

Robert and Donna Manning College of
Nursing and Health Sciences

RN-BS Undergraduate Student Handbook 2023-2024

The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program and post-graduate APRN certificate program at the University of Massachusetts Boston is accredited by

The Commission on Collegiate Nursing Education,
655 K Street NW, Suite 750
Washington, DC 20001, 202-887-6791.



www.umb.edu/academics/MMCNHS

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



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INTRODUCTION

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

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

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

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

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

Rights and Responsibilities of Nursing Students

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

Contributions and Faculty Governance

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

Mission, Values, Vision, Goals & Objectives

Manning College of Nursing and Health Sciences (MCNHS): Educating Professionals Committed to Advancing Population Health Equity

Department of Nursing: Enhancing Health Equity and Quality: Populations and Policies

MCNHS Mission, Values & Vision Statement and Four Strategic Pillars	Department of Nursing Mission, Values & Vision Statement	Nursing Department Goals	Undergraduate Nursing Program Objectives
<p>The MCNHS provides an intellectually rich and inclusive environment that fosters innovation in teaching, research, and service, for students, faculty, and staff, advancing systemic solutions for health across the lifespan and equity across populations.</p> <p>Values: Integrity, Transformation, Respect, Accountability, Collaboration, Excellence</p> <p>Vision: 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</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. Approved Spring 2019</p> <p>VISION: To be the premier</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> <p>*Provide innovative educational services to enhance student learning, in collaboration with other units within the university.</p> <p>*Create an environment in the department and the university at large where students, faculty, and staff interact with respect, value learning and inquiry, and work collaboratively.</p> <p>*Promote engagement by</p>	<ol style="list-style-type: none"> 1. Integrate evidence-based nursing assessments and interventions to coordinate and manage complex health care concerns for chronically ill and acutely ill individuals and families across the life span. 2. Evaluate patient-centered, culturally sensitive care delivered within complex healthcare systems. 3. Analyze effective communication, teamwork, and collaboration strategies to address the concerns of diverse urban populations within complex healthcare systems. 4. Apply knowledge, skills, and attitudes of health promotion and disease prevention for urban populations along the health-

<p>Pillars: EQUITY-QUALITY-INNOVATION-POPULATION HEALTH (Approved MCNHS, Spring 2019)</p>	<p>leader in educating innovative nursing professionals committed to advancing health equity 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.</p> <p>*Disseminate the findings of faculty and student scholarly work to the university community, the community at large, and the professional healthcare community.</p> <p>*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.</p> <p>*Establish partnerships with clinical agencies and communities to enhance student learning, community service, and faculty practice and scholarly work.</p> <p>*Foster student participation in their communities as citizens of the world.</p> <p>*Support the professional development of departmental colleagues by acknowledging and rewarding multiple and varied professional contributions.</p>	<p>illness continuum.</p> <p>5. Create a culture of quality and safety in nursing practice for chronically ill and acutely ill members of urban populations.</p> <p>6. Integrate informatics for obtaining and utilizing best evidence and clinical judgment to achieve patient outcomes in contemporary professional nursing practice.</p> <p>7. Utilize current ethical and legal standards and health care policies to guide nursing practice and professional development.</p> <p>Revised Dec 2008 Undergraduate Program; Jan 2009 Department of Nursing; Feb 2009 Faculty Council</p>
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The faculty, administration, staff, and students of the Manning College of Nursing and Health Sciences contribute to the realization of the mission by assuring the following:

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

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

- Recruiting and supporting students, faculty, and staff from diverse backgrounds.
- Using innovative, evidence-based teaching and learning strategies to meet society's need for nurses at different educational levels prepared for excellence in practice with diverse populations in various settings.
- Conducting research designed to discover, apply, and integrate new knowledge addressing

strategies that enhance health-related quality of life, with an emphasis on diverse urban populations.

Preparing graduates for participation in society and the global community as educated, socially responsible individuals.

