



Manning College of Nursing and Health Sciences

ACCELERATED UNDERGRADUATE
NURSING STUDENT HANDBOOK

2023-2024

FULL APPROVAL STATUS

The nursing program maintains Full Approval State 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, 750, Washington, DC 20001, 202-887-6791.

Table of Contents

Introduction	5
Welcome from the Department of Nursing	5
Purpose of this Handbook	8
Mission, Values, Vision, Goals & Philosophy	6
Program Outcomes & Educational Objectives	9
Organization of MCNHS	10
Student Signature Verification of Understanding & Adherence	12
Section 1: Undergraduate Nursing Requirements	13
1.1 Admission to Undergraduate Nursing Programs	13
1.2 Learning Objectives	13
1.3 Academic Progression	14
1.4 General Education Requirements	14
1.5 Accelerated BS in Nursing Core Requirements (pre-licensure)	15
1.6 Undergraduate Nursing Courses	16
Section 2: Policies and Procedures	16
2.11 University Policy on Non-Discrimination	16
2.12 Disability-Related Accommodations	16
2.13 University Undergraduate Academic Policies	16
2.14 Right to Review University and MCNHS Records	16
2.15 Academic Honesty & Academic Misconduct	16
2.16 Communications Policies	18
2.17 Ethical Conduct	19
2.18 Grading System	21
2.19 Incomplete Grades	22
2.20 ABSN Testing Policy	23
2.21 Requirements for Writing Papers	23
2.22 Requests to Take Non-UMB Courses during Program	24
2.23 Filing for Graduation	24
2.24 Research Opportunities for Undergraduate Nursing Students	25
2.25 Transfer Policies	25
2.26 Withdrawals	28
2.27 Policy Exception Requests	29

Section 3: Clinical Policies	33
3.11 General Information	33
3.12 Clinical Evaluation	33
3.13 Projected Clinical Start Date	34
3.14 Virtual Clinical Experiences	34
3.15 Essential Nurse Competences & Good Moral Character Policy	35
3.16 Clinical Clearance Requirements	39
3.17 Expectations for Clinical Performance and Conduct	43
3.18 Incident of Illness/Injury in Clinical or College Settings	46
3.19 Transportation to/from Clinical Placement Sites	47
3.20 Clinical Withdrawals and Clinical Readmission	47
3.21 Clinical Grading Policy	48
3.22 Verification Procedure for CNA/PCA	48
Section 4: Student Services, Advising & Student Life	49
4.1 MCNHS Office of Student Support, Success & Engagement	49
4.1 Advising by Student Services Specialists	49
4.2 Advising by MCNHS Faculty	50
4.3 Advisee Responsibilities	50
4.4 Strategies for Student Success	51
4.5 Class Representatives, Senior Class Officers, & Nursing Associations	52
4.6 Awards & Honors	55
4.7 MCNHS Grants & Scholarships	56
4.8 Student Representation	56
4.9 MCNHS Pinning Policy	57
Section 5: University Resources	59
5.1 Career Services & Internships	59
5.2 Financial Aid Services	59
5.3 IT Services Desk	59
5.4 Library & Computer Resources	60

5.5 Subject Tutoring and Math Resource Center	60
5.6 Merit Scholarship Office	61
5.7 One Stop Student Service Center	61
5.8 Reading, Writing, & Study Strategies Center (RWSSC)	61
5.9 Registrar	61
5.10 Ross Center for Disability Services	61
5.11 Student Referral Program	62
5.12 Testing Center-CLEP/NLN Exams	62
5.13 WISER	62
5.14 Writing Proficiency Office	62
5.15 Undergraduate Admissions	62
5.16 University Health Services	63

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

The *Undergraduate Nursing Student Handbook* details information needed by Accelerated BSN learners 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/campus-life/current-students/policies/academic-regulations-ug/>
- Code of Student Conduct: <https://www.umb.edu/campus-life/current-students/policies/umass-boston-academic-integrity/>
- Undergraduate Course Catalog: https://www.umb.edu/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. 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

The 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: MCNHS 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 MCNHS,</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 Manning 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.</p> <p>Approved Spring 2019</p> <p>VISION: To be the premier leader in educating innovative nursing professionals committed to advancing health equity</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.</p> <p>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.</p> <p>The goals are:</p> <ul style="list-style-type: none"> *Provide innovative educational services to enhance student learning, in collaboration with other units within the university. *Create an environment in the department and the university at large where students, faculty, and staff interact with respect, value learning and inquiry, and work collaboratively. *Promote engagement by 	<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.

<p>Spring 2019)</p>	<p>and achieving optimal population health in local, global and urban communities by the development and evaluation of health policies.</p>	<p>faculty and students in nursing discipline- specific and interdisciplinary scholarly collaboration to address strategies to enhance health-related quality of life with an emphasis on diverse urban populations. *Disseminate the findings of faculty and student scholarly work to the university community, the community at large, and the professional healthcare community. *Use effective teaching and learning methods to prepare baccalaureate, masters, and doctoral students to provide excellent health care with an emphasis on diverse urban populations. *Establish partnerships with clinical agencies and communities to enhance student learning, community service, 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>	<ol style="list-style-type: none"> 5. Create a culture of quality and 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>Revised and Approved Feb 2021 Undergraduate Program Committee and Department of Nursing</p>
---------------------	---	---	---

MCNHS Mission, Values, Vision, Goals & Philosophy

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:

- Provide access to education in nursing and exercise and health science for students from diverse backgrounds.
- Provide excellence and innovation in scholarship, teaching, and service. Provide public service related to nursing and exercise and health science.
- 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.
- 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.
- Prepare graduates for participation in society as educated, socially responsible individuals. Prepare graduates of the Bachelor of Science degree in nursing for entry into professional nursing practice Master's or Doctor of Nursing Practice level study in nursing

Philosophy

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

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

Entry into the practice of professional nursing requires a baccalaureate degree with a major in nursing. Professional nurses use the nursing process to work with individuals, families, groups, and communities to achieve optimal levels of wellness. Professional nurses are accountable and responsible for their nursing practice, applying leadership and management skills and collaborating with members of the health care team as they apply the nursing process. Advanced practice nurses, who

hold earned master's or doctoral degrees in nursing, assume leadership roles in health care delivery systems through research, practice, teaching, and/or administration.

