to promote health.

I will refrain from any action which might be harmful to the quality of life or health of those I care for.

I will respect, at all times, the dignity and religious beliefs of the patients under my care, and hold in professional confidence all personal information entrusted to me.

I will endeavor to keep my professional knowledge and skills at the highest level and give my support and cooperation to all members of the health team.

With full awareness of my qualifications and limitations, I will do my utmost to maximize the potential of the nursing profession and to uphold and advance its standards.

FIRST STEP

The pinning ceremony takes place during the 8th semester of the Traditional BSN program.

- **Who organizes the pinning ceremony?** The pinning ceremony is a collaboration between the undergraduate program, OSSE and student reps or class officers. A Pinning Committee that includes class members and SNA members can be formed. The Pinning Committee provides continuity between the cohorts in planning the ceremony; representatives from the different cohorts can share tips about locations, vendors, and any problems that may arise. The Pinning Committee will receive assistance and guidance from an OSSE academic advisor and will consult with the Undergraduate Nursing Program Director about certain aspects of the Ceremony.
- **Who attends: Every student eligible to attend under the current Department of Nursing Pinning Ceremony Policy can attend the student-organized pinning ceremony.** The number of guests allowed per student is to be determined by the on-campus venue. Faculty, staff, and administrators from the Nursing Department will also be invited.
- **How long does it take?** The ceremony (and reception) is usually about 1 ½-2 hours in length.
- **When is it held?** There may be up to 2 pinning ceremonies held each year (1 pinning ceremony for those who graduate in May and 1 pinning ceremony for those who graduate in December). The dates will be selected in collaboration with the undergraduate program director, OSSE and student reps or class officers..
- **Where is it held?** The pinning ceremony takes place on the UMass Boston Campus in a room that is based on event size and room availability.
- **Who funds the pinning ceremony?** The graduating cohort raises the funds to support the ceremony and reception. **FUNDRAISING WILL BE IN ACCORDANCE WITH UNIVERSITY POLICIES AND PROCEDURES.**

****COMMUNICATION: The Pinning Committee will update the academic advisor and program director ON A REGULAR BASIS DURING THE PROCESS**

- **Budget and plan for the pinning ceremony is reviewed by the** undergraduate program director **and academic advisor.**
 - Note that MCNHS reserves the right to be informed about speakers and the full plan (schedule) for the event which must specify the budget.
- **Attire for this event** is business professional attire. Caps and gowns are not permissible for any pinning ceremony as these are only allowed at graduation/convocation.

Approval for each pinning ceremony will be provided in writing in response to submission of a written Pinning Ceremony plan and budget. Pinning Plan is submitted to the undergraduate program director.

SECTION 5: UNIVERSITY RESOURCES

5.1 Career Services and Internships

Campus Center, 1st Floor, Ste. 1300. Phone: 617-287-5519. Fax: 617-287-5525. Email: careers@umb.edu. Web: www.umb.edu/academics/vpass/career_services

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

5.2 Financial Aid Services

Campus Center, 4th Floor. Phone: 617-287-6300. Email: finaid@umb.edu. Website: www.umb.edu/admissions/financial_aid_scholarships.

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

5.3 IT Service Desk

Healey Library, 3rd Floor. Phone: 617-287-5220. Email: ITServiceDesk@umb.edu. Website: www.umb.edu/it/getting_help

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

5.4 Library & Computer Resources

Healey Library Resources

The Healey Library is open Monday –Thursday, 8AM-11PM, Friday 8AM-7PM, Saturday 9AM-5PM, and Sunday 11AM-2PM. A Library

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

gives students access to a librarian who can answer questions 24/7.

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

Computer Resources

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

Nursing Software on Campus Computers

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

5.5 Subject Tutoring and Math Resource Center

Campus Center, 1st Floor, Ste. 1300. Phone: 617-287-6550. Email: tutoringprogram@umb.edu.
Website: https://www.umb.edu/academics/vpass/academic_support/tutoring

Students enrolled in non-CNHS courses may use the tutoring services available from the university's Subject Tutoring and Math Resource Center. Nursing students may also participate in the academic workshops offered by the Reading, Writing and Study Strategies Center (refer to above link).

5.6 Merit Scholarship Office

Campus Center, 4th Floor. Phone: (617)287-6026. Email: merit.scholarships@umb.edu. Web: <https://umb.academicworks.com/>

Information on university and nursing scholarships is available in the Scholarship Office.

5.7 One Stop Student Service Center

Campus Center, UL. Phone: 617-287-4883. Website: www.umb.edu/campus_center/services/one_stop

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

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

Campus Center, 1st Floor, Ste. 1300. Phone: 617-287-6550. Email: RWSSC@umb.edu. Website: www.umb.edu/academics/vpass/academic_support/tutoring/rwssc.

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

5.9 Registrar

Campus Center, 4th Floor. Phone: 617-287-6200. Email: registrar@umb.edu. Website: Students with any questions regarding registration or graduation should contact the Registrar's Office at the above website or phone number.

5.10 Ross Center for Disability Services

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

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

5.11 Student Referral Program

Students with personal issues that may interfere with schoolwork, are overwhelmed with academic demands, or who experience other issues interfering with academic success can take advantage of many resources available on campus by contacting [the Student Referral Program at https://www.umb.edu/academics/vpass/uac/special_programs/student_referral_program](https://www.umb.edu/academics/vpass/uac/special_programs/student_referral_program).

5.12 Testing Center – CLEP/NLN Exams

Campus Center, UL, Rm. 130. Phone : 617-287-5522. Fax : 617-287-5547. Email : uac.testing@umb.edu. Equivalency exams may be available to qualified students for credit in their nursing program, including CLEP examinations. Proctored examinations are offered through the UMB Testing Center.

5.13 WISER

www.umb.edu/it/getting_services/wiser

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

5.14 Writing Proficiency Office

Campus Center, 1st Floor, Ste. 1300. Phone: 617-287-6330. Email: writing.proficiency@umb.edu. Website: www.umb.edu/academics/vpass/undergraduate_studies/writing_proficiency

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

5.15 Undergraduate Admissions

Campus Center, UL; phone: 617-287-6100; website: www.umb.edu/admissions/ug

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

5.16 University Health Services

Quinn Building, 2nd floor; website: www.umb.edu/healthservices

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

Note: Due to state regulations and professional standards, immunization records are required for all

Undergraduate Nursing students. Copies of these records should be submitted directly to UHS at the location above

Appendix A

University of Massachusetts Boston College of Nursing and Health Sciences Organization Chart (Partial)