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- 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
- Doctor of Philosophy 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

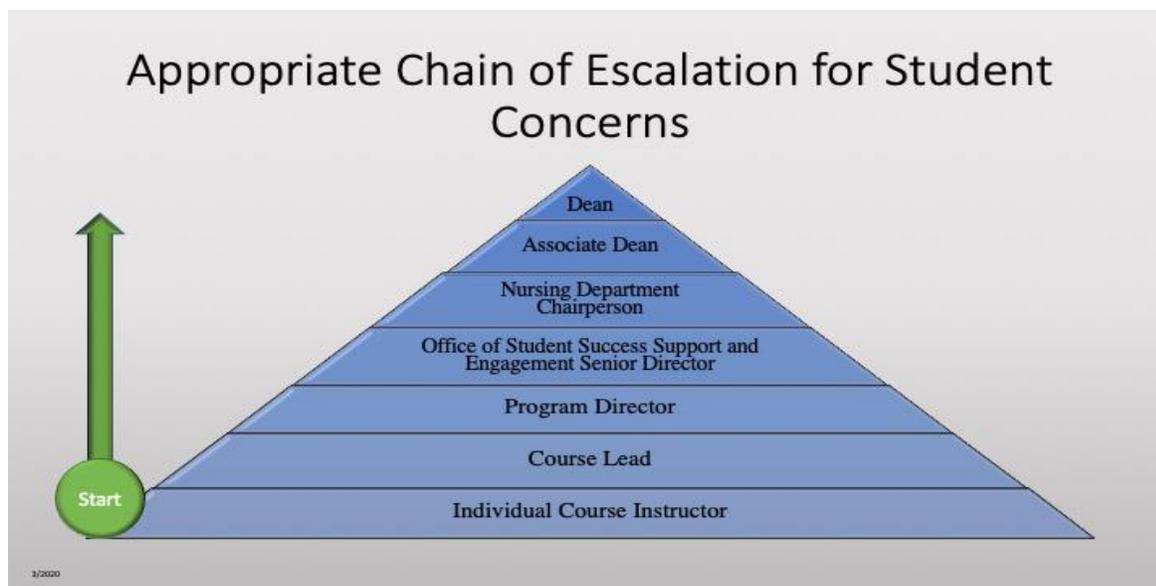
Each course syllabus in the RN-BS program outlines the course objectives and the related program outcomes the course is meeting. These course objectives are created in accordance with the professional nursing standards set forth by the American Association of Colleges of Nursing's Essentials of Baccalaureate Education for Professional Nursing Practice, Code of Ethics, and Social Policy Statement. Program effectiveness is periodically evaluated by students, alumni, and employers; data is utilized by program faculty in assessing, analyzing, and determining action for ongoing program improvement. The undergraduate Nursing Program Objectives can be located in the table on page 5-6.

Organization of MCNHS

The **Dean of the College** oversees the overall direction and operations of the College, including both the Department of Nursing and the Department of Exercise and Health Sciences. The Dean is supported by an Associate Dean regarding academic matters and an Assistant Dean regarding administrative and financial matters; each is supported by their respective staff members. A partial organizational chart for the applicable team members for the undergraduate nursing department is found in Appendix A

Chain of Escalation for Student Concerns

Occasionally, students will have an issue or concern in a course, clinical, or laboratory setting. When that occurs, it is important to remember to use the lowest level of support to achieve a successful outcome. Students should follow the following pyramid to guide contact for issues. In practice, following what is known as a chain of command is important professional behavior and should start in school.



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: www.umb.edu/academics/MCNHS/nursing/faculty

The **Office of Student Support, Success, & Engagement** is supervised by the Senior Director who oversees a team of Student Services Specialist s (often referred to as advisors), a team of Program Assistants, the Clinical Internship and Placement Office (CIPO), Writing House Online (WHO), and the MCNHS First-Year Scholars program.

Contact Information: MCNHSStudentServices@umb.edu

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. Students in the RN-BS program do not typically utilize the CCER as the RN-BS program is online.

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

Student Understanding of Handbook

Students are asked to read this handbook and familiarize themselves with applicable policies and procedures within the purview of the Manning College of Nursing and Health Sciences. The RN-BS 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 divergence from the University.

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 the RN program is on the MCNHS website

https://www.umb.edu/academics/MCNHS/nursing/ug/rn/admission_requirements

Readmission to Undergraduate Nursing

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

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 RN-BS program for a total of 120 credits.

1. Complete the University's General Education requirements (see Section 1.3).
2. Complete the 5 core nursing courses outlined in the advising sheet.
3. Maintain a cumulative GPA of 2.50 or higher every semester for the program duration. **If the cumulative GPA falls below 2.5 the student will be dismissed from the program.**
4. Students in the RN-BS 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.)
5. 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).
6. 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).
7. 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 (refer to section 3).