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

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

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

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

Approved Nursing Dept. Meeting Nov 2009

MCNHS Undergraduate Nursing Program Objectives

Each course in the Accelerated Option retains a direct connection to the terminal Nursing Program Objectives and Educational Outcomes. Within each course, session objectives are connected to the course objectives which are connected to the level objectives and the nursing program objectives. These course and level objectives are created in accordance with the professional nursing standards set forth by the American Association of Colleges of Nursing's Essentials of Baccalaureate Education for Professional Nursing Practice, the American of Nursing Association's Standards of Clinical Practice, Code of Ethics, and Social Policy Statement, and the Commonwealth of Massachusetts general laws and Board of Registration in Nursing regulations. Program effectiveness is periodically evaluated by students, alumni, and employers; data is utilized by program faculty in assessing, analyzing, and determining action for ongoing program improvement.

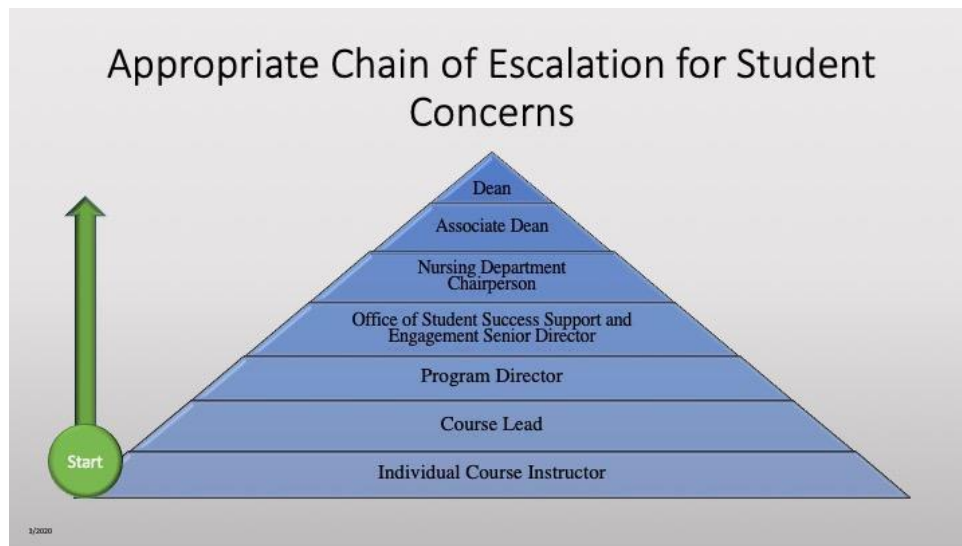
Organization of The Manning College of Nursing & Health Sciences (MCNHS)

The Dean of the Manning 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. Please note Appendix A for the MCNHS organization chart.

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



Important People/Offices and Contact Information:

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

Contact Information: <https://www.umb.edu/nursing-health-sciences/about/nursing/faculty-staff/>

The Office of Student Support, Success, & Engagement is supervised by the Senior Director who oversees a team of Student Success Specialists (often referred to as advisors), a team of Program Assistants, Writing House Online (WHO), and the Manning MCNHS First-Year Scholars program. The Senior Director is supported by the Associate Director of Graduate Studies. The Academic Advisors work closely with the students on academic success, course registration, and other academic needs. Contact Information: <https://www.umb.edu/nursing-health-sciences/faculty-staff/staff/>

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, designated education unit (DEU) experiences, preceptorships, and internships.

Contact Information: <https://www.umb.edu/nursing-health-sciences/student-success-engagement/cipo/>

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

Contact Information: 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 College of Nursing and Health Sciences. Students are asked to sign via [Google Forms](#) (sample below), an attestation that they understand and will adhere to the policies of UMB MCNHS. Through that electronic signature, students understand that some of the policies and procedures are unique to MCNHS and may differ from the University policies and procedures. Professional education, such as that provided in the MCNHS demands rigor and the divergence from University policies occasionally.

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

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

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

Print Student Name: _____ UMB ID# _____

Student Signature: _____

Date: _____

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

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

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

SECTION 1: UNDERGRADUATE NURSING REQUIREMENTS

In addition to our professional accreditation, the University of Massachusetts is accredited by the New England Association of Schools and Colleges.

1.1 Admission to Undergraduate Nursing Programs**General Admissions Statement**

Admission to undergraduate nursing is competitive and requires the submission of appropriate application and related documentation. Specific admissions criteria for each program are listed separately on the MCNHS website, see <https://www.umb.edu/nursing-health-sciences/> All newly admitted students must attend and complete a mandatory new student orientation before enrolling in classes in the first semester. Admission requirements are posted on the Accelerated Option webpage: <https://www.umb.edu/academics/program-finder/accelerated-bachelor-of-science-in-nursing-abs-n/>

Readmission to Undergraduate Nursing

Students who leave or left the nursing program in good academic standing with a cumulative GPA of 2.5 or better will be considered for readmission on a space available basis. Regardless of academic who seek to return are expected to adhere to readmission deadlines posted on the MCNHS website. Students seeking readmission to MCNHS should first obtain a re-enrollment form from the Office of the Registrar's website: They should then submit 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 deadline listed on the Readmission after an absence of two (2) or more years requires approval of the MCNHS Standards and Credits Committee. If allowed to return, students will be subject to curriculum requirement as well as college and university policies in effect at the time of readmission. If readmission is granted, an individual program of study may be developed to accommodate any curriculum.

changes.

