Dear Regis College Nursing Student:
The Nursing Handbook Addenda (“Handbook Addenda”) are a supplement to the Regis College Student Handbook (“Student Handbook”) and the Regis College Academic Catalog (“Academic Catalog”) and are published to the educational process and professional development for nursing students.

The Student Handbook and Academic Catalog apply generally to all students. The Handbook Addenda applies to nursing students specifically and will supersede the Student Handbook and Academic Catalog regarding the subject matter contained herein.

The policies and practices presented in the Handbook Addenda are subject to annual review and revision, but may be updated more frequently as necessary. Regis College reserves the right to change the policies and procedures contained in this handbook on as-needed basis and notify the students accordingly.

Revised copies will be posted on the Regis College Nursing website and circulated to all matriculated nursing students.

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Dean, School of Nursing and Health Sciences
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INTRODUCTION

PURPOSE

The purpose of this handbook is to present policies specific to the duties and responsibilities of students enrolled in Undergraduate (pre-licensure) and Graduate Nursing (post-licensure) programs. The policies and procedures contained in this handbook are subject to change at any point in the program. Students will be informed of the change(s) as they occur, by email, the nursing website or regular mail as appropriate. In addition to college wide policies located in the student handbook and the college catalog, nursing students will abide by the following nursing policies.

DEFINITIONS

For policy purposes, Pre-licensure students are defined as Traditional Undergraduate Students, Generic Master’s Students in the pre-licensure phase of their program, or Accelerated and Part-Time Baccalaureate nursing students. These students will follow the undergraduate policies until they complete the courses needed to become eligible for initial licensure.

Post-Licensure students are defined as students who have a license to practice nursing as a registered nurse.

Graduate Students are defined as post baccalaureate or Generic Masters Students in the post-licensure phase of their program and any student who is a Registered Nurse and is enrolled in any graduate course, certificate or program, including Doctoral level.

MISSION OF REGIS COLLEGE

Regis College, through education in the arts, sciences, and professions, empowers women and men to challenge themselves academically, to serve and to lead. A Catholic college, Regis is a diverse and welcoming community guided by the values of the Sisters of St. Joseph of Boston.

(http://www.regiscollege.edu/about_regis/mission.cfm)

PHILOSOPHY OF THE NURSING PROGRAM

The Nursing Department is an integral component of Regis College. Founded upon the ideals expressed in the Gospel of Jesus Christ and dedicated to the exploration of religious traditions, Regis College is committed to excellence in scholarship and service. In concurrence with the mission of the college, the nursing faculty accepts the responsibility of providing an environment in which the learner can gain a breadth of knowledge in the humanities, natural sciences, and social sciences, as well as an in-depth understanding of one sector of learning. The faculty believes that by fostering professional growth, they encourage the student to become a positive influence on the nursing profession and society.

The Nursing Department is committed to the education of nurses from the undergraduate through the doctoral level. The faculty believes that multiple levels of nursing practice exist. The nursing education program at Regis College provides the structure for multiple entry and exit points along the continuum of the nursing profession beginning with the associate degree and continuing through the doctoral degree. The program builds a solid foundation for future endeavors in professional development and educational mobility.
The nursing faculty believes the central concepts of the discipline of nursing are person, environment, health, and nursing. These four concepts are viewed generically. The concept of person may refer to individuals, families, groups, communities, organizations, or society as a whole. Every person has inherent dignity, worth, and individuality and a right to comprehensive, compassionate health care. The person is a unique biopsychosocial, cultural, and spiritual being who continuously interacts with the environment throughout the lifespan.

Environment refers to all the conditions, circumstances, and influences surrounding and affecting the development of the person. It refers to all possible internal and external stimuli that may influence behavior and adaptation. It may be considered past, present, and future but is always seen in the context of the present.

Health is a dynamic state of being and becoming integrated and whole in which the individual adapts to changes in the environment.

Nursing, as an art and science, is a developing system of knowledge about persons, health, and their environment. Further, nursing is unique in the way it synthesizes the liberal arts and the physical, biological, and social sciences through the use of nursing process in the design and delivery of therapeutic nursing interventions for individuals, families, groups, the community, and society.
GENERAL INFORMATION FOR ALL NURSING STUDENTS

PROFESSIONAL BEHAVIOR POLICIES

CODE OF CONDUCT

Nursing students must comply with the behavioral standards and disciplinary processes contained within the following:

The Regis College Student Handbook;
The Regis College Academic Catalog – including, but not limited to the Classroom Code of Conduct and Academic Integrity.

Students may be subject to simultaneous discipline under this Handbook Addenda, the Student Handbook, and the Academic Catalog arising out of a single course of conduct.

BEHAVIORAL EXPECTATIONS

Nursing students at all levels are expected to display specific professional behaviors and conduct themselves in a professional manner at all times. Specific professional behaviors include but are not limited to:

- Attending each class, lab and clinical experience on time and for the duration of the experience.
- Respectful communication, including electronic communication, when interacting with faculty, staff, peers, patients, families and members of the health care team.
- Maintaining professional boundaries with patients, families and members of the health care team.
- Refraining from using cell phones and electronic devices while engaged in learning activities unless otherwise directed.

CLINICAL EXPERIENCE BEHAVIOR

Nursing students must comply with the following behavioral standards and disciplinary processes relating to their interactions with patients and health care facilities as part of their Regis College Nursing program. Specifically, these standards and processes apply to 1) students during any clinical experience; and 2) circumstances which may, in the opinion of the Nursing Department and/or Regis College, affect a student’s ability to care for or interact with patients in an appropriate manner.

1. Clinical Experience Behavioral Standards
2. American Nursing Association Standards

All students will adhere to the professional standards and codes developed in the American Nurses Association Code of Ethics (American Nurses Association (ANA), (2001.) ANA (2001). Code of ethics for nurses with interpretive statements. Silver Spring: MD.
Provision 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.

Provision 2. The Nurse’s primary commitment is to the patient, whether an individual, family, group, or community.

Provision 3. The Nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

Provision 4. The Nurse is responsible and accountable for individual Nursing practice and determines the appropriate delegation of tasks consistent with the Nurse’s obligation to provide optimum patient care.

Provision 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.

Provision 6. The Nurse participates in establishing, maintaining, and improving health care 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.

Provision 7. The Nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

Provision 8. The Nurse collaborates with other health care professionals and the public in promoting community, national, and international efforts to meet health needs.

Provision 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

GOOD MORAL CHARACTER

Nursing students at all levels must comply with the Good Moral Character attributes as outlined by the Massachusetts Board of Registration in Nursing (BORN). This statute assists the BORN in determining if an individual poses an unacceptable risk to the health, safety and welfare of the public (Please see the Commonwealth of Massachusetts Board of Registration website for licensure policies and more information http://www.mass.gov/eohhs/docs/dph/quality/boards/good-moral-info.pdf). It is the expectation of the nursing program that all students continue to be in compliance with these standards at all times.

CONFIDENTIALITY STANDARDS

It is the legal and ethical responsibility of every nursing faculty member and every nursing student to maintain confidentiality and abide by laws relative to privacy including the Health Insurance Portability and Accountability Act of 1996 (HIPAA) guidelines. Such confidentiality requirements apply in both the classroom and clinical contexts. Patient information may be relayed only to those individuals who have authority to have that information. All information pertaining to patients is confidential, regardless of form (verbal, hard copy, film or electronic form). Unauthorized access, use
or disclosure is illegal.

At the beginning of each clinical experience students are to sign a confidentiality and privacy policy statement attesting that they have read and understood and will follow HIPAA guidelines as well as the policies outlined by that clinical agency.

PATIENT INFORMATION AND THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996

The following information is a description of the HIPPA guidelines as they apply to students and faculty.

Purpose: HIPAA creates a national standard to protect individuals’ health information, gives the patient more control over their information and establishes safeguards the health care providers must abide by.

Protected Health Information (PHI) is any information created or received by a health care provider and relates to present, past or future physical or medical conditions. This includes, but is not limited to, medical records, billing information, labels on IV bags, telephone notes, test results, patient menus, and information on a smart phone, X-rays, and clinical lists.

Caregiver Responsibilities: Caregivers (students and faculty) must be careful with PHI to which they have access and should be aware of the environment in which they are discussing patients. The following guidelines are required for students and faculty in both classroom and clinical settings:

1. Patient issues should only be discussed in a confidential area on the unit, and in post-conference held in a private room. There should be discussion of patient issues with as little information identifying the patient as possible. Case study presentation should be used in which the patient is described by age and diagnosis but not identified by name, initial or room number.
2. Information (report sheet, notes, lab/scut sheets) should be disposed of properly at the facility before leaving the unit. No records or PHI are to be removed from the facility.
3. PHI should only be shared with individuals who are directly caring for the patient or have permission to have PHI regarding the patient.
4. Computer security should be ensured by not sharing passwords and by logging off the computer properly. DO NOT USE EMAIL TO RELAY PHI OF PATIENTS.
5. PHI related to patients or student assignments should never be faxed.

http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/

STUDENT’S USE OF WIRELESS HANDHELD DEVICES (WHD)

Wireless Handheld Devices (WHD) includes mobile phones, smartphones, tablets, portable computers or any electronic device that allows for mobile computing or communications. WHD use during clinical experiences is permitted only at the discretion of the instructor or clinical supervisor. Unless it is a requirement of a particular clinical experience, WHD telephone and camera functions must be disabled by placing devices in “Airplane” or similar mode.

Students who are required to have a WHD device for a clinical nursing course are responsible for repair or replacement of their device if it is or becomes non-operational, lost or stolen.
During a clinical experience, students must comply with the policies of the clinical facility as well local, state and federal regulations when using these devices. All students are responsible for following HIPAA guidelines when using WHDs in patient care settings.

Students must maintain professional boundaries and respect for patient privacy regarding the use of WHDs and the use of social media. The following Massachusetts Board of Registration in Nursing regulations (244 CMR 9.03) provides guidelines in this context.