1.3 General Education Requirements

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

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

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

NOTES

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

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

Writing Proficiency Requirement/Exams (WPR/WPE)

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

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

RN-BS students can fulfill the WPR requirement by one of the following options:

1. completing Electronic Writing Assessment Portfolio consists of a collection of course papers.
 - This option is only available to students enrolled in an intermediate seminar in the current semester (NU 360).
 - Due at the end of the semester, in December or in May.
 - Students enrolled in intermediate seminars will receive detailed information by email at mid-semester.

2. [WPE Portfolio](#) consists of a collection of course papers and a new (challenge) essay.
 - WPE portfolios can be submitted up to four times a year.
 - See [the schedule page](#) for a detailed review of the next two upcoming WPE Portfolio cycles.
 - Students are notified by email at the start of every WPE Portfolio cycle.
3. [WPE Timed Exam](#) consists of an essay written in person using readings that the student has prepared in advance.
 - RN-BS students are required to complete one Writing Proficiency Exam (WPE) submission before registering for NU362 (upon completion of 75 credits). Students who either score a Retake on the WPE or do not complete their submission will not be allowed to register for NU362 until either A) the WPE has been successfully passed, or B) they concurrently enroll in an online section CRW282 or CRW283 along with NU362. CRW courses are designed to provide supplemental instruction needed to pass the WPE.
 - Without exception, RN-BS students may not enter 400-level online nursing courses without successfully passing the WPR and completing all other pre-requisites.

1.4 RN-BS Nursing Core Requirements

The RN-BS in Nursing is open to any Registered Nurse (RN) who has a valid license to practice as a Registered Nurse in the state of residence. This curriculum maximizes accessibility and convenience for highly motivated, independent nurses.

Credit for Nursing Licensure Courses

Students are awarded forty-two (42) credits in recognition of having completed a registered nurse program and passing the National Licensure Examination for Registered Nurses (NCLEX-RN). There is no time limit for accepting health science course transfers.

Curriculum

The RN-BS requires earning 120 total credits through a combination of transfer credits, credits for prior nursing licensure education, and courses completed at MCNHS, as outlined on the Curriculum Plan:

[RN-BS ADVISING SHEET](#)

Sequence of Nursing Courses

University requirements stipulate that RN-BS students must complete a minimum of 30 residency credits at UMass Boston. Residency credits are fulfilled through five core RN-BS in Nursing courses (NU360, 361, 362, 461, 462). Undergraduate course offerings and descriptions are available https://www.umb.edu/course_catalog

RN-BS students must take NU360 – Professional Issues in Nursing in the first semester.

RN-BS Nursing courses are offered in the Fall and Spring semesters, except for NU462 which is also offered in the Summer.

Because the great majority of RN-BS students undertake the program while working, core nursing courses are

designed to be taken in sequence, not simultaneously. However, student may choose a full-time option by taking two courses in the same semester, provided all other degree requirements have been met:

- NU361 and NU362
- NU461 and NU462

A student may petition to take NU462 before NU461 if all other graduation requirements have been met. This will happen for students for whom extending the RN-BS Program for an extra semester would be a hardship.

AR/HU, WC/WL and Free Elective requirements may be completed any time before graduation.

Pre-requisite Requirements for Nursing Courses

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

1. Nursing 360 - Professional Issues in Nursing
2. Biology 207 - Anatomy & Physiology I
3. Biology 208 - Anatomy & Physiology II
4. Biology 209 - Medical Microbiology
5. Nursing 230 - Lifespan Growth & Development

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

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

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

1. Nursing 362: Nursing Research & Evidence Based Practice
2. Writing Proficiency Requirement (see Section 1.4)

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

1. Nursing 461: Community Health Nursing for RNs

Online learning environment

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

conducted through a combination of optional synchronous (live) class discussions, asynchronous (completed on one's own) readings and assignments, online learning assessments, and direct feedback from instructors and peers.

RN-BS 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.

SECTION 2: POLICIES AND PROCEDURES

2.1 University Policy on Non-Discrimination

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

[NON-DISCRIMINATION AND HARASSMENT POLICY](#)

2.2 Disability-Related Accommodations

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

www.umb.edu/news_events_media/events/special/policies/accommodations.

2.3 University Undergraduate Academic Policies

Use the link below to review pertinent university undergraduate academic policies (including attendance policy):

https://www.umb.edu/life_on_campus/policies/academics/academic_regulations_ug

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.