1.2 Academic Progression

Students must adhere to the following policies to progress through the full fifty four (54) credits of the Accelerated Undergraduate Nursing program.

1. Attend all New Student and Clinical Orientations, as scheduled, to gather the information necessary to undertake the program and maximize potential for success.
2. Complete the University's General Education requirements (see Section 1.4).
3. Complete core nursing requirements outlined on the Curriculum Plan specific to the program of study.
4. Maintain a cumulative GPA of 2.50 or higher every semester for the program duration. If the cumulative GPA falls below 2.5 (after completion of the 1st semester of the nursing program), the student will be dismissed from the program.
5. Students in the accelerated nursing program must receive a grade of "C+" or higher in all Health Science pre-requisite courses and Nursing courses. (Less than "C+" in any such course is considered a failing grade.)
6. Students who receive a grade of "C" or below for the first time in any Nursing course will be placed on probation (see Section 3.17).
7. Students who receive a grade of "C" or below for the second time in any required nursing or science course will be dismissed from MCNHS (see Section 3.17).
8. 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 course, the student fails the entire course and must repeat ALL components.
9. Complete all mandatory examinations, including but not limited to class exams, competency testing in clinical and Clinical Medication Administration and Calculations.
10. Manage their academic career by reviewing their Degree Audit Report and student account on WISER and meeting periodically with a Student Services Specialist and/or Faculty Advisor (see Section 4).

1.3 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 as well as learning and innovation skills are essential for success in the contemporary global economy and community. In accordance with these expectations for professional success, the University's general education program links the arts and humanities with nursing and health science coursework to prepare nursing students for the world they face beyond college.

Students in the Accelerated Bachelor of Science in Nursing program option have met the general education requirements from their first degree.

1.5 Accelerated BS in Nursing Core Requirements

The twelve-month program option consists of fifty four (54) total credits earned at UMB and accepts students who already hold a baccalaureate degree in another discipline from an accredited institution and wish to pursue a BS in Nursing.

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

Curriculum

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

www.umb.edu/editor_uploads/files/cnhs_files/ABSN-Curriculum_Guide-Accelerated_Nursing_Option.pdf

Pre-requisite Requirements

Prior to application, students must complete pre-requisite transfer courses listed on the program website: https://www.umb.edu/media/umassboston/content-assets/admissions/transfer-students/transfer-nursing-students/accelerated-nursing-program/Accelerated_Nursing_Prerequisite_Guide.pdf.

Online learning environment

Accelerated students will access the content for their courses via BlackBoard and other learning software outlined at orientation and in course syllabi, as appropriate. It is the responsibility of the student to download and access all required materials.

Robust and thoughtful exchange of ideas is central to collegiate education and is encouraged in the online classroom. Course discussions are moderated by section instructors and/or course faculty. Inappropriate language or behavior will not be tolerated. Instructors can track your activity online and you will be expected to log in regularly to keep up with the content in each course. Your assignments are scheduled to maintain compliance with federal regulations on distance learning.

Clinical expectations

Accelerated students will be required to attend a weekly on-ground clinical experience each semester throughout the course of the program. Students will attend laboratory skills sessions each semester at the Center for Clinical Education and Research (**CCER**), located on campus in the Quinn Building. Further information on the Clinical experience can be found in Section 3: Clinical Policies.

[Undergraduate Nursing Courses](#)

Undergraduate nursing course offerings and descriptions are available on the <https://courses.umb.edu/>

2.11 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/media/umassboston/content-assets/learningdesign/pdf/Non-Discrimination and Harassment--Administrative Standards.pdf](https://www.umb.edu/media/umassboston/content-assets/learningdesign/pdf/Non-Discrimination%20and%20Harassment--Administrative%20Standards.pdf)

2.12 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; <https://www.umb.edu/academics/seas/disability-services/> 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/campus-life/current-students/policies/title-ix-compliance/> or email CivilRights.TitleIX@umb.edu.

2.13 University Undergraduate Academic Policies

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

2.14 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.

2.15 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/> MCNHS examples of academic dishonesty include but are not limited to: cheating on examinations; submitting written material, either whole or in part, that is the work of others; purchasing papers over the internet; or seeking unauthorized use of computer files of a faculty member, 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/academics/academic-integrity/>

Before reporting a suspicion of academic dishonesty, the faculty member may discuss the matter with the student and/or the faculty member's chair (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/media/umassboston/content-assets/learningdesign/pdf/FINALUMBCode9-5-18-Appendix_B_V2.pdf

Students may appeal the academic dishonesty sanctions. Details can be found: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/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.

2.16 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 <https://www.umb.edu/it/software-systems/email/> Students who experience problems with their UMB email account should contact the IT Service Desk at HYPERLINK "mailto:ITServiceDesk@umb.edu"ITServiceDesk@umb.edu 617- 287-5220, or the 3rd floor of the Healey Library during regular business hours (Monday- Friday, 8AM-6PM, excluding holidays).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 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 <https://www.umb.edu/directory/?page=382>. However, before contacting faculty or staff members, be sure to review appropriate information on the MMCNHS 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/marketing/social-media/>

2.17 Ethical Conduct

Students are to follow University, College, and professional codes of ethics and standards of 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, MMCNHS 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, gender expression/identity, 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) <https://www.umb.edu/crtix/>. Reports can be made here: https://cm.maxient.com/reportingform.php?UMassBoston&layout_id=2 or 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, Associate Director of Graduate Programs, 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 the 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); ABSN Program Director; Department Chairperson; and MCNHS 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, gender expression/identity, 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/media/umassboston/content-assets/crsacad/pdf/Intolerance-Policy.pdf> and

<https://www.umb.edu/media/umassboston/content-assets/learningdesign/pdf/UMassBostonCodeofConduct08.02.21.pdf> .