(17) Patient Dignity and Privacy. A nurse licensed by the Board shall safeguard a patient’s dignity and right to privacy.

(24) Professional Boundaries. A nurse licensed by the Board shall establish and observe professional boundaries with respect to any patient with whom he or she has a nurse/patient relationship. A licensed nurse shall continue to observe professional boundaries with his or her former patients who may be vulnerable by virtue of emotional status, age, illness, or cognitive ability.

Board of Registration Regulation on Social Media Use

When using any type of social and electronic media, whether for a professional or personal purpose, every nurse licensed by the Massachusetts Board of Registration in Nursing (Board) must consider professional practice concepts that include, but are not limited to: privacy, confidentiality, dignity, respect, professional boundaries and trust of the profession. The Board reminds all licensed nurses that they should be aware of, and consider and comply with the Board’s regulations whenever using social and electronic media. These regulations require a nurse to:

1. Safeguard a patient’s dignity and right to privacy (244 CMR 9.03 [17]: Patient Dignity and Privacy); safeguard patient information from any person or entity, or both, not entitled to such information and to share appropriate information only as required by law or for the protection of the patient (244 CMR 9.03 [16]: Patient Confidential Information);

2. Establish and observe professional boundaries with respect to any patient with whom he or she has a nurse/patient relationship and to continue to observe professional boundaries with his or her former patients who may be vulnerable by virtue of emotional status, age, illness, or cognitive ability (244 CMR 9.03 [24]: Professional Boundaries);

3. Comply with M.G.L. c. 112, §§ 74 through 81C, as well as with any other laws and regulations related to licensure and practice. This includes the Health Insurance Portability and Accountability Act (HIPAA) and the Massachusetts Fair Information Practices Act (FIPA) and their corresponding regulations as applicable to health care providers and other federal and state laws concerning the protection of confidential or personal information (244 CMR 9.03 [6]: Compliance with Laws and Regulations Related to Nursing);

4. Engage in the practice of nursing in accordance with accepted standards of practice (244 CMR 9.03 [5]: Adherence to Standards of Nursing Practice);

5. And be responsible and accountable for his or her nursing judgments, actions, and competency (244 CMR 9.03 [9]: Responsibility and Accountability).

All students are responsible and will be held accountable for knowing and complying with the Social Media Policy for any institution to which they are assigned.
COMMUNICATION

The nursing program administrators, faculty, and staff use the Regis College email to communicate with students. Students should not expect administration, faculty and staff to communicate through use of the student’s personal email. Students are expected to always use the Regis College email to communicate to members of the college community. For students who wish to do so, it is possible to link the college email to one’s personal email; contact the IT Helpdesk for further information. Students should not text or call faculty on personal devices unless previously agreed upon with the faculty.

It is the responsibility of the students to check their emails daily during the academic year and intermittently during extended school breaks.

DISCIPLINE

The faculty reserves the right to discipline, with or without a disciplinary warning, any student whose conduct, pattern of tardiness/absenteeism or unsafe clinical practice makes it inadvisable for the student to remain in the program. The clinical faculty who initiates a disciplinary action, must confer with the program director prior to taking disciplinary action, and the Associate Dean will be notified. The dismissed student has the right to petition the Admission, Retention and Promotion Committee (ARPC) of the Nursing Program within seven days of the action, who will make recommendations to the Associate Dean regarding the status of a student petition within two weeks, and will in turn notify the Dean and the student.

The Dean of the School of Nursing and Health Sciences has the authority to make an executive decision in any case in which the situation warrants an immediate response. The discipline process follows established college policy.

CLINICAL WARNING

A student is placed on clinical warning when performance in the clinical setting is below the level expected for a student at his/her current level of training and if continued, will result in failure of the clinical experience.

The clinical faculty issuing the warning and the program director will conference with the student who is being placed on clinical warning. The original copy of the Clinical Warning will be retained in the student record, and a copy will be given to the student. Clinical warnings are a permanent part of the student record.

Students receiving a clinical warning may be required to satisfactorily complete remediation in the Clinical Resource and Simulation Center before returning to their clinical setting. Remediation in the Clinical Resource and Simulation Center does not count as a clinical day; make-up of any missed clinical day is per the clinical make-up policy. Students will contact the Clinical Resource and Simulation Center within 48 hours to meet and develop remediation goals and a timeframe for meeting them. If the student is unable to successfully remediate within the timeframe, the student will be subject to failure of clinical and therefore the course. Students with multiple warnings are subject to dismissal from the program.
DISCIPLINARY WARNING

A student is placed on disciplinary warning when classroom or clinical conduct, pattern of tardiness or unsafe clinical practice may make it inadvisable for the student to remain in the program.

The faculty member intending to place a student on disciplinary warning will confer with the course coordinator and/or program director prior to issuing the disciplinary warning. The Associate Dean of Nursing will be informed of all disciplinary warnings before they are issued. The Associate Dean of Nursing or designee, the faculty member issuing the warning and the student will conference and sign original copies of the Disciplinary Warning. An original copy of the Disciplinary Warning will be retained in the student record, and copies will be distributed to the student, the Dean and Associate Dean of the School of Nursing and Health Sciences, the Assistant Dean for Undergraduate Affairs or Associate Dean for Graduate Affairs, the Program Director and Student Records Coordinator.

Disciplinary warning notices are a permanent part of the student record. Students with multiple warnings are subject to dismissal from the program.

Students receiving a disciplinary warning may be required to satisfactorily complete remediation in the Clinical Resource and Simulation Center before returning to their clinical setting. Remediation in the Clinical Resource and Simulation Center does not count as a clinical day; make-up of any missed clinical day is per the clinical make-up policy. Students will contact the Clinical Resource and Simulation Center within 48 hours to meet and develop remediation goals and a timeframe for meeting them. If the student is unable to successfully remediate within the timeframe, the student will be subject to failure of clinical and therefore the course. Students with multiple warnings are subject to dismissal from the program.

DISCIPLINARY ACTION BY BOARD OF REGISTRATION IN NURSING

In the event that the Massachusetts or any state Board of Registration in Nursing disciplines a student with probation, voluntary surrender, or revocation of nursing licensure, the student will automatically be terminated from the nursing program.

GRIEVANCE PROCEDURE, DUE PROCESS

Usual channels of communication should be utilized for resolution of academic concerns. The student should first discuss the situation directly with the faculty member involved. If resolution is not achieved, the student may then present the concern in the following sequence to the Course Coordinator, Program Director, Director of Advising for Pre-Licensure Nursing. If not satisfied with the outcome, the student should engage in the formal Appeal Process, commencing with in the Associate Dean of Nursing and then the Dean of the School of Nursing and Health Sciences. Should there be further need; the student should follow Steps the grievance procedure in the Regis College Student Handbook under the Academic Appeal Procedure section.

Timeliness is defined under Step I of the appeal process in the Regis College Student handbook.

ADMISSIONS, RETENTION, AND PROGRESSION COMMITTEE PETITION (ARPC)

Students may petition the Admissions, Retention, and Progression Committee (ARPC) of the Regis College Nursing program to appeal any policy statement, practice, or procedure contains in this Handbook Addenda according to the following process.
Students must submit their petition using the ARPC petition form (Appendix A) to illustrate the merits of their petition within two (2) weeks of meeting with the Dean of the School of Nursing and Health Sciences or the Dean’s designee.

Completed petitions may be submitted either by hard copy or email to the Deans’ office. The Dean’s administrative assistant will forward the petition to the chair of the ARPC.

The chair of ARPC will notify the student of the committee’s decision in writing within two weeks.

If the student wishes to appeal the ARPC committee’s decision, the student must follow the Academic Appeal procedures contained in the Academic Catalog.

Students aggrieved in academic matters other than those contained in this Handbook Addenda must refer to the Academic Appeal procedures contained in the Academic Catalog.

**ACADEMIC POLICIES**

**ACADEMIC INTEGRITY STATEMENT**

Nursing students at every level enrolled in classes at Regis College are expected to maintain integrity in all academic pursuits and share a role in upholding the academic integrity of the program in which they are enrolled. Anyone witnessing a violation of academic integrity has an obligation to make that violation known. Incidents should be reported to faculty or the program director.

*Academic Integrity - Excerpted from the 2014-2015 Regis College Academic Catalog* All students enrolled in classes at Regis College are expected to maintain integrity in all academic pursuits. Such academic pursuits may include, but are not limited to, the writing of papers, examinations, assignments, and lab reports. Any dishonesty with regard to these matters is subject to censure or penalty in proportion to the seriousness of the action and may result in dismissal from the College.

Academic Integrity/Dishonesty includes:

- Inventing data, quotes, or citations for reports
- Lying about reasons for absences or requests for extensions or rescheduling of exams
- Copying or sharing answers on exams or bringing “cheat sheets” to closed-book examinations or using any electronic device in an exam for unapproved purposes, especially to access or transmit assistance on the exam
- Discussing what is/was on a specific examination with someone who has not yet taken it
- Copying or sharing answers on homework (on assignments where group work is encouraged or allowed, you may be called upon to individually justify your answer to the instructor)
- Falsifying records, transcripts, recommendations, or other documents indicative of student qualifications
- Submitting the same paper in more than one class without prior permission
• Presenting someone else’s ideas or words (including Internet sources) as your own in written work, PowerPoint presentations, or other assignments

This last item on the list is also known as plagiarism. Because it can be confusing for new students to understand how to build on others’ ideas in making their own arguments, Regis provides all incoming students with a handbook on academic integrity. Students sign a contract agreeing that they are responsible for learning how to properly cite information. The library and The Academic Center for Excellence have additional resources for learning about proper citations of sources.