2.4 Academic Honesty & Academic Misconduct

Plagiarism and cheating are serious offenses and are not tolerated by MCNHS or the University. Strict policies and procedures for dealing with these offenses are in place at the University and are outlined extensively in both the University's *Code of Student Conduct* and Policies & Regulations website

www.umb.edu/life_on_campus/policies/regulations/.

Examples of academic dishonesty include, but are not limited to, cheating on examinations, submitting written

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

Plagiarism and Cheating

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

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

The faculty member should meet with the nursing student to discuss the alleged violation within ten (10) days of the incident. If the issue is not resolved at this meeting, the faculty member will notify the nursing student in writing within ten (10) days of the meeting, and copy the Undergraduates Studies Director, Dean of Students, Senior Director of Student Support, Success & Engagement, Undergraduate Program Director, Department Chair, and Dean of the specifics of the alleged violation and of the recommended sanction to be imposed.

Sanctions for plagiarism or academic dishonesty may include, but are not limited to, a zero (0) for the assignment (exam) , course, or both, and other sanctions up to dismissal, per University policy. More severe sanctions are appropriate for some conduct and sanctions other than those listed above may be imposed.

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

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

2.5 Communications Policies

1. MCNHS exclusively utilizes students' UMass Boston email addresses to communicate with its students. Information about courses, clinical placements, warnings, dismissal, and probation letters comprise some of what is sent to students via their UMass Boston email account. It is each student's responsibility to setup his/her account and check it a minimum of twice weekly. For more information, please visit www.umb.edu/it/getting_services/email. Students who experience problems with their UMB email account should contact the IT Service Desk at ITServiceDesk@umb.edu, 617-287-5220, or the 3rd floor of the Healey Library during regular business hours (Monday-Friday, 8AM-6PM, excluding holidays).
2. All those who represent MCNHS are expected to exercise respect, sensitivity, discretion, and politeness in all forms of communication, including verbal, nonverbal, written, and electronic.
3. The MCNHS website includes a faculty/staff directory with contact information in order to facilitate communication between students, faculty, and staff, available 24/7 online at www.umb.edu/academics/MCNHS/faculty_staff. There is also an Offices & Directory listing on the University website www.umb.edu/offices_directory. However, before contacting faculty or staff members, be sure to review appropriate information on the MCNHS website and this Handbook, as many of your questions will be answered there.
4. If, after reviewing this material, further assistance is needed, please inquire at the administrative offices of the College, Quinn Administration Building. Phone (617) 287-7500; fax (617) 287-7527. The reception desk is staffed from 8:30 AM – 5:00PM, Monday through Friday.

Online Etiquette & Social Media Policies

Students are expected to behave in accordance with the University's [Code of Student Conduct](#) and the ANA *Code of Ethics* and to demonstrate sound judgment and Good Moral Character (see Section 3.2) 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

2.6 Professional & Ethical Conduct

Maintaining Professional Standards of Conduct

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

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

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

American Nurses Association (ANA) Code of Ethics

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and

safety, to maintain competence, and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

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

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

Breaches of Ethical Conduct

Should a member of MCNHS faculty or administration suspect a nursing student of a breach of ethical conduct, as defined in either the **UMB Code of Conduct** or the **ANA Code of Ethics**, that person will notify the student of the alleged breach in writing (email/letter/phone call) describing the concern in full using data that led them to the conclusion being alleged and will meet with the student within ten (10) school days of the date of the alleged occurrence. The student can and is encouraged to seek out guidance and support from the Senior Director of the Office for Student Success and Engagement (OSSE) and allowed to invite them or a designee to the meeting. Likewise, the faculty member can invite the Program Director or the Department Chair to the meeting. If the issue is not resolved at this meeting, the faculty member will notify the nursing student in writing within ten (10) days of the meeting identifying the alleged violation and the recommended sanction that should be imposed or not imposed with circumstances identified. A copy of this notification will be sent to the Undergraduates Studies Director, Dean of Students, Senior Director of Student Success & Engagement (OSSE), Undergraduate Program Director, Department Chair, and Dean. Sanctions for breaches of ethical conduct may include, but are not limited to, a zero (0) for the assignment, course failure or other sanctions up to dismissal from the nursing program, per University policy. Often these sanctions are stipulated in the course syllabus but at times may not be syllabus bound in the case of professional behaviors (ANA Code of Ethics). In determining the finality of a sanction, a designated University Hearing Officer or Community Review Board may consider the student's present demeanor and past disciplinary record, the nature of the offense, the severity of any damage, injury, or harm incurred, and other factors, including aggravating and mitigating circumstances. The University has a special concern for incidents in which persons are subject to harassment because of membership in a protected class (see the University's policy on intolerance at https://www.umb.edu/life_on_campus/policies/community/intolerance). Such incidents damage not only individuals but also the free and open academic environment of the University. More severe sanctions are appropriate for such conduct. The list above is not inclusive or complete, and other sanctions may be imposed at the discretion of the Hearing Officer or the Hearing Board.