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.

2.18 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 MCNHS programs. Approved UGPC, June 2018

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

2.19 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 nature and value of the outstanding assignments that need 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. Incompletes in the ABSN program are only allowed in NU471, due to failure to pass the HESI/ATI tests in L3.
2. The agreed Incomplete Contract should be signed by both faculty member and student, and it must then be approved and signed by the Accelerated Nursing Program Director. The nursing student is entirely responsible for adhering 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 make-up any incomplete grade BEFORE entering any subsequent clinical nursing course for which the incomplete course is a pre-requisite. For other nursing courses, students follow 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 GradeForm is submitted to the registrar, the student and faculty can see that the grade was changed in WISER.

Pass/Fail (P/F)

Only clinical and simulation courses may be taken as Pass/Fail. Health science pre-requisite and required 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; however, a grade of "F" is treated the same in all conditions and is likely to significantly reduce a student's overall GPA.

• 2.20 ABSN Testing Policy

Students are expected to adhere to the ABSN testing policy and guidelines listed in the course syllabi. Should a faculty member suspect a student of academic dishonesty, the faculty member will follow the policy for academic honesty (https://www.umb.edu/media/umassboston/content-assets/learningdesign/pdf/FINALUMBCode9-5-18-Appendix_B_V2.pdf)

2.21 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 serif font (preferably Times New Roman), with one-inch margins all around.
- Individual faculty will present their own specific guidelines to follow in preparation and submission of papers for courses. If you have any questions, consult the course syllabus, and make an appointment to discuss your paper with the course faculty.
- All third-party material and information included in the 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's responsibility to utilize available university resources to support their writing skills.

2.22 Filing for Graduation

To graduate with a Bachelor of Science in Nursing, 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 54 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

<https://www.umb.edu/wiser/student-help/>

5. Successfully pass HESI/ATI Exit Exam.
 - a. The HESI is a nationally-normed standardized predictive exam that is used to demonstrate the learner's readiness to take the NCLEX-RN®. This exam is situated in the last term of the last semester as part of course NU 471. Students must achieve a minimum score of 850. Students will have up to three attempts to meet this benchmark. Students must remediate if they do not meet the 850-benchmark score. For further practice and to increase their score and confidence, students are encouraged to take up to two subsequent HESI exams to score over 900. If after the three HESI attempts a student does not meet this benchmark, an incomplete is issued for NU 471 and the student must follow the requirements outlined in the applicable course syllabus. Approved UGPC 9/22
 - a. If students do not meet this benchmark, an incomplete is issued for NU 471. Students should plan to take all scheduled exams to exceed the benchmark. Approved UGPC 9/15 This is the only Incomplete allowed in the ABSN program option.
 1. Upon graduation, pre-licensure nursing students) are required to complete a specified (currently the Kaplan Review ATI will be replacing the Kaplan Review) face-to-face 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.

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 a MCNHS requirement will transfer. Courses must be at least three (3) credits. General education and/or elective course must have been completed with a grade of "C" or better to transfer. Non-science courses do not have a time limit. Three-credit health science courses must have been completed with a minimum grade of "C+" or better and within 10 years of transfer application (UGPC Approved Spring/2022). . Lab science courses must be four (4) credits and must have been completed with a grade of "C+" or better to transfer. 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 in the natural sciences, e.g., biology and chemistry, must have been taken within ten (10) years prior to matriculation into MCNHS for Traditional and Accelerated BS transfer students.

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.

MCNHS 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

Other Course Exemptions

Students who transfer 30 credits or more are exempt from the FYS requirement. 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 requirements. MCNHS offers several options for educational mobility beyond the baccalaureate degree including-BSN-DNP, BSN-PhD.

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. The undergraduate nursing program is competitive, and transfer is based on academic standing in pre-requisite nursing courses and space availability in the 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.

Transfers Between Nursing Programs

Accelerated BS Transfers

Since the delivery and structure of educational content is different for the Accelerated Option from the Traditional option, transfers are not allowed between the two program options. MCNHS students who complete their BS in Exercise and Health Sciences are eligible to apply for an Accelerated BS in Nursing, subject to the admissions policies, deadlines, and procedures listed above, and this is considered a Second UMB Degree rather than an interdepartmental transfer. Admission is not guaranteed.

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 24/7 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. **Students must note that they are responsible for program costs if they withdraw from the program after the Add/Drop deadline.**

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

Students enrolled in the ABSN program understand that many of their courses only run through part of the term. Students enrolled in the ABSN program agree to follow the full-term dates and deadlines as it relates to academic decisions and financial responsibility.

Fall and Spring: Academic dates and financial deadlines follow those outlined for [standard courses on the academic calendar](#)

Summer: Academic dates and financial deadlines follow those labeled for [Summer 1 \(CE2\) on the academic calendar](#)

Due to the cohort-based nature of this program, students who begin enrollment in a term (fall, spring, summer) will be charged for all of the courses in that term at the beginning of the semester. Students will be charged for all scheduled courses in the term in which the withdrawal occurs, even if that course has not yet begun. The typical refund policy applies. One-time fees outlined on the [Bursar's website](#) are non-refundable.