The initial responsibility for resolving situations of academic dishonesty lies with the faculty member and student, in conjunction with information available from the Office of Academic Affairs. Faculty members are responsible for reporting instances of academic dishonesty to the Office of Academic Affairs and for consulting with that office about whether the student has a documented history of such behavior before deciding on the proper penalty. The Program Director and Associate Dean should be contacted. If the issue is not resolved at those levels or is unusually serious, the matter is referred to the Dean of the School before deciding on the proper penalty.

For further discussion on Academic Integrity violations please refer to the current Academic Catalog. Students are encouraged to speak with their advisor or program administrators if they have any questions or concerns.

PROGRAM PROGRESSION

Students must take courses in sequence (some nursing courses have prerequisites) as designated on the curriculum plan for their program. Permission to register for courses out of sequence may be granted only by the Program Director or Associate Dean for the School of Nursing, and Health Sciences or designee.

The nursing program consists of both clinical and non-clinical courses. Clinical courses consist of class and clinical learning environments, with assessment and evaluation of the student’s abilities in both settings. The clinical component of a clinical course includes off-campus health care settings, and for some courses, participation in learning experiences within the Simulation Center labs on campus. All components of a course must be passed in order for the student to pass the course. A grade of B- (80) must be attained to pass the class portion of the course; the clinical portion of the course is graded on a Pass/Fail basis.

For all non-clinical courses, designated as nursing (NU) or otherwise, that are taken as requirement toward completion of the nursing program, a minimum grade of B- (80) must be achieved to receive program credit.

FAILURE OF CLASS OR CLINICAL COMPONENT OF A COURSE

Students who fail either the class or clinical component of a course and are eligible to retake that course, must retake the entire course, including both class and clinical. (See Validation Testing Policy).

CLASS PAPERS

Unless otherwise specified, papers must be typed and double-spaced, following American
Psychological Association (APA) format and guidelines provided by the instructor. Papers submitted after their designated due date will receive a five (5) point grade reduction for each week that the paper is late. On a case-by-case basis instructors may allow late submission of a paper in extraordinary circumstances. Students are encouraged to make use of the variety of resources at Regis College to assist them with their papers prior to submission. Once a paper has been submitted that submission is considered final, rewriting a paper is not permitted except when it is identified in the course syllabus as an expected component of the course.

Students may petition to have a graded paper re-read if they received a grade lower than 80 (B-). If the paper receives a grade lower than 80 (B-) due to its late submission, it is not eligible for the request for re-read policy.

Students must submit within one week of receiving the paper grade, such petition in writing to the faculty member who originally graded the paper (Primary Reader). The Primary Reader will review the petition, and if accepted, will request that another qualified faculty member in the familiar with the subject matter (Second Reader) read the paper. The Second Reader will conduct a blind review of a clean copy of the entire paper, without knowledge of the student’s identity. The Second Reader will discuss the paper with the Primary Reader and based on that discussion, the Primary Reader will determine a final grade for the paper. The final grade, which may be the same, higher or lower than the original grade, is used in the grade point calculation for the course.

PROTECTING HUMAN RIGHTS

Students who plan to complete an independent study and/or thesis must follow the college’s Institutional Review Board (IRB) policy and obtain approval for research. The student may need to obtain further approval from the agencies where their research is to be conducted. How they plan to protect human rights needs to be clearly articulated.

Any student who wants to use Regis College students as research subjects must submit an IRB proposal to the Dean for the School of Nursing and Health Sciences or designate.

WITHDRAWAL & LEAVE OF ABSENCE

A student who wishes to withdraw from a course or to take a leave of absence from Regis College should follow the procedures set forth in the Student Handbook and/or Academic Catalog. Students granted permission to return to the college at the end of a leave of absence must also meet with the Associate Dean of Nursing or designee to discuss their return to the program. Students while on a leave of absence from the nursing program may not participate in any nursing courses. Students who have been away from clinical courses for 6 months or longer must adhere to the validation policy of their program.

MEDICAL CLEARANCE

Together with all Regis College policies that must be adhered to, the Regis College School of Nursing and Health Sciences reserves the right to require any student who has a declared illness or condition, be it physical or emotional/mental, to provide from the practitioner who is providing care related to the above mentioned illness or condition, medical clearance to participate in all class and clinical experiences.
EXAMINATION MAKEUP POLICY

Five percent of the total possible score will be deducted if any examination or quiz including, final examinations, is not taken during the scheduled time. Students will have an opportunity to take the examination or quiz on a make-up at a date scheduled by the faculty. In the event that a student fails to take the scheduled make-up examination or quiz, they will earn a grade of zero (0) on that examination. For extenuating circumstances this policy may be waived at the discretion of the faculty in consultation with ARPC upon receipt of a written request from the student.

FINAL EXAMINATION SCHEDULE

Final examinations for courses held in the fall and spring are scheduled by the Registrar and posted in Moodle. Final exams during the academic year may not be scheduled during the last week of class. Take-home exams are due during exam week. Summer session final examinations will be scheduled by the course faculty. Students may not take final exams early.

REGISTRATION

Scheduled courses are found on Regis Access. Students are notified in advance when registration will be held. If a course is cancelled the student will be notified by the Registrar’s office.

Room numbers and the faculty for each course will be posted on Regis Access. Students should check Regis Access for the room numbers and faculty the day prior to the first class.

ACADEMIC ADVISING—GENERAL INFORMATION

Students are responsible for contacting their advisor to determine the accuracy of their curriculum plan and assess their progress towards degree completion. The students’ advisor’s name can be found on his/her profile on Regis Access and on Starfish. Advising can be done face-to-face, over the telephone or via email or other available technology.

Please note that during each registration period, it is imperative that each student meets with her/his assigned academic advisor to select courses complete the process of registration.

GRADUATION INFORMATION

1. Caps and gowns are ordered at the College bookstore in mid-February. The store manager publishes a notice in the Tower Trumpet and posts the information around campus. In addition, written information regarding graduation will be mailed to students’ homes.
2. During the year of graduation, the Registrar sends a Correct Name Request Form to prospective graduates in mid-February; the purpose of this form is to ensure that the correct name is printed on the degree.
3. Graduation invitations are distributed from the Office of Academic Affairs. The secretary will give the invitations to the Dean, School of Nursing and Health Sciences to distribute to graduates.
4. Graduation/Commencement takes place in May and the date is listed on the Academic Calendar. Students will be billed a graduation fee whether or not they attend commencement.
5. Graduate Hooding Ceremony takes place in May for graduate students and their guests.
SIGMA THETA TAU INTERNATIONAL PI EPSILON CHAPTER-AT-LARGE

Sigma Theta Tau International, the Honor Society of Nursing, is committed to fostering excellence, scholarship and leadership in nursing to improve health care worldwide. The Society promotes the use of nursing research in health care delivery and makes its resources available to all people and institutions interested in the latest knowledge in nursing care.

The Regis College Emmanuel College Pi Epsilon Chapter-at-Large of Sigma Theta Tau International was chartered in the spring of 1998. The chapter goals and interests focus on scholarship, research and networking. It strongly supports the colleges’ nursing programs and the Annual Distinguished Scholar Lecture as well as other workshop presentations. Program meetings focus on contemporary nursing issues and the professional development of the members. The chapter sponsors a nursing scholarship.

Pi Epsilon-at-Large inducts new members annually in the spring, including eligible baccalaureate nursing students, graduate level nursing students, and community members; eligibility is different for each level of induction. Specific membership information and applications are available in the Office (CH 120) and on BSN and MSN Connections. The chapter presently awards scholarships annually. Scholarship information and applications are also available in College Hall 121.

CLINICAL EXPERIENCES POLICIES

PREREQUISITES FOR CLINICAL EXPERIENCE

To participate in clinical experiences students must have on file complete and current health information, immunization records, a background check, and current provider-level American Heart Association CPR certification. The program will identify the appropriate certification; no other certification will be accepted.

Immunization requirements are detailed in the web based profile account of each student. Records MUST BE KEPT current, with NO expirations occurring during the semester. ALL immunizations and health requirements are due July 1st for the fall semester, November 1st for the spring semester, and March 1st for the summer sessions, unless otherwise notified. Some clinical facilities require additional TB testing. Students must comply with the immunization policies of the agency where they attend clinical. Additional requirements may occur. Failure to comply may result in removal from the clinical assignment with no other site available.

Students seeking an exemption from the immunization prerequisite to clinical participation must notify their Program Director/Associate Dean directly. The student will be required to comply with any agency process determined. The clinical agency has sole authority in deciding whether to grant an exemption. Should the clinical agency deny the exemption, an alternate clinical placement might not be available.

Students who are currently licensed RNs must also have individual professional malpractice insurance and a current Massachusetts RN license on file with their nursing program.

CLINICAL ASSIGNMENTS

Clinical assignments involve many factors. The primary consideration in arranging clinical placements is the academic integrity and value of the educational experience. Students may not
request to go or not go to a particular clinical site. Students may not request to have or not to have a particular clinical instructor.

BACKGROUND CHECKS

Regis College Background Checks
Regis College requires that all students undergo a background check before placement in a clinical experience or caring for patients. All students must register with Certified Background (www.certifiedbackground.com) to consent to a background check. (Note that students will also use Certified Background to submit immunization, physical exam, and CPR certification documentation.) Students are responsible for the costs of their background check.

Students who fail to register and consent to a background check within a reasonable amount of time prior to their clinical placement will not be allowed to begin that clinical placement.

Regis College will review the results of a student’s background check and will determine whether it is appropriate for the student to be placed at a clinical site or permitted to care for patients. In making such determination, Regis College will consider factors including, but not limited to:

- The nature of the work the student will be performing;
- The time since any conviction;
- Age of the student at the time of offense;
- The circumstances of the offense;
- The number of offenses;
- Whether the student has any pending charges;
- Any relevant evidence of rehabilitation or lack thereof.

If, as a result of a background check, Regis College determines that a student is not suitable for clinical placement or for caring for patients, the student will be given a copy of their background check results and an opportunity to contest and/or explain those results. In appropriate circumstances Regis College will reevaluate its determination of a student’s suitability.