If no sanction is imposed, the charges are considered dismissed and all material related to the alleged incident is expunged.

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.

2.7 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 prerequisites at the C+ minimum, the resulting GPA may not meet the 2.5 cumulative GPA requirement.

Incomplete Grades for Courses (INC)

1. A student must complete at least two-thirds of the assignments in any given course to request an incomplete from an instructor; grades of Incomplete are granted entirely at the discretion of that course faculty member. If the faculty member agrees, they will draft an Incomplete Contract, which specifies the outstanding assignments needed to be completed, as well as an agreed upon timeframe for completion, not to exceed one calendar year from the last day of the course.
2. The agreed Incomplete Contract should be signed by both faculty member and student, and it must then be approved and signed by the RN-BS 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 complete any incomplete grade BEFORE entering any subsequent nursing course for which the incomplete course is a pre-requisite. For other nursing courses, students follow both the university's and program's incomplete policy.

Pass/Fail (P/F)

Only general education courses may be taken as Pass/Fail. Health science pre-requisite and required nursing courses may NOT be taken in this way.

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

2.8 Independent Study

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

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

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

2.9 Requirements for Writing Papers

- Papers should follow the Publication Manual of the American Psychological Association, latest edition guidelines, available from the UMB bookstore and Healey Library.
- **The default format for nursing papers** is typed, double-spaced, 10- or 12-point serif font (preferably Times New Roman), with one-inch margins all around.
- **Individual faculty will present their own specific guidelines to follow** in preparation and submission of papers for courses. If you have any questions, consult the course syllabus, and make an appointment to discuss your paper with the course professor.
- **All third-party material and information included in papers should be properly attributed and cited.** Please refer to university policy regarding plagiarism, academic dishonesty, and their related consequences (details above).
- **Filenames should adhere to the following convention:** "Last name-FirstName-Course Number-Topic-SEM/Term (i.e.: FA2014)" + the file extension. For example: Smith-Jane-NU212-GradedEssay1.doc. This allows faculty to differentiate and locate each student's papers.

2.10 Requests to Take Non-UMB Courses during Program

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

https://www.umb.edu/editor_uploads/images/registrar/UndergradTransferCreditPermissionForm_Sp18_v2.pdf

If this request is approved, the student should keep a copy of the approval for their records, register for the course

at the location approved and after finishing the course successfully, submit an official transcript to the Registrar's Office as soon as it is available in order to have credit applied to the official UMB degree audit.

2.11 Filing for Graduation

In order 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 120 credits, as reflected on the Degree Audit Report or Transcript and following the Curriculum Plan in effect when the student matriculated (see Section 1).
3. Clear all restrictive "holds" listed in their WISER account, including outstanding balances, immunization records, and/or advising holds.
4. Apply for Graduation online through WISER (for a tutorial on how to do this, see www.umb.edu/it/getting_services/wiser/wiser_help_for_students).

2.12 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 grade of "C+" or better to transfer. Lab science courses must be four (4) credits, and must have been completed with a grade of "C+" or better to transfer. .

Courses Completed After Matriculation

Once a student has matriculated into the nursing major at UMass Boston, all nursing courses must be taken at UMass Boston. Matriculated UMass Boston Students are not allowed to take pre-requisite and elective courses off-campus without prior approval from the University Registrar. Students may request an exception to this by submitting an "Undergraduate Transfer Credit Permission Form" available online (see https://www.umb.edu/editor_uploads/images/registrar/UndergradTransferCreditPermissionForm_Sp18_v2.pdf) to the Registrar. It is the student's responsibility to make sure that courses taken off campus meet all MCNHS and UMB transfer policies. If a student receives a failing grade in a required nursing course, this course must be repeated at UMB.