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 or health science pre-requisite courses for the entire duration of their academic career. Students withdrawing from a nursing or science course should meet their student services specialist (and notify your professor) prior to withdrawing to ensure that such a situation does not occur again. Please note 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 courses puts a student at risk of dismissal from the nursing program. Students will be dismissed from the nursing program in the following academic circumstances:

- Three withdrawals from nursing.
- Two grades of "C" or below in nursing.

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.

2.23 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.

2.24 Progressive Support for Success System

Progression

Students in the Undergraduate Accelerated Bachelor of Science in Nursing program option (ABSN) must successfully complete all four co-requisite courses each semester. Failure to achieve the benchmark grade of 77 or greater, failure to demonstrate competency of the identified skills, and/or failure in clinical will result in a failing grade for the course(s). In MCNHS, the first grade of "C" or below in a required Nursing (NU) will result in academic probation. Probation status also occurs if the GPA falls below 2.5.

Early Alerts, Competency Testing, and Warning Notices

Early Alert

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.

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 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, Beacons Connect, 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.

2.25 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 Student 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 every effort to help the parties involved to reach an 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 the probationary or dismissal status.
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 are encouraged 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. If the dismissal is overturned by SCC, the student is allowed to continue matriculation, and will participate in a structured online remediation program, Beacons Connect, which is coordinated through OSSE. Students will be allowed to repeat a course on a space availability basis.

All dismissals upheld by the Standards and Credits Committee are reviewed by the Associate Dean for Academic Affairs. The Associate Dean's decision will be considered final.

In the unlikely event that a student is still dissatisfied, a student has the right to submit a written appeal to the Associate Dean for Academic Affairs. If the student is still not satisfied, the student may appeal to the University's Office of the Provost Quinn Administration Building, 3rd Floor, Room 61A, 617.287.5600 (phone), 617.287.516 (fax), provostcomm@umb.edu, Office Hours: M—F, 8:30 AM— 5PM.

2.26 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 in writing AND the person-to-person meeting.

- A. For Course-related concerns or complaints, the course faculty member will serve as the student's first resource and primary contact for communication.
- B. For Program-related concerns or complaints, the ABSN Program Director will serve as the student's first resource and primary contact for communication.
- C. For College-related concerns or complaints, the Senior Director of Student Support, Success, and Engagement (OSSE) will serve as the student's first resource and primary contact for communication.
- D. For more information about the chain of escalation of student concerns, please refer to figure XX (p.10).

Section 3: Clinical Policies

3.0 General Information

Students in the Undergraduate Accelerated Bachelor of Science in Nursing (ABSN) program option will have an opportunity each semester to engage in on-site clinical learning experiences, laboratory-based clinical learning, and 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 (level) 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) <https://www.umb.edu/nursing-health-sciences/student-success-engagement/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 Projected Clinical Start Date

On-ground clinical experiences and clinical learning in the Center for Clinical Education & Research occur in each of the three program semesters. These experiences commence within the first 1-2 weeks of the semester and continue throughout the semester until the final week. A calendar of the days/locations of clinical experiences will be shared with students at the start of each semester.

3.2 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 nursing option, both classes and clinical end on the “last day of classes” as indicated in the academic calendar.

Approved UGPC 9/2016

3.3 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 in each Blackboard course that has an associated clinical experience. Students are expected to be reflective participants in clinical and will be asked to complete a reflection as well as an evaluation of their clinical experience. Students must achieve passing designation using the clinical evaluation tool to continue clinical immersion and to progress to the next semester.

These evaluations are mandatory and must be signed and returned by the due date. Failure to complete the evaluation may result in clinical/course failure.

A student who earns a passing grade in the theory portion of a course (i.e., 77 or higher) and they do 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-".

3.4 Virtual Clinical Experiences

Virtual clinical experiences will be held utilizing a web-based link provided by the Virtual Clinical Educator. These sessions are designed for students to synthesize their on-ground clinical experiences and debrief with members of their clinical group in a safe, controlled environment. The discussions are guided by a Virtual Clinical Educator who will provide linkages to course concepts and address issues such ethics, nursing practice, and patient safety. Attendance at these sessions is mandatory and they will begin during week two of each semester.

Mandatory Clinical Orientation

All students must attend the required orientation. 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.

Students will register for and activate all virtual simulation tools and receive instructions on how to access all virtual simulation tools on or off campus.

Space Availability for Clinical Courses

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

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 acceptable grades, failure to attend a mandatory clinical orientation, or if a student has an outstanding UMass Boston "hold" preventing registration, and clinical clearances.

3.5 Good Moral Character Policy

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.

3.6 Essential Professional Nurse Competencies

[The Essentials: Core Competencies for Professional Nursing Education](#) provides a framework for preparing individuals as members of the discipline of nursing, reflecting expectations across the trajectory of nursing education and applied experience. These Essentials introduce 10 domains that represent the essence of professional nursing practice and the expected competencies for each domain.

- Domain 1: *Knowledge for Nursing Practice*

Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes the practice of professional nursing and forms the basis for clinical judgment and innovation in nursing practice.

- Domain 2: *Person-Centered Care*

Person-centered care focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, individualized, just,

respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. Person-centered care builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.

- **Domain 3: *Population Health***

Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes.

- **Domain 4: *Scholarship for Nursing Discipline***

The generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care.

- **Domain 5: *Quality and Safety***

Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.

- **Domain 6: *Interprofessional Partnerships***

Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.

- **Domain 7: *Systems-Based Practice***

Responding to and leading within complex systems of health care. Nurses effectively and proactively coordinate resources to provide safe, quality, equitable care to diverse populations.

- **Domain 8: *Informatics and Healthcare Technologies***

Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.