For the purposes of clinical placements and caring for patients, students must undergo a background check prior to beginning the clinical program and when directed or required by Regis College nursing program or a clinical agency. Subsequent to a completed background check, if a student is convicted of a new crime or is subject to new criminal charges, the student must inform Regis College so that it may determine whether the student is suitable for clinical placement or for caring for patients based upon the new information.

Regis College will maintain the confidentiality of background check information and results in accord with the Family Educational Rights and Privacy Act of 1974 (FERPA).

Additional Background Checks

Some clinical agencies require additional background checks beyond those conducted by Regis College as noted above. These additional background checks may include Massachusetts Criminal Offender Record Information (CORI) or Sexual Offender Record Information (SORI) checks. A clinical agency may require a student to pay for this additional check. A clinical agency may deny a student access to its clinical site based upon the results of an additional background check.
Academic Impact of Background Checks

A student who fails to consent or refuses to consent to a background check or who is denied access to a clinical site based on the results of a background check may not be able to complete the clinical training degree requirements of their academic program. As a result, such students may be forced to withdraw from the academic program. Regis College is not responsible for providing or locating alternative clinical training arrangements for students in such circumstances.

Background Checks and State Licensure

Students should be aware that a previous criminal history may impact their ability to obtain state licensure. Specifically, the Massachusetts Board of Nursing requires applicants to exhibit good moral character and submit to a CORI check. Students with concerns regarding their history and their licensure application are encouraged to contact the Regis College Nursing Department.

TRANSPORTATION POLICY

Students are expected to make their own arrangements for transportation to and from all clinical experiences. Students are also responsible for any fees that may be incurred.

DRESS CODE

The dress code is one component of professional comportment, which is a nurse of the future competency. All students must be properly attired in the clinical setting. Faculty will inform the students as to the acceptable attire for each agency and clinical experience. Attention must be given to hair grooming and length, fingernail length, hygiene and jewelry as they affect client and student safety. No acrylic fingernails will be allowed.

NEEDLE STICKS AND OTHER EXPOSURES TO INFECTIOUS MATERIALS, INJURIES AND INCIDENTS

Students and the Nursing department must collaborate to minimize and/or control the risks of needle sticks and other injuries through health counseling, health record maintenance and management of exposures to infectious diseases, of injuries, and incidents. Students are responsible for all diagnostic and treatment costs associated with needle sticks and other exposures to infectious materials, injuries and incidents, not covered by their insurance.

Definitions:

1. **BLOOD/BODY FLUID EXPOSURE**
   - A cut or needle stick with a blood-contaminated sharp item or blood contact on broken skin (including rash or chapped skin).
   - Aspiration into the mouth of blood or body fluids.
   - Mouth-to-mouth resuscitation.
   - Splashing of blood or body fluids into the conjunctiva or mouth.

NOTE: The mode of transmission of the specific disease determines the significance of the type of exposure. For example, in diseases with airborne spread (Rubella) even casual exposure may represent a significant risk.
2. LOW-RISK EXPOSURE
   • A needle stick, cut, or scratches with a sharp object not contaminated with blood.
   • Splash of body fluids other than blood or bloody material.
   • Needle stick with needle used to flush an IV or needle used in an IV piggyback providing no visible blood is present.
   • Needle stick or cut with a clean or sterile sharp object.
   • Needle stick from needle used to withdraw medications.
   • Refer to the Operations Manual for guidelines for other infectious disease exposure.

GUIDELINES FOLLOWING AN EXPOSURE, INJURY OR INCIDENT
   • For needle stick or blood or body fluid exposure immediately wash affected area with soap and water.
   • Identify the object that caused the incident, if at all possible.
   • Report all needle sticks, sharps injuries, exposures to blood or body fluids and other injuries or incidents to your faculty, preceptor and course coordinator immediately.
   • Complete a Report of Exposure, Injury or Incident Form with your faculty or preceptor and give it to your Course Coordinator. (See Appendix C)
   • The Faculty member will direct the student to appropriate resources for immediate (evaluation) risk assessment, counseling and possible treatment.
   • On campus, seek emergency care per school guidelines at Newton Wellesley Hospital emergency room.
   • In an institution/agency use the emergency room or Employee Health per agency guidelines.
   • In community/settings without formal health services seek emergency care at Newton Wellesley Hospital emergency room or other emergency facility.
   • Seek medical care at the first sign of bacterial infection at the exposure site or signs of trauma or distress.
   • For all exposures including low-risk exposures, an incident report will be completed and filed in the student’s record.
   • Follow-up with faculty member to review occurrence in relation to prevention.

Remember:
   • Following a potential exposure to infectious material, treatment may prevent HIV transmission. Vaccines for hepatitis B and tetanus and follow-up for hepatitis C or other interventions may be needed.
   • Always use universal precautions. Always be careful.
CLOCK AND CREDIT ALLOCATION FOR CLASSROOM AND CLINICAL EXPERIENCES

The College uses the standard 50-minute academic hour to define a clock hour of instruction. Consistent with the general practice for undergraduate courses at Regis College, all upper division non-clinical nursing courses earn 1 credit for each academic hour of class/week for a ratio of 1:1. College policy generally requires a classroom/laboratory ratio of 1:1. Graduate level courses earn 3 credits and meet for 3 academic hours/week, for a ratio of 1:1.

For the clinical component of nursing courses at the baccalaureate level, three clinical practice hours are equal to one credit hour. The Senior Pre-licensure Practicum is 150 hours. At the advanced practice level, 300 clinical hours is equal to 4 credits, 1 credit is equal to 75 clinical hours, or 5 clinical hours per week. In the advanced practice clinical concentration courses students earn 4 credits for the classroom component and 4 credits for the clinical practicum.

PRE-LICENSEURE STUDENTS

COURSE AND CLINICAL ATTENDANCE

COURSE ABSENCES

Students are expected to attend all classes and associated experiences regularly. Students should notify the instructor of the course if they are absent. Failure to make up class content may result in a failing grade in the course and may jeopardize progression within the program. Students should consult their course syllabus for further information regarding absences.

Students are required to attend all scheduled nursing and health assessment labs. Students are to notify the Clinical Resource and Simulation Center coordinator if they are going to be absent.

Students should contact the lab coordinator to make up missed lab experiences during open lab time.

ABSENCES IN SUPERVISED CLINICAL PLACEMENTS

All clinical absences must be made up. One day per semester will be deemed “clinical make up day.” Students who have been absent from clinical must attend this clinical make-up. Students who have not been absent from clinical do not need to attend the make-up day. Should a student need to make up more than one day it will be done after the clinical make up day at a date and time to be determined by the instructor in consultation with the course coordinator. Should these additional make up days fall beyond the grading period for that semester, the student will receive an incomplete (I) as a grade. Students will not be eligible to progress in the program until all clinical hours have been completed and the incomplete (I) removed. Regis College reserves the right to charge a student a make-up fee to cover the cost of paying an instructor to complete additional make up time.

CANCELLATION OF CLINICAL EXPERIENCE BY FACULTY

If a clinical faculty member needs to cancel clinical he/she will notify their students and the course coordinator. The faculty member will arrange a required alternative clinical option for students.
COURSE WITHDRAWAL/FAILURE POLICY FOR PRE-LICENSEURE STUDENTS

A student has a maximum of two (2) attempts to successfully pass any pre-requisite course or nursing course. A withdrawal from a course is considered an attempt. Students must achieve a grade of B- or better in Science courses. Students who do not achieve a B- must re-take the course and will be required to obtain a grade of B- or better.

Students may repeat only one pre-requisite course one time; the need to repeat more than one course one time or more than one course results in the student’s loss of eligibility for entrance into the nursing program.

Students must achieve a grade of 80 (B-) or better in nursing courses. Students who do not achieve an 80 (B-) or better in a nursing course are unable to progress in the nursing program.

Students may only repeat one nursing course or fail one nursing course throughout the entire program.

ATI COMPREHENSIVE ASSESSMENT AND REMEDIATION PROGRAM

Assessment Technologies Institute (ATI) Comprehensive Assessment and Remediation Program (CARP) exams are used in each of the Nursing courses during the program to help students demonstrate mastery of nursing content and to identify the need for remediation. Additionally it will assist students to be prepared upon graduation to pass the nursing licensing examination. The ATI provides a review program for these exams including review books and DVDs along with online practice and proctored exams in major content areas in nursing. There are also tests in critical thinking and a comprehensive test similar to the NCLEX state board exam.

Testing:
All students are required to take ATI competency exams in major content areas throughout the Nursing curriculum, as identified on individual course syllabi.
Relevant content review books and DVDs will be distributed to students at the beginning of the student’s start of the program or the relevant class. Tests are proctored and will be administered on campus.

Grading:
Each Nursing course that has an ATI exam requirement will provide grading information in the syllabus as to how the ATI grade will be incorporated into the course grade. Information about passing scores for each specific ATI exam will be provided to the student.

MEDICATION SAFETY AND CALCULATION EXAM (MSCE)

Students will not be able to progress in the clinical portion of the course until they pass the Medication Safety & Calculations Exam (MSCE). The MSCE is administered at several points during the student’s Nursing program. First, the MSCE is administered in Professional Nursing (NU 324/624). Students will be allowed three opportunities to pass the MSCE in Professional Nursing NU 324/624. If, after the third attempt, the student has not passed the MSCE he/she will receive a failing grade for the clinical component of NU 324/624 and therefore will fail the course. The passing score is 90% for each test.

After NU 324/NU 624, each pre-licensure student enrolled in a clinical nursing course is required to pass the MSCE with a 90%, within the first 2 weeks of the semester start in the following clinical
courses: Family Nursing (NU 347/647), and Complex Care Nursing (NU 345/645). Students will be allowed one retake after their first attempt.