Educational Mobility Policy

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

Approaches to educational mobility should:

- be designed to attain and maintain educational integrity and program quality;
- enhance the socialization of students as members of the profession of nursing, as well as, foster achievement of personal goals and needs of individuals;
- focus on the attainment of outcomes that reflect a higher level of knowledge, skills, critical thinking, problem solving, social interaction, and effective professional citizenship;
- consider flexible admission criteria while focusing on exit criteria and standards
- include articulation agreements (AACN, 1998)

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

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

Other Course Exemptions

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

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

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

BSN-DNP

BSN-PhD

Undergraduate Nursing Students Taking Graduate Level Courses

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

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

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

For those interested in a **BSN-PhD (Doctor of Philosophy)**:

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

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

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

Transferring Between MCNHS Programs

Interdepartmental Transfers

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

Transfers Between Nursing Programs

RN-BS Transfers

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

2.13 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 may not be permitted, as progression is based on fully meeting these requirements.

In-Semester Deadline Waiver and Retroactive Withdrawals

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

Student Withdrawal from Nursing or Pre-requisite Courses

First-time Withdrawals

Upon matriculation, undergraduate nursing students may withdraw, i.e., receive a semester grade of "W" without penalty from two required nursing 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 academic advisor (and notify your professor) prior to withdrawing to ensure that such a situation does not occur again. Please note you are unable to withdraw from these courses through WISER until the hold is removed (once approved by your professor or your student services specialist).*

Subsequent Withdrawals

A pattern of withdrawals from nursing and/or health science pre-requisite 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:

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

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

Approved UGPC 12/2014

Voluntary Withdrawal from MCNHS

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

If the student then decides to withdraw, they must first meet with a member of the Student Services office to obtain a signature from the Senior Director of Student Support, 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.

Any student who voluntarily withdraws from MCNHS in good academic standing, with the intention of returning, should apply for readmission by contacting a Student Services Specialist 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 Committee. Student Services will request completion of an exit survey by any student who withdraws from the program.

2.14 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 in-person with the Senior Director of Student Support, Success & Engagement who will consult with the program director and provide the date of the next Standards and Credits Committee meeting. The student must then submit a formal, typed letter of petition that clearly outlines the requested exception and the rationale for the request. This letter of petition should be sent at least two weeks before the date of the Standards And Credits Committee meeting to the Office of Student Success & Engagement via email to MCNHSstudentservices@umb.edu or mail to MCNHS Student Services, UMass Boston, 100 Morrissey Blvd., Boston, MA 02125. The letter should include the student's rationale and supporting evidence for policy exception request. Students will be notified of the Committee decision after it meets.

2.15 Progressive Support for Success System

Early Alerts

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

- An Early Alert is a type of mid-term "grade" that is being submitted in WISER. You may see green

(satisfactory), yellow (caution), or red (in danger of failing) grades.

- Check the GRADES icon in WISER mobile view, go to OFFICIAL and pull down the choices; select, PROGRESS REPORTS.
- If you receive a yellow or red alert, talk with your professor and academic advisor for guidance. If you receive a green alert, keep up the good work.

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

The Standing at the University is noted as follows:

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

Probation & Dismissal

Within the MCNHS, probation and dismissal are handled as follows. The Standards and Credits Committee (SCC) determines the conditions of probation. The SCC is comprised of the program directors, Student Services Specialist, and a group of undergraduate faculty members. The SCC meets three times per year and confidentially reviews materials related to probation and dismissal. A report of the recommendations from the SCC is submitted to the Dean.

As part of the probation process, students must sign a Probation Contract which includes a "Plan for Success" containing a recommendation for further progression. Students must adhere to the stipulations of the contract, including attending a Plan for Success Orientation and meeting with their student service specialist monthly. Students on probation will be allowed to repeat courses on a space available basis if they return the signed probation contract and letter by the date due. Students may repeat nursing courses a **maximum of two times** before they are dismissed from the program.

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

Appeal Process

Appeals of Grades Received

Students who dispute a grade received for a paper, examination, or course must first meet with the involved faculty within two weeks of receiving the grade. Discussion should focus on understanding the faculty's evidence for the grade. Students are also encouraged at that time to meet with their faculty advisor or Student Services

Specialist for support and guidance. If a mutually accepted understanding is not reached, either party may ask to meet with the RN-BS Program Director. The RN-BS program director will make an effort to help parties involved to reach a mutually accepted understanding. If a satisfactory resolution is still not reached, students may appeal to the Nursing Department Chair, 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:

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

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

2.16 Student Concerns and Complaints

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

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

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

2.17 Health & Insurance Requirements

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

SECTION 3: STUDENT SERVICES, ADVISING, AND STUDENT LIFE

3.1 MCNHS Office of Student Success & Engagement

The Senior Director of Student, 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.