- **Domain 9: *Professionalism***

Formation and cultivation of a sustainable professional nursing identity, accountability, perspective, collaborative disposition, and comportment that reflects nursing's characteristics and values.

- **Domain 10: *Personal, Professional, and Leadership Development***

Participation in activities and self-reflection that foster personal health, resilience, and well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of

The domains and competencies exemplify the uniqueness of nursing as a profession and reflect the diversity of practice settings yet share common language that is understandable across healthcare professions and by employers, learners, faculty, and the public. The competencies accompanying each domain are designed to be applicable across four spheres of care (disease prevention/promotion of health and wellbeing, chronic disease care, regenerative or restorative care, and hospice/palliative/supportive care), across the lifespan, and with diverse patient populations.

While the domains and competencies are identical for both entry and advanced levels of education, the sub-competencies build from entry into professional nursing practice to advanced levels of knowledge and practice. The Essentials also feature eight concepts that are central to professional nursing practice and are integrated within and across the domains and competencies:

1. *Clinical Judgment*

As one of the key attributes of professional nursing, clinical judgment refers to the process by which nurses make decisions based on nursing knowledge (evidence, theories, ways/patterns of knowing), other disciplinary knowledge, critical thinking, and clinical reasoning. This process is used to understand and interpret information in the delivery of care. Clinical decision making based on clinical judgment is directly related to care outcomes.

2. *Communication*

Communication, informed by nursing and other theories, is a central component in all areas of nursing practice. Communication is defined as an exchange of information, thoughts, and feelings through a variety of mechanisms. The definition encompasses the various ways people interact with each other, including verbal, written, behavioral, body language, touch, and emotion. Communication also includes intentionality, mutuality, partnerships, trust, and presence. Effective communication between nurses and individuals and between nurses and other health professionals is necessary for the delivery of high quality, individualized nursing care. With increasing frequency, communication is delivered through technological modalities. Communication also is a core component of team-based, interprofessional care and closely interrelated with the concept Social Determinants of Health (described below).

3. *Compassionate Care*

As an essential principle of person-centered care, compassionate care refers to the way nurses relate to others as human beings and involves “noticing another person’s vulnerability, experiencing an emotional reaction to this, and acting in some way with them in a way that is meaningful for people.” Compassionate care is interrelated with other concepts such as caring, empathy, and respect and is also closely associated with patient satisfaction.

4. *Diversity, Equity, and Inclusion*

Collectively, diversity, equity, and inclusion (DEI) refers to a broad range of individual, population, and social constructs and is adapted in the Essentials as one of the most visible

concepts. Although these are collectively considered a concept, differentiation of each conceptual element leads to enhanced understanding. Diversity references a broad range of individual, population, and social characteristics, including but not limited to age; sex; race; ethnicity; sexual orientation; gender identity; family structures; geographic locations; national origin; immigrants and refugees; language; any impairment that substantially limits a major life activity; religious beliefs; and socioeconomic status. Inclusion represents environmental and organizational cultures in which faculty, students, staff, and administrators with diverse characteristics thrive. Inclusive environments require intentionality and embrace differences, not merely tolerate them. Everyone works to ensure the perspectives and experiences of others are invited, welcomed, acknowledged, and respected in inclusive environments. Equity is the ability to recognize the differences in the resources or knowledge needed to allow individuals to fully participate in society, including access to higher education, with the goal of overcoming obstacles to ensure fairness. To have equitable systems, all people should be treated fairly, unhampered by artificial barriers, stereotypes, or prejudices. Two related concepts that fit within DEI include structural racism and social justice.

5. *Ethics*

Core to professional nursing practice, ethics refers to principles that guide a person's behavior. Ethics is closely tied to moral philosophy involving the study of or examination of morality through a variety of different approaches. There are commonly accepted principles in bioethics that include autonomy, beneficence, non-maleficence, and justice (ANA 2015; ACNM, 2015; AANA, 2018; ICN, 2012). The study of ethics as it relates to nursing practice has led to the exploration of other relevant concepts, including moral distress, moral hazard, moral community, and moral or critical resilience.

6. *Evidence-Based Practice*

The delivery of optimal health care requires the integration of current evidence and clinical expertise with individual and family preferences. Evidence-based practice is a problem-solving approach to the delivery of health care that integrates best evidence from studies and patient care data with clinician expertise and patient preferences and values. In addition, there is a need to consider those scientific studies that ask: whose perspectives are solicited, who creates the evidence, how is that evidence created, what questions remain unanswered, and what harm may be created? Answers to these questions are paramount to incorporating meaningful, culturally safe, evidence-based practice.

7. *Health Policy*

Health policy involves goal directed decision-making about health that is the result of an authorized public decision-making process. Nurses play critical roles in advocating for policy that impacts patients and the profession, especially when speaking with a united voice on issues that affect nursing practice and health outcomes. Nurses can have a profound influence on health policy by becoming engaged in the policy process on many levels, which includes interpreting, evaluating, and leading policy change.

8. *Social Determinants of Health*

Determinants of health, a broader term, include personal, social, economic, and environmental factors that impact health. Social determinants of health, a primary

component of determinants of health “are the conditions in the environment where people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality of life outcomes and risks.” The social determinants of health contribute to wide health disparities and inequities in areas such as economic stability, education quality and access, healthcare quality and access, neighborhood and built environment, and social and community context (Healthy People, 2030). Nursing practices such as assessment, health promotion, access to care, and patient teaching support improvements in health outcomes. The social determinants of health are closely interrelated with the concepts of diversity, equity, and inclusion, health policy, and communication.

3.7 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
- Updated Resume or current CV

Clinical clearance documents must be submitted according to the procedures specified by their program director and the CIPO representatives.