Students who do not pass the MSCE after the two attempts will be withdrawn from that course and be suspended from the Nursing program for the semester. If this is the student’s first withdraw/failure from a Nursing course, the student may apply for return to the program at the time the semester content is next available within the student’s program. The student’s return to the program may be subject to successful validation of NU 324/624 or NU 325/625, depending on where in the program the student stepped out (see Validation Policy). For students who have already had one withdraw/failure from a nursing course, this would be a second program withdrawal and therefore the student would be withdrawn from the program. The student may reapply to the program once by following the proper procedure for readmission into the program.

The MSCE is also administered as part of the Validation process (see Validation Policy).

VALIDATION TESTING

The purpose of validation testing is to verify that pre-licensure nursing students have sufficient knowledge and clinical competence to reenter clinical nursing courses after a period of interruption. Validation testing is required for students who have interrupted their clinical nursing studies for six (6) months or more by withdrawing or failing a nursing course with a clinical component or by taking a leave of absence from the nursing program. This policy does not apply to students who have failed or withdrawn from NU 324 or NU 624, Professional Nursing.

Students may return to a course and validate on a space available basis.

Students will be charged a fee for validation testing and must make payment arrangements before the validation is scheduled.

Validation testing must be completed in a timely fashion to allow for sufficient time to register and continue progression in the program. Students who wish to return to the pre-licensure program must notify Associate Dean or designee via email of their intention to return. The student must schedule an appointment with the Validation Coordinator to review the validation process. Students are strongly encouraged to schedule this appointment no later than the beginning of the semester prior to the semester the student plans to return; i.e. the student makes the appointment at the start of the fall semester for a planned return for the spring semester.

Validation testing includes components of nursing knowledge, clinical competence, and medication safety and calculation competence. Validation of knowledge is determined by the student achieving a grade of 80% (B-) or better on a written test or its equivalent. The student who does not pass the objective test will be given the opportunity to retest. The student who does not pass the objective test a second time is not allowed to progress in the nursing program.

Clinical competence is demonstrated in a simulated laboratory experience with the student achieving a passing grade. The student who does not pass the clinical competence test a second time will not be allowed to progress in the nursing program.

Medication safety and calculation competence is determined by student achieving a grade of 90% (A-) or higher on the Medication Safety and Calculation Exam (MSCE). The student who does not
achieve a passing grade on the first attempt will be given one opportunity to retest. The student who does not pass the MSCE the second time will not be allowed to progress in the nursing program. Note: this policy is for validation of NU 324/624 and NU 325/625. Students validating NU 324/624 will be allowed two attempts of the MSCE (not three) for validation purposes.

NCLEX EXAMINATION APPROVAL

At the completion of the pre-licensure portion of the nursing program, all students take a comprehensive standardized examination. An approved NCLEX review course based on this examination is provided in early January for direct entry graduate students, and immediately after graduation in May for all other students. It is highly recommended for all students. It is also highly recommended that Students complete their NCLEX preparation through a comprehensive virtual online tutor before sitting for the NCLEX examination.

POLICIES & INFORMATION SPECIFIC TO UNDERGRADUATE NURSING PROGRAM (Additional Policies that apply to the Undergraduate Nursing Program are listed under General Policies for all Nursing Students)

ADMISSION TO THE UNDERGRADUATE NURSING PROGRAM

The Nursing program admits students into the undergraduate Pre Licensure program in one of three ways: 1) Direct Acceptance as freshmen; 2) Admission as Current Regis Undergraduates, or; 3) Admission as Transfer Undergraduates.

All undergraduate students entering the Nursing major must sign the “Letter of Understanding: Matriculation and Progression in the Nursing Major for Undergraduates” indicating acceptance of matriculation and progression requirements for the Nursing major.

Admission by Direct Acceptance as Freshmen

Direct Acceptance candidates are those freshman applicants who, based upon high school GPA and SAT scores, are accepted directly into the Nursing major as freshmen. These students must earn the following in order to maintain their Direct Acceptance status: 1) a 2.7 GPA or higher in science courses (namely, Anatomy & Physiology I, Anatomy & Physiology II, Chemistry, Microbiology, and Pathophysiology), 2) an overall 3.0 GPA with no grade below 2.0 in non-nursing prerequisite courses, and 3) a 2.7 grade or higher in each NU prerequisite course.

Admission as Current Regis Undergraduate Students

Admission to Regis College as an undergraduate freshman student does NOT guarantee later acceptance into the Nursing program. Rather, current Regis undergraduates must apply for entry into the Nursing program at the conclusion of the fall term of their (sophomore) year. No student is guaranteed Nursing program admission even if she/he meets the basic requirements for Nursing program admission. Admission to the Nursing program as a current Regis undergraduate is on a space-available basis.

Students must earn the following in order to secure Nursing program consideration: 1) a 2.7 GPA or higher in science courses (namely, Anatomy & Physiology I, Anatomy & Physiology II, Chemistry, Microbiology, and Pathophysiology), 2) an overall 3.0 GPA with no grade below 2.0 in
non-nursing prerequisite courses, and 3) a 2.7 grade or higher in each Nursing prerequisite course.

Students who satisfy the admission criteria but are denied Nursing program admission may elect to be waitlisted and considered if an opening occurs, but no later than the beginning of the program year. These candidates will be judged, as before, against all candidates and thus program admission is not assured.

Applicants who have not completed all prerequisites prior to the summer preceding their intended entry into the Nursing program must complete all remaining prerequisite courses in the summer at Regis College.

Admission as Undergraduate Transfer Students

Admission to Regis College as a transfer undergraduate student does NOT guarantee admission into the Nursing program. Students seeking to enter the Nursing program as transfer students must complete the following: 1) apply and be accepted to Regis College through the standard transfer admission process; 2) complete one (1) full semester at Regis College (the Nursing admission residency requirement); and 3) apply to the Nursing program. Admission to the Nursing program as an undergraduate transfer student is on a space-available basis.

Transfer students who enter Regis College in September may apply for admission to the Nursing program in December. Transfer students who enter Regis College in January may apply for admission to the Nursing program in May. Transfer students who qualify will be admitted to the Nursing major on a space-available basis.

Students who satisfy the admission criteria but are denied Nursing program admission may elect to be waitlisted and considered if an opening occurs, but no later than the beginning of the program year. These candidates will be judged, as before, against all candidates and thus program admission is not assured.

Students must earn the following in order to secure Nursing program consideration:

1. A 2.7 GPA or higher in science courses (namely, Anatomy & Physiology I, Anatomy & Physiology II, Chemistry, Microbiology, and Pathophysiology),

2. An overall 3.0 GPA with no grade below 2.0 in non-nursing prerequisite courses, and

3. A 2.7 grade or higher in each NU prerequisite course.

A current student applicant will have one (1) opportunity to repeat one (1) course in which they did not achieve the required minimum grade. If the current student applicant achieves the required minimum grade on their second attempt, they will remain eligible to apply to the Nursing program. If a current student applicant fails to achieve the required minimum grade in more than one course, they will not be eligible to apply to the Nursing program.

Required Prerequisites

Applicants to the Nursing program must complete the following science (non-Nursing) prerequisites with the minimum grades noted above: BI 105 & 106, Anatomy & Physiology I and II; BI 108, Microbiology; BI 212, Pathophysiology; CH 105, Chemistry for Nursing; ID 304, Exploring Ethics; SO 201, Introduction to Sociology; PS233, Introduction to Human Development; MA 210, and
Applicants to the Nursing program must complete the following Nursing prerequisites with the minimum grades noted above: ID 230 The Interdependence of Healthcare Professions in the U.S. and NU 205 Essentials of Nutrition Along the Health Continuum.

Students who are accepted into the major in December/January have until the end of Summer Session II to complete all prerequisites prior to beginning the nursing sequence. These accepted students must maintain the overall GPA requirement of 3.0 and earn no grade below 2.0 in order to retain their place in the major. A 2.7 grade must be achieved for any "NU" course. Students must have completed sufficient courses to qualify for junior status by Regis College.

UNDERGRADUATE ADVISING

Baccalaureate students are assigned to faculty members in their major areas of study for assistance and advice throughout their academic careers. Each faculty member assists a number of students. Any student or faculty member may ask the Dean, School of Nursing and Health Sciences for a change in advisor if she/he feels such a change will improve the advising situation.

PROGRESSION IN THE UNDERGRADUATE NURSING PROGRAM

1. All undergraduate students entering the nursing major must sign the “Letter of Understanding: Matriculation and Progression in the Nursing Major for Undergraduates” indicating acceptance of matriculation and progression requirements for the nursing major.

2. To progress in the nursing curriculum, students must maintain a minimum grade of B minus (2.7) in all courses. If a student fails a course, it may be repeated with the requirement that a grade of B minus (2.7) or better be achieved. Students are allowed only one failure of a nursing course in the program (see Academic Policies - Failure of Clinical or Class Component)

STUDENTS PARTICIPATION IN CLASS AND CLINICAL

Full participation in the classroom and clinical environments requires that students are able to meet certain essential functions defined by the American Association of Colleges of Nursing in its document The Essentials of Baccalaureate Education for Professional Nursing Practice (2008). (http://www.aacn.nche.edu/education-resources/baccessentials08.pdf)

Among the functions specific to clinical courses are:

1. Sensory/Motor Functional Abilities
   - Adequate motor and sensory abilities are required to provide safe and effective nursing care and perform a variety of nursing activities.
   - Mobility/gross motor skills including the ability to: stand and maintain balance, bend, twist, stoop/squat, reach above shoulders, reach to floor, move within confined spaces, move with coordination and safe speed.
   - Fine motor skills including the ability to: pinch/pick-up objects with both hands, grasp small objects with hands/fingers, twist with hands, write with pen or pencil, and use electronic equipment.
• Physical strength and endurance including the ability to: carry equipment and supplies, transfer/transport patients, and sit and stand for long periods of time.
• Sensory including the ability to:
  o Tactile: feel vibration, detect temperature, feel differences in surface characteristics.
  o Hearing: hear, normal speaking level sounds, faint body sounds, and auditory alarms.
  o Visual: distinguish letters at 12 point font and objects both close and distant, use depth perception, use peripheral vision, and distinguish color and intensity of color.
  o Olfactory: detect smoke and odors.