3.2 Advising by Student Services Specialists

Academic advising is a key component of a student's successful progression throughout the nursing 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.

The Specialist supports a decision-making process that promotes responsible, appropriate choices and facilitates a successful academic experience. Students are expected to initiate and maintain contact with their Student Services Specialist at least once per semester.

The student services specialist also refer student 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.

Students can contact a MCNHS Student Services Specialists for an advising appointment at (617) 287-7500. Students should know who their Student Services Specialist is and their contact information. This is particularly helpful when the student has the following concerns or issues:

MCNHS students should consult with the specialist when:

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

3.3 Advising by MCNHS Faculty

The RN-BS director serves as faculty advisor to the RN-BS students. Throughout each student's time of study at the college, the faculty advisor 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/MCNHS/nursing/faculty.

3.4 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" or Audit 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 [The Manning College - UMass Boston \(umb.edu\)](http://TheManningCollege-UMassBoston.umb.edu) *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.

3.5 Strategies for Student Success

Student practices are associated with academic success.

- **Prepare for and participate in all classes**, whether they are synchronized or asynchronous.
- **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. Below are some guidelines.
 - Schedule a minimum of 3 hours for study time and assignments per credit hour per course, i.e., 18 hours per week for a 6-credit course.
 - 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 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
- **Get involved** in student governance, leadership opportunities, and service projects.
- **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!**

3.6 Nursing Associations & International Nursing Honor Society – Sigma Theta Tau

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.

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:

1. Recognition of superior scholarship and leadership through awards and research grants.
1. Promotion of high professional standards & commitment to ideals and purposes of nursing.
2. Encouragement of creative work.
3. 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.

3.7 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.

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.

3.8 MCNHS Grants and Scholarships

MCNHS offers both a variety of internal scholarships and access to external scholarships. The RN-BS students can locate scholarships on the Virtual Campus Center for RN-BS on Blackboard. Students can also 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). Students are also encouraged to visit the Office of Merit Scholarships in the Campus Center, 4th Floor.

3.9 Student Representation

UMass Boston Undergraduate Student Senate

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

- Maintaining a forum for the expression of students' views and interests.
- Discussing and recommending policies affecting the campus and the university.

- Ensuring that students have appropriate opportunities to engage in extracurricular and cultural activities.
- Promoting students' rights and responsibilities.

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

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

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.

Department of Nursing

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

Undergraduate Nursing Program Committee

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.

How to Become a Department of Nursing Committee Student Member

To become a MCNHS committee member nursing students should contact the administrative assistant of the RN-BS program. The administrative assistant also emails all students at the beginning of the fall semester looking for RN-BS students interested in serving as a Nursing Committee Student Member. Students are not voting members but are advisory in nature as a student member.

3.10 MCNHS Pinning Policy

MCNHS SNA Pinning Ceremony for MCNHS, Department of Nursing

6-11-2014 Reviewed and Approved RFD/AK/MW/KJG

What is a Pinning Ceremony?

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

- **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.
- **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.

****COMMUNICATION: The Pinning Committee will update the student service specialist and program director ON A REGULAR BASIS DURING THE PROCESS**

SECTION 4: UNIVERSITY RESOURCES

4.1 Academic and Career Engagement and Success (ACES)

Location: Campus Center Building, 1st Floor, Ste. 1300. Phone: 617-287-5519. Fax: 617-287-5525. Email: careers@umb.edu. Web: [ACES](#)

Nursing students are strongly encouraged to establish a credentials (reference) file at Career Services. Career Services will send the reference file to prospective employees or graduate schools at the request of a current students or alumni. For additional assistance, students are encouraged to visit university Career Services.

4.2 Financial Aid Services

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

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

4.3 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.

4.4 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.

4.5 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).

4.6 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.

4.7 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.

4.8 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. 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 (The MCNHS also has the Writing House Office (WHO) that nursing students utilize to assist with writing papers: refer to 4.14).

4.9 Registrar

Campus Center, 4th Floor. Phone: 617-287-6200. Email: registrar@umb.edu. Website:

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

4.10 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

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

4.11 Student Referral Program

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

4.12 Testing Center: CLEP & NLN Exam

For Clep Exams contact the Campus Center, UL, Rm. 130. Phone : 617-287-5522. Fax : 617-287-5547 or email: uac.testing@umb.edu.