Students are fully responsible for completing and submitting clinical clearance documents correctly and on time. Incomplete packets will not be accepted. Students who fail to submit Clinical Clearance documentation on time will be administratively withdrawn from clinical nursing courses. Following initial clearance, it is the students’ responsibility to remain in compliance with clinical requirements. Nursing students are responsible for all costs related to required immunizations, tests, certifications, insurance, illness, and/or hospitalization.

Cardiopulmonary Resuscitation (CPR) Certification

All nursing students must hold current certification of CPR and AED training for Adults, Infants and Children prior to beginning clinical coursework. The American Heart Association BLS for Healthcare Providers is required.

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. All licensed nursing students must submit completed CORI and NBC release forms, in

addition to other clinical clearance documentation, with a copy of their valid government-issued identification at new student orientation and again at their mandatory clinical orientation. Students who refuse to consent to a CORI/NBC will be administratively withdrawn from the nursing program. Students with a positive CORI or other criminal history may be excluded from a clinical experience at a particular agency at the discretion of either the CIPO or sponsoring agency. Licensed nursing students are also subject to regulations of the Massachusetts Board of Registration in Nursing (BORN); those with outstanding criminal complaint(s) may also be excluded from a clinical experience pending final disciplinary action by the BORN regarding the complaint(s).

Subsequent Notice of Violation(s)

If a MCNHS student is cleared for a clinical experience and MMCNHS 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.

MMCNHS 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 MCHSB'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, MMCNHS will make a determination based on a comparison of the CORI record and documents provided by the applicant. MMCNHS may contact CHSB and request a detailed search consistent with MCHSB 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 MCNHS 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/healthservices/screening_clinics/immunizations and health insurance.

Students should have insurance sufficient to cover all medical expenses related to injuries incurred while in clinical or academic settings. Information on health insurance available to UMB students

through the University may be found online at:

https://www.umb.edu/healthservices/insurance/required_medical_insurance

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

3.8 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 clinical lateness and absences are a great concern to ability of students to meet course objectives and pass the course and clinical requirements. Students must notify clinical faculty prior to any lateness or clinical absence caused by unavoidable or emergency circumstances. Habitual lateness (three or more), or clinical absences will result in failure of the clinical and therefore the course. Nursing students who have been ill longer than three (3) consecutive days must obtain a letter from their primary care provider or University Health Services indicating when they can resume a full schedule.
6. Nursing students who fail to meet clinical criteria as measured by the Clinical Evaluation Tool and/or course syllabus will fail the clinical component and thus fail the entire course.

7. Any nursing student at risk of clinical failure will receive a written notice of Clinical Warning. A Clinical Warning should be taken seriously, and a plan for improvement will be included to maximize the students 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, the nursing students will wear the UMass Boston uniform purchased from the designated supplier. Professional attire in clinical courses where a uniform is not appropriate must also meet certain standards as described below.

Professional Attire with Uniforms

A short-sleeved blue 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 MMCNHS' 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 attire 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 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 jaw-line
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 of the 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 (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 or 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 UGPC9/2016

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.

3.9 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 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.

3.10 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.

3.11 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 is to carry out the action plan and present evidence of completion to the Undergraduate Nursing Program Director prior to consideration of re-entry to a clinical course. Returns to a clinical course will be considered on a space available basis, provided that all necessary clearance requirements are met 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.

3.12 Clinical Grading Policy

Clinical Grading

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

3.13 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 272 and NU 273 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.

Please email the ABSN program assistant for all [CNA/PCA requests 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,

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 if 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 agency.
- After processed, all letters will be sent directly to 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 the ABSN Program Assistant.

SECTION 4: STUDENT SERVICES, ADVISING, AND STUDENT LIFE

1.1 MCNHS Office of Student Support, Success & Engagement

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

1.2 Advising by Student Services Specialists

Academic advising is a key component of a student's successful progression throughout the nursing program, but particularly during the first two years of undergraduate program. Advising is more than just help in selecting and registering for classes. During advising, students work with a Student Services Specialist 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.

1.3 Advising by MCNHS Faculty

All full-time faculty members serve as faculty advisors to an assigned group of students. Faculty Advisors are assigned by the Nursing Department Chair at the outset of the student's clinical learning experience. Throughout each student's time of study at the college, faculty advisors can provide professional expertise and guidance regarding possible future career paths, current student/faculty research opportunities, possible professional connections with the larger community in nursing or health sciences, and information about numerous professional nursing and health science organizations.

Faculty advisors also monitor academic progress, collaborate with, and suggest referrals to the many college and university resources available to support students in their academic success. The College strongly encourages students to introduce themselves to their faculty advisor during the first month of classes via email or phone to begin the faculty advisor-advisee relationship.

Learn more about individual faculty advisors on the MCNHS website at www.umb.edu/academics/CNHS/nursing/faculty.

1.4 Advisee Responsibilities

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

www.umb.edu/it/getting_services/wiser/wiser_help_for_students.

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.

1.5 Strategies for Student Success

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

- Prepare for and participate in all classes, whether they are in-person or online.
- Check your UMB student email daily, and at a minimum check both course and college websites, and bulletin board messages weekly.

- Budget sufficient time to study and prepare for class and clinical experiences. Below are some guidelines.
 - Schedule a minimum of 3 hours for study time and assignments per credit hour per course, i.e., 9 hours per week for a 3-credit course.
 - Schedule a minimum of 5 hours per week before attending clinical to prepare for clinical, including the possible visit to the clinical agency prior to your scheduled time.
 - Keep a daily, weekly, and monthly calendar for scheduling study time, homework, and assignment due dates.
- Make the most of technology: important dates and deadlines are posted and available 24/7 on the university and/or college website 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 Student Support Specialist (who can also refer you to university support staff) if you have an academic or personal concern or issue or simply desire to learn strategies to improve academic performance.
- Meet regularly with your assigned Faculty Advisor about academic issues listed here, and bring questions regarding your future career in nursing.
- Take advantage of available Academic Support Services.
 - Visit the Center for Clinical Education and Research (CCER) on the 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
 - 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!