2. Interpersonal Communication/Cognitive/Emotional Abilities:
• Read, write, speak and understand English at a level consistent with successful course completion.
• Participate in classroom and laboratory discussions and activities.
• Develop therapeutic patient and family relationships.
• Establish professional relationships with faculty, other students, staff of affiliating agencies and members of the community.
• Express feelings and ideas in a professional manner.
• Provide and accept feedback respectfully.

3. Critical thinking skills including the ability to:
• Participate in intellectual activities requiring critical thinking, judgment, and analysis.
• Demonstrate arithmetic competency.
• Solve problems and plan care within reasonable time frames within a complex environment.

4. Emotional health including the ability to:
• Fully use cognitive abilities
• Adapt to unexpected changes and stressful situations.
• Exercise good judgment
• Provide safe and competent care.
• Complete program responsibilities within a timely manner.
• Establish and sustain mature, effective, and sensitive relationships with patients and colleagues.
• Empathize with the feelings and situations of others.

APPLICATION FOR READMISSION AFTER FAILURE FROM THE NURSING MAJOR

Criteria for application for readmission after failure from the nursing major.
A. Application for readmission will be considered if:
• a student has had failure of no more than two (2) nursing courses;
• readmission will occur no sooner than one year after the start of the term in which the student’s performance led to dismissal. (For example, a student who was dismissed after failing a course in the spring semester may apply for readmission so that the course can be repeated the following spring.)
• the final step in the application for readmission process, prior to acceptance, is that a student must successfully complete the validation process.
• if accepted, the pre-licensure student may apply all courses toward program requirements:
the grade in these courses must be at least a 2.7 (B-).

B. Process for application for readmission to the Undergraduate Nursing Major. The applicant will:

- submit 2 letters of reference;
- interview with the Associate Dean for Nursing or designee;
- submit a written personal statement that addresses:
  - factors/issues that interfered with his/her previous efforts to succeed in the nursing program.
  - steps the applicant has taken to ensure future success in the nursing program.

C. A student may only reapply once to the nursing major, irrespective of the program type.

**POST-LICENSURE POLICIES**

MS Tracks, RN to MS Track, MS Track for Non-Nurses, MS Track for Nurses with a BS/BA in another field and Post-Master's Certificate (Additional Policies that apply to the Graduate Nursing Program are listed under General Policies for All Nursing Students)

**ACADEMIC INFORMATION**

The Graduate Nursing Program at Regis College has as its foundation a baccalaureate-level nursing education and is designed using principles of adult education. The faculty believes adult learners are motivated to learn and accept the responsibility for their learning. The faculty facilitates and supports the learning process. The program affords flexibility for the adult learner but ensures the fulfillment of the nursing curriculum requirements.

The purpose of the Graduate Program at Regis College is to prepare professional nurses as specialists with advanced knowledge in nursing administration and advanced nursing practice. The graduate program further seeks to provide a foundation for doctoral study in nursing.

**ADMISSION POLICIES**

**ADMISSION FOR GENERIC MASTER’S STUDENTS (MS IN NURSING FOR NON-NURSE COLLEGE GRADUATES)**

If a student is accepted to the Generic Master’s Program and does not attend the year in which she/he is admitted, she/he can defer admission for a year. After that time the student must reapply to the Nursing Program as a new student.

**PROBATION AND CONDITIONAL ADMISSION STATUS**

The Nursing Admissions Committee may admit a student on a probationary or conditional status if all of the admission requirements are not met. Official acceptance status will be conferred when all of the admission requirements to the graduate program are completed. If a student is conditionally accepted because the GPA from the baccalaureate program is below a 3.0, the student must obtain a B in the first two nursing courses to remain in the nursing program.*
*Applies only to Nursing programs for current nurses.

The Admissions office may admit a student on a provisional status if all of the admission requirements are not met. Official acceptance status will be conferred when all of the admission requirements to the graduate nursing program are completed. If a student is conditionally accepted because the GPA from the pre-licensure program is below a 3.0, the student must obtain a B in both BI 612 – Advanced Pathophysiology and NU 601 Nursing Theory.

A maximum of six credits may be transferred from a graduate program of another accredited college or university if the grade is B minus (2.7) or higher and approved by the director of the program the student is applying to. Transfer credit should have been earned no more than five years prior to enrollment at Regis College. For NP students, Regis College will not accept transfer credit for NU 641- Advanced Clinical Pharmacology II, or NU 650/NU 652-Advanced Health Assessment/Advanced Pediatric Health Assessment. These courses must be taken at Regis College. For students admitted to the Post-Master’s Nurse Practitioner Certificate Program, three credits may be transferred from a graduate program of another accredited college or university if the grade is B minus or higher and approved by the director of the program to which the student is applying.

TRANSFER CREDIT

A maximum of six credits may be transferred from a graduate program of another accredited college or university if the grade is B minus (2.7) or higher and approved by the director of the program the student is applying to. Transfer credit should have been earned no more than five years prior to enrollment at Regis College. For Nurse Practitioner students, Regis College will not accept transfer credit for NU 641-Advanced Clinical Pharmacology II, or NU 650/NU 652-Advanced Health Assessment/Advanced Pediatric Health Assessment. These courses must be taken at Regis College. For students admitted to the Post-Master’s Nurse Practitioner Certificate Program, three credits may be transferred from a graduate program of another accredited college or university if the grade is B minus or higher and approved by the director of the program to which the student is applying.

SCIENCE REQUIREMENT FOR PRACTICING NURSES

The RN to MS student who is currently practicing will be able to transfer all science courses taken as prerequisites without regard to length of time passed since the student successfully completed the courses. This will commence with students who have matriculated after May 1, 2003. Students who have matriculated prior to this date may have their transcript reviewed by the Dean of the School of Nursing and Health Sciences or her designee, who in collaboration with the Program Coordinators may address each student on an individual basis. Those who have not been in practice for 5 years prior to admission must repeat the prerequisite science courses or take the appropriate review courses.

APPLICATION FOR READMISSION AFTER DISMISSAL FROM A GRADUATE PROGRAM

A. Criteria for application for readmission after dismissal from a Graduate program.

Application for readmission will be considered if:

a. A student has had no more than two course failures in any graduate courses.  
   (In other words, a student may only be readmitted once to any graduate program.)

b. Readmission will occur no sooner than one year after the start of the term in which
the student’s performance led to dismissal. (For example, a student who was dismissed after failing a course in the spring semester may apply for readmission so that the course can be repeated the following spring.)

B. Credit for Courses and Duration of Graduate Program:

a. Readmitted Nursing students are subject to the relevant validation policy. (See the Nursing Handbook Addendum.
b. If readmitted, the student will receive credit for SNHS graduate courses passed before the dismissal. The student may get transfer credit for graduate courses taken after the dismissal at other universities, subject to the Regis College Graduate Transfer Credit Policy. (No more than two courses (six credits) in total may be transferred, whether taken prior to or after the dismissal.)
c. The duration of the graduate program is subject to the General Graduate Policy in the Academic Catalog*. (All requirements for the master’s degree must be completed within 5 years for programs requiring less than 37 credits. Programs requiring 37 or more credits must be completed within seven years.) The duration is counted from the start of the first course applied to meet degree requirements. (See the Extended Program Duration Policy.)

C. Process for application for readmission to the Graduate Program the applicant will:

a. Complete and submit a new application to graduate admissions;
b. Submit two new letters for reference;
c. Interview with the program director for the program student is reapplying to;
d. Submit a written personal statement that addresses:
   i. Factors/issues that interfered with the student’s previous effort to succeed in the SNHS graduate program.
   ii. Steps the applicant has taken to ensure future success in the SNHS graduate program.

D. A student may reapply to the graduate nursing program once, irrespective of the type of nursing program. Acceptance is provisional pending satisfactory completion of validation testing where required.

GRADUATE ADVISING - WHERE TO GO AND WHOM TO SEE

Academic Advising: Faculty advisors can be found on the student’s profile on Regis Access and Starfish.

RESPONSIBILITIES OF THE FACULTY ADVISOR

Be available by appointment during office hours for consultation with students;
1. Consult with students who have academic concerns;
2. Advise students of available college counseling services;
3. Assist students in registering for courses in their major as well as elective choices;
4. Advise students in relation to dropping and/or adding courses;
5. Refer all questions regarding transfer credit to the Dean, School of Nursing and Health
RESPONSIBILITIES OF THE STUDENT

1. Communicate with the advisor any changes or deviations from her/his curriculum plan before registering, and any change in status;
2. Discuss all situations affecting schedule with the advisor;
3. Arrange for all official transcripts to be mailed to the College Hall 121; Plan with advisor on registering for courses in major and selecting electives.

PROGRESSION AND RETENTION POLICIES

TIME LIMIT

All requirements for the master’s degree must be completed within five (5) years for programs requiring less than 37 credits. Programs requiring 37 or more credits must be completed within seven years.

A student may extend completion their degree beyond the time limit listed above in cases of hardship, leave of absence, or readmission after dismissal in a written petition to the Dean, School of Nursing and Health Sciences, and the Associate Dean for Nursing. Because of changes in course content and external requirements, the Dean, School of Nursing and Health Sciences and the Associate Dean or Program Director may choose not to accept credit for courses taken prior to five or seven years before the student’s proposed duration and choose to apply current program graduation requirements.