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

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

RN-BS students may earn credits for certain health science pre-requisites through NLN exams which demonstrate equivalent knowledge and skills from their clinical nursing practice. The NLN test can be taken remotely in the convenience of your home. Information, study resources, and registration are available on the RN-BS website: www.umb.edu/academics/MCNHS/nursing/ug/rn/degree_requirements1/nln_examinations.

4.13 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.

www.umb.edu/it/getting_services/wiser

4.14 Writing Proficiency Office

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

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

4.15 Undergraduate Admissions

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

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

4.16 University Health Services

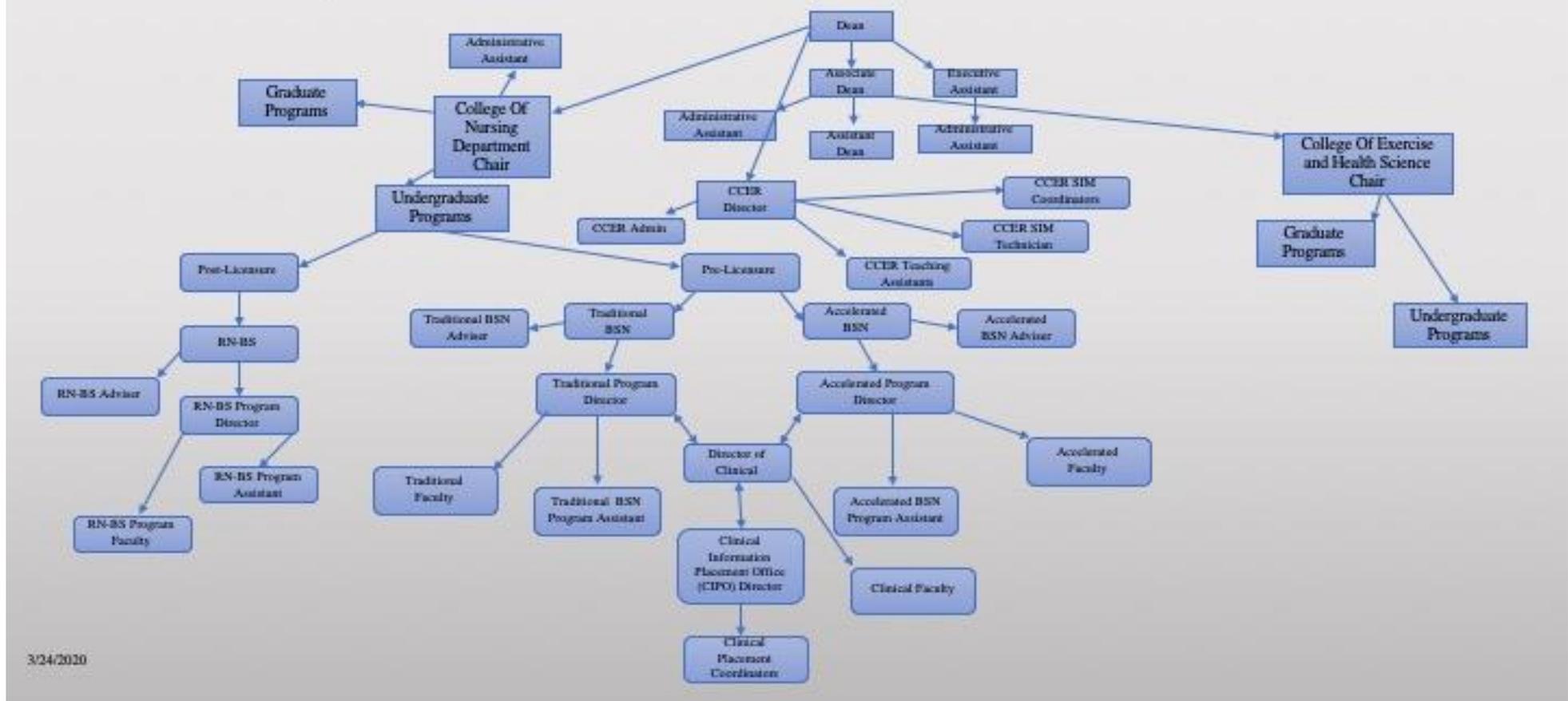
Quinn Building, 2nd floor; website: www.umb.edu/healthservices

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



3/24/2020