1.6 Class Representatives, , and Nursing Associations

Class Representatives

Class Representatives (Class Reps) are elected by each student cohort within each of the undergraduate nursing programs. The Class Rep serves in that capacity as the cohort proceeds through nursing courses. Class Representatives for the Accelerated BS are elected during their first semester. Any questions regarding elections should be presented to a Student Services Specialist.

The duties of Class Representatives include:

1. Acting as spokesperson for their cohort at ABSN faculty 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 it is expected that students will seek resolution of an issue by engaging in purposeful and constructive dialogue with the involved faculty, students, or individuals. Class issues and collective concerns should be channeled and coordinated through the Class Reps. If a Class Rep is in doubt regarding the resolution of a problems or concerns, he or she should seek advice from an ABSN Nursing Program Director.
3. Attending meetings with ABSN program administration to discuss
4. issues and concerns. Meetings will be held at least once a semester with the first meeting serving as an orientation session.
5. Providing the Program Director with a list of classmates who are willing to serve on MCNHS committees by first discussing the purposes of the committees with classmates and
6. soliciting volunteers for committee membership.
7. Assisting in recruiting student volunteers for MCNHS activities, such as Open House and Welcome Day.

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 includes:

- 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 last for a term of two years.

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

1.7 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 MCNHS 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:

- Recognition of superior scholarship and leadership through awards and research grants.
- Promotion of high professional standards & commitment to ideals and purposes of nursing.
- Encouragement of creative work.
- Eligibility requirements can be found on the organization's website and MCNHS 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 or the Sigma Theta chapter Chair, Dr. Judith Pare.

Sigma Theta Tau, Theta Alpha Chapter:
<https://thecircle.sigmanursing.org/thetaalphachapter/home>

Within the University

John F. Kennedy Award for Academic Excellence

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

1.8 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" can be found on the MCNHS website.

Students are also encouraged to visit the Office of Merit Scholarships in the Campus Center, 4th Floor.

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

Meeting Times: First Wednesday of the month

Standards and Credits Committee

The Standards and Credits Committee (SAC) reviews students in academic difficulty, requests for exceptions, and requests for readmission; the committee ensures due process, hears grievances, and appeals.

Meeting Times: As scheduled by the Committee

How to Become a MCNHS 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 either the Undergraduate Nursing Program Director or the Senior Director of Student Support, Success & Engagement at the beginning of the Fall semester.

Nursing Department Meetings

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

ABSN Department Meetings

Student representatives are invited to attend monthly ABSN faculty meetings. This will be coordinated by the program assistant.

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, hears grievances, and appeals.

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 either the Undergraduate Nursing Program Director or the Senior Director of Student Support, Success & Engagement at the beginning of the Fall semester. It is

critical that students understand that their presence at this time is not as a voting member but advisory in nature. They represent the views of students as well as communicating back to students what they have learned from the meetings they attend.

1.10 MCNHS Pinning Policy

MCNHS SNA Pinning Ceremony for MCNHS, Department of Nursing
6-11-2014 Reviewed and Approved RFD/AK/MW/KIG

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 administrator or student-designated appointee.

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 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 3rd semester of the Accelerated BSN program.

Who organizes the pinning ceremony? The pinning ceremony is organized by class representatives. 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 ABSN program administrators about certain aspects of the Ceremony.

Who attends: Every student who is eligible to attend under the current Department of Nursing Pinning Ceremony Policy is eligible to 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 1 to 1 ½ hours in length.

When is it held? There may be up to 3 pinning ceremonies held each year, (1 pinning ceremony for those who graduate in May, 1 pinning ceremony for those who graduate in August, and 1 pinning ceremony for those who graduate in December). The dates will be selected by the Pinning Committee after consultation with the Department of Nursing to avoid conflicts.

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. Budget and plan for the pinning ceremony is reviewed by the ABSN program administrators

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 to the pinning ceremony. 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 program director.

**COMMUNICATION: The Pinning Committee will update the ABSN program administrators ON A REGULAR BASIS DURING THE PROCESS

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 computer instruction classes offered at the beginning of each semester.

5.2 Financial Aid Services

Campus Center, 4th Floor. Phone: 617-287-6300. Email: finaid@umb.edu.

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.

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

Computer Resources

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

Nursing Software on Campus Computers

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

engines, search procedures and other related procedures.

5.5 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-MCNHS 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 that are 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:

<https://www.umb.edu/registrar>

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, MCNHS 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.

5.10 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

UMass Boston is committed to creating learning environments that are inclusive and accessible. If you have a personal circumstance that will impact your learning and performance in this class, please let me know as soon as possible, so we can discuss the best ways to meet your needs and the requirements of the course. If you have a documented disability, or would like guidance about navigating support services, contact the Ross Center for Disability Services by email (ross.center@umb.edu), phone (617-287-7430), or in person (Campus Center, UL Room 211). To receive accommodations, students must be registered with the Ross Center and must request accommodations each semester that they are in attendance at UMass Boston. For more information visit: Ross Center for Disability Services - UMass Boston (umb.edu). Please note that the Ross Center will provide a letter for your instructor with information about your accommodation only and not about your specific disability.

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.

5.11 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.

5.12 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.

5.13 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.

5.14 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 MCNHS 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)