EXIT OF GENERIC MASTER’S (MS FOR NON-NURSES) AND RN TO BS TO MS UPWARD MOBILITY TRACK STUDENTS AT BACCALAUREATE LEVEL

Students who exit the program at the BS level may take a maximum two-year leave of absence before returning to complete the Generic Master’s or the RN to MS program. The student’s return is on a space available basis and may be subject to validation testing.

GRADUATE TRANSFER TO ANOTHER TRACK

A student who wishes to transfer from one graduate curriculum track to another must meet with the Director of the Program they wish to transfer into after discussing this request with their advisor. The student will submit any documents requested by the faculty that are necessary to make a decision. The applicant will be notified of the faculty’s decision in writing.

In order to be eligible to apply for the National Council Licensure Exam, a student must have successfully completed all courses within the baccalaureate level curriculum with a 2.7/B-

PROGRESSION IN THE GRADUATE PROGRAM

Students must achieve a minimum grade of B minus (2.7) in all courses required in their nursing curriculum. If a graduate student fails (below a B-) any course in the curriculum, the course may be repeated once with the requirement that a grade of B minus or better be achieved. Students are
allowed to make up only one failure in the graduate program. A subsequent failure will result in
dismissal from the Nursing Program.

Students in the RN to BS to MS Upward Mobility Track must earn a B minus (2.7) or better in all
nursing courses and no less than a C (2.0) in undergraduate non-nursing courses.

VALIDATION TESTING- POST-LICENSURE

Policy:
Validation testing is required for students who have interrupted their clinical nursing studies for six
months or more by withdrawing from or failing a nursing course with a clinical component or by
taking a leave of absence from the nursing program. The purpose of validation testing is to verify that
post-licensure nursing students have sufficient knowledge and clinical competence to re-enter a
clinical nursing course. Progression in the program is on a space available basis.

A student who does not pass the validation testing will be given the opportunity to remediate and
re-test. A student who fails the validation testing a second time will not be allowed to progress in the
nursing program.

A fee that includes the cost of the written and clinical competence testing components will be charged
to the student.

Validation Procedure:
Fee: The student will pay a validation fee to the Regis College Bursar’s office prior to performing any
of the validation testing. The student must bring a receipt verifying payment of the fee to each exam.

For students returning to NU 664 A-E or NU 662: Validation is achievement of a minimum of 80% of
the NU641 Advanced Clinical Pharmacology final exam and a minimum of 80% on the final of
NU650 Advanced Health Assessment (a written examination and demonstration of full physical
exam; each of these two components must be independently passed with a grade of 80%).

The above validation will be completed one month prior to the beginning of the semester. The date for
the validation will be established by faculty at the beginning of each semester for students planning to
validate for the following semester.

If the student fails either or both components of the validation, he/she may remediate. Remediation for
pharmacology should involve review of key content areas identified as weak knowledge areas by the
test. Remediation for advanced health assessment should involve review of the Bate’s tapes.

Once the student has remediated, he/she may attempt the validation once more. If the student fails the
second attempt at validation, the student must audit the course/courses for which he/she failed the
validation in order to be eligible to attempt the validation again. After auditing the course/courses for
which the first two attempts at validation were unsuccessful, the student may repeat the validation
exam/exams twice. If the second attempt is unsuccessful, the student will be dismissed from the
program.

For students returning to NU665 A-E or NU 663: Validation is achievement of a minimum of 80% on
the NU 664/NU662 final exam, NU 641 Advanced Clinical Pharmacology final and NU 650,
Advanced Health Assessment, as stated above.
The above validation will be completed one month prior to the beginning of the semester. The date for the validation will be established by faculty at the beginning of each semester for students planning to validate for the following semester.

If the student fails either or both components of the validation, he/she may remediate. Remediation for NU664 should involve review of key content areas identified as weak knowledge areas by the test. Remediation for advanced health assessment should involve review of the Bate’s tapes.

Once the student has remediated, he/she may attempt the validation once more. If the student fails the second attempt at validation, the student must audit the course/courses for which he/she failed the validation in order to be eligible to attempt the validation again. After auditing the course/courses for which the first two attempts at validation were unsuccessful, the student may repeat the validation exam/exams twice. If the second attempt is unsuccessful, the student will be dismissed from the program.

**CURRICULUM POLICIES**

**BACCALAUREATE DEGREE FOR RN to BS to MS UPWARD MOBILITY TRACK STUDENTS**

Students earning a first baccalaureate degree must meet the college’s general education requirements. Full-time or part-time students are expected to take at least 30 credits at Regis College to obtain a baccalaureate degree. If a student transfers to Regis College with a BA or BS, the student is required to take at least 48 credits at Regis College. The Dean, School of Nursing and Health Sciences makes the decision regarding these requirements. The RN student who is currently practicing nursing will be able to transfer all college-level, 3 or 4 credit natural science courses taken as prerequisites without regard to length of time passed since the student successfully passed these courses. This will commence with all students who matriculated after May 1, 2003. Students may request a review of their transcripts relative to the number of transfer credits allowed. The Dean for the School of Nursing and Health Sciences makes the final decision regarding the number of liberal arts courses that are transferable to Regis College.

**SUMMER COURSES**

Students wishing to take more than two summer courses each session must obtain permission from the Dean, School of Nursing and Health Sciences or the Associate Dean for Nursing.

**INCOMPLETE WORK**

Students should refer to Academic Catalog for information regarding incomplete course work.

**COURSES AT OTHER INSTITUTIONS**

Once students have matriculated into the graduate program in Nursing, they cannot take required courses at another institution.

**SELECTION OF CLINICAL PRECEPTORS**

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Selection of clinical preceptors is a collaborative process between the Placement Coordinator and student. However, the final decision regarding clinical placement rests with the Course Coordinator. If the student declines a placement arranged by the Placement Coordinator, the student is responsible to obtain an approved placement.

GRADUATE NURSING STUDENT ORGANIZATION

All graduate students can participate in the Graduate Nursing Student Organization. Graduate students will select class officers for this organization who will collaborate with the faculty liaison to create a nurturing environment and provide a support system for graduate students. Open communication among all students is encouraged. The officers act as a liaison between students and nursing administration and report on issues and events of the Graduate Nursing Student Organization at nursing faculty meetings. As a student organization, the Graduate Nursing Student Organization promotes leadership and encourages growth. In addition, the officers and the faculty liaison organize service projects, networking opportunities, and provide informational programs for the graduate nursing students. The Dean of Students appropriates funds for student groups, organizations and events.

DOCTOR OF NURSING PRACTICE PROGRAM

Students who are enrolled in the Doctor of Nursing Practice Program (DNP) are subject to the policies pertaining to Post- Licensure Nursing Students as well as the following DNP specific policies.

COURSE WORK COMPLETION

Students who do not complete the course requirements within the designed time period will meet with the faculty to determine if it is feasible to attempt to complete the required work and, if so, negotiate a plan relative to such completion. In any event, all course work (NU 710, NU 713, NU 716, NU 726, NU 727, and all 3 concentration courses) must be completed prior to progression into NU 740. Student must have successfully completed NU 741, DNP Scholarly Practice Project II by the end of the spring semester in order to progress into NU 742, DNP Scholarly Practice Project III, in the spring semester. The course requirements for NU 740-743 DNP Scholarly Practice Project I-II are outlined in the course syllabus and include finalizing chapters 1-3, successful completion of an IRB hearing, and IRB application submission.

For students that have curriculum plans with DNP Scholarly Project I - IV, may take concurrent courses with DNP Scholarly Project I & II, with approval from the DNP program director and advisor.

For students who have incomplete work for NU 740-NU743, DNP Scholarly Practice Project I-IV a continuation fee (1 credit) will be assessed for each subsequent semester in which the work is still in progress.

CLASS ATTENDANCE

Students are expected to attend all DNP classes. On occasion, there have been extenuating circumstances that make it impossible for a student to attend a class session. That situation, as well as the feasibility of remaining in the course, is to be discussed with the course faculty. Students who miss two class days will need to withdraw from the course and re-enroll the next time the course is
offered. It is strongly recommended that students, who miss the first class session, plan to enroll in the course at another time

DOCTORAL THESIS COMPLETION DATES RELATIVE TO GRADUATION

The College offers three graduation dates: May, August and December. Ceremonies of recognition (Graduate and Doctoral Hooding and Graduation) are held in May. To be eligible for graduation, all degree requirements must be successfully completed.

A completed doctoral thesis/scholarly project is defined as implementation of the entire research/evidence based practice project, including data collection and analysis, successful defense of the doctoral thesis/scholarly project, and submission of the finalized approved written document of that project.

Course Incompletes: Any NU 743, Scholarly DNP Project IV student who does not have the completed, approved and finalized written doctoral scholarly project will receive an incomplete (I) for that semester.

Students with Incompletes in NU 743, Scholarly DNP Project IV who are eligible for an August graduation date must first determine their Committee’s availability to work with them in the summer session. They are also required to have by May 1:

1. Completed the doctoral scholarly project, including the analysis and discussion of results, and have successfully defended their scholarly project.
2. Completed a near-finalized draft document of each of the chapters of the doctoral scholarly project and provided this written document to each committee member, and
3. Received Committee approval of the near-finalized draft document and of the timeline to completion.

If the above three conditions are met, the student may participate in the Doctoral Hooding and Graduation ceremonies held in May. Assuming all requirements inherent in a completed doctoral scholarly project are met by the August date, the actual diploma will be dated August and then made available to the student after that time.

If the student does not meet the requirements to participate in the May ceremonies, the student can participate in Doctoral Hooding and May Graduation ceremonies in a subsequent year at a time after all requirements are satisfied.

A continuing student fee (1 credit) will be assessed for the summer and each subsequent semester in which the work is still in progress.

USE OF DOCTOR OF NURSING PRACTICE CREDENTIAL

Doctor of Nursing Practice students who successfully defend their proposal are then allowed to use the DNP credential with a (c) after the credential to indicate they are in candidacy for the degree. The DNP credential can only be used after the student has successfully defended their completed doctoral scholarly project and all other DNP program requirements are met.

NU 726 and NU 727 FINAL PROPOSAL

A grade of 80 or better must be achieved by the student in the submission of the final proposal in NU
726 Advanced Research Methods for EBP I and NU727 Advanced Research Methods for EBP II in order for the student to successfully complete this course. If this critical element is not met the student will receive an “F” for the assignment and will not be successful in passing the course, resulting in a final course grade of “F”.

PUBLICATIONS/PRESENTATIONS OF ACADEMIC ENDEAVORS OUTSIDE THE PROGRAM: College and Faculty Recognition

Students in the Doctor of Nursing Practice program may have the opportunity to communicate the substance or results of papers or projects that were developed while enrolled in course work. Certainly this is encouraged and appropriate for students enrolled in advanced study. These outside communications may take such forms as oral or poster presentations, and/or publications in any professional or lay print media. It is expected that these publications, oral, or poster presentations be reviewed by faculty who have overseen the project, or in their absence, the Director of the DNP program, prior to the presentation or publication. Any scholarly presentations or publication of work completed in any DNP course must include the student’s acknowledgement of Regis College. In addition, any scholarly work presented or published as a result of completing Doctoral Thesis, Capstone or Scholarly DNP Project must also include recognition of the DNP Committee and/or Capstone Mentor and Faculty.

Publications (electronic/print) and/or presentations (podium/poster, etc.) related to work for all courses (NU 710, NU 713, NU 716, NU 722/726, NU 725/727, NU 730, NU 740, NU 741, NU742, NU743 and all concentration courses) must have acknowledgement that work was completed as partial fulfillment of completion of the DNP program at Regis College. Members of the doctoral committee should be acknowledged individually in publications/presentations derived from the thesis/scholarly manuscript (NU 730/734, Scholarly DNP Project IV). The capstone faculty and mentor should be acknowledged individually in publications/presentations derived from the capstone project (NU 738, Scholarly DNP Project IV).

If a faculty member works with student in the authorship of any manuscript, the faculty should be listed as co-author.

The student will sign an agreement titled, Doctoral Scholarly Work Acknowledgement Agreement upon acceptance into the DNP program, and during NU 740, Scholarly DNP Project I. (See Appendix B)

SUFFICIENT ACADEMIC PROGRESS

The definition of sufficient academic progress in the Doctor of Nursing Practice program is successful completion of the program, with no more than a 3 consecutive semester break where no course has been taken AND completion of the program within 7 years of beginning doctoral courses. A single semester is defined as fall, spring or summer (with summer 1 and summer 2 being equivalent to one semester). Any student that does not take a course in 3 consecutive semesters (without a formally requested LOA) or has not completed the program in 7 years will be dismissed from the DNP program. Students may submit for a formal Leave of Absence (LOA) to the DNP program director for extenuating circumstances. The LOA must state the anticipated return date, not greater than one year. Approved LOA’s will be exempt from the 3 semester policy and the semesters within the LOA will not count toward the 7 year completion policy. At the anticipated return date the student must enroll in a course or withdraw from the program. If a student is accepted into the DNP program and does not
attend the year in which he/she is admitted, he/she can defer admission for one year. After that time, if he/she is not enrolled in a course, he/she will be dismissed from the program and will need to reapply to the program.

CONCENTRATION COURSE TRANSFER

Students that received a Post-Masters Certificate (PMC) or a previous master’s degree focusing in one of the DNP concentrations from Regis college, for which they completed the three concentration courses of the DNP program will be allowed to transfer all three courses into the DNP curriculum plan as long as there was successful completion (B- or higher) for all three courses.

Appendix A

Regis College School of Nursing and Health Sciences

Nursing Program ARPC Petition Form

Students may petition the Admissions, Retention, and Progression Committee (ARPC) of the Regis College nursing program for an exception of the policies as presented in the Nursing Handbook Addenda or course syllabus. Students who choose to do so are expected to submit their petition via the use of the ARPC petition form. All submissions must be double-spaced, 12 pt. font, and all areas must be completed. Completed petitions may be submitted by email (electronically), to the executive assistant of the Dean of School of Nursing and Health Sciences who will forward the petition to the Chair of the committee. Attach to the same email as your appeal any documents you wish to submit to support your appeal.

Petitioner’s Name:

Mailing Address:

Email Address:

Course Name and Number (if applicable):

Program:

Course Faculty Meeting:

Faculty Name:

Date(s) of Meeting:
Meeting with Program Chair/Program Coordinator/ or Assistant Dean:

Name:

Date(s) of Meeting:
1. Petitioner must state the policy that an exception request is being presented. Include the page number as presented in latest version of Nursing Handbook Addenda; and cite the rationale for the requested exemption. (Use more space if needed)

2. Petitioner must state the specific desired outcome of this appeal.
   (Use more space if needed)

3. Petitioner must state the specific desired outcome of this appeal.
   (Use more space if needed)

4. If the petition were to be approved, please tell the committee your specific plan to ensure your future success at Regis. (Use more space if needed)

Revised 1/2016
Appendix B

Regis College Nursing Program Report of Exposure, Injury, or Incident Form

Name of Individual involved:_____________________________________________________

Immediate Faculty/Preceptor/Course Coordinator:___________________________________

College/Clinical Area:________________________________________________________________

Date of Exposure/Injury/Incident:_________________ Time of Exposure:_______________

Location:_________________________________________________________________________

Potentially Infectious Materials Involved:

Type_________________________________ Source:________________________________________

_________________________________________________________________________________

Description of circumstances surrounding the event (work being performed, etc.):

_________________________________________________________________________________

_________________________________________________________________________________

Description of how the incident occurred (accident, equipment malfunction, etc.):

_________________________________________________________________________________

_________________________________________________________________________________

Personal Protective Equipment Being Used:

_________________________________________________________________________________

Actions Taken (decontamination, clean-up, reporting, counseling, etc.):

_________________________________________________________________________________
I have read the Policy and Procedures for Needle sticks and Other Exposures to Infectious Materials/Diseases and choose not to follow the Regis College Guidelines for Needle sticks and Other Exposures to Infectious Materials/Diseases

________________________________________
Student Signature                      Date

Copies to: student, student record, Course Coordinator
Appendix C

Regis College
School of Nursing and Health Sciences
DNP Program
Doctoral Scholarly Work Acknowledgement Agreement

Students in the Doctor of Nursing Practice Program at Regis College must successfully complete coursework within the program as well as two scholarly projects, Thesis and Capstone. Completion of any of the assignments associated with all DNP courses may result in the publication (print/electronic) or presentation (podium/poster) of said material. These publications and presentation are a testament of the students’ accomplishment of their doctoral studies as they are required individually in partial fulfillment of the completion of the Doctor of Nursing Practice program and should be acknowledged as such. These projects are a collaborative effort on the students, faculty, readers and mentors part and should be recognized as such.

Any scholarly presentations or publication of work completed in any of the DNP courses must include student acknowledgement of Regis College. In addition, any scholarly work presented or published as a result of completing Doctoral Thesis, Capstone or Scholarly DNP Project I-IV must also include acknowledgement of the DNP Thesis/Scholarly Committee and/or Capstone Mentor and Faculty.

Publications (electronic/print) and/or presentations (podium/poster, etc.) related to work for all courses (NU 710, NU 713, NU 716, NU 722, NU 725, NU 730/734, NU 738, NU 740, NU 741, NU 742, NU 743 and all concentration courses) must have acknowledgement that work was required as partial fulfillment of completion of the DNP program at Regis College.

Students that are enrolled in NU 730/NU 734 Doctoral Thesis I and II work with a team of 3 doctorally prepared individuals that help guide, develop, evaluate and critique this scholarly project on a continuous basis. It is with this collaborative effort the projects are approved, implemented, evaluated and disseminated. Publications (electronic/print) and/or presentations (podium/poster, etc.) related to work completed for Doctoral Thesis (NU 730 and NU 734) must have acknowledgement that the work was required as partial fulfillment of completion of the DNP program at Regis College. Members of the doctoral thesis committee should be acknowledged individually in publications/presentations derived from the thesis manuscript (NU 730/NU 734).

Students that are enrolled in NU 738 Application of Nursing Science (capstone) work closely with a self-identified mentor and a faculty member from Regis College. The mentor and faculty have continual input with the capstone experience and enable the student to have an experience that will enhance their ability to function in the fullest capacity of their role in practice. Publications (electronic/print) and/or presentations (podium/poster, etc.) related to work completed for Application of Nursing Science (capstone-NU 738) must have acknowledgement that the work was required as partial fulfillment of completion of the DNP program at Regis College. The capstone faculty and mentor should be acknowledged individually in publications/presentations derived from the capstone project (NU 738). Students that are enrolled in NU 740-NU 743 Scholarly DNP Project I –IV work closely with a team of 3 doctorally prepared individuals as well as with a self-identified mentor and faculty from Regis College. These individuals help guide, develop, evaluate and critique this scholarly project on a continuous basis. The faculty and mentors also provide continual input on the
students practice experience that enhances their ability to function in the fullest capacity of their role in practice. Publications (electronic/print) and/or presentations (podium/poster, etc.) related to work completed for Scholarly DNP Project I-IV (NU 740-743) must have acknowledgement that the work was required as partial fulfillment of completion of the DNP program at Regis College. The committee members, faculty and mentor should be acknowledged individually in publications/presentations derived from the Scholarly DNP Project I-IV (NU 740-743).

If a faculty member works with student in the authorship of any manuscript, the faculty should be listed as co-author. The student will sign an agreement titled, Doctoral Scholarly Work Acknowledgement Agreement upon acceptance into the DNP program, and during NU 730, NU 734, NU 738, and NU 740. The signature below indicates that the student has read this policy and agrees to abide by it.

__________________________________________  ____________________________
Student Signature/Printed Name                                Date