

Nursing Handbook Addenda

Fall 2008

Dear Regis College Nursing Student:

These addenda to the College Student Handbook are published to facilitate the educational process for full-time and part-time nursing students.

The policies in the College Student Handbook apply, except in those instances where policies are delineated for nursing students in the Nursing Student Handbook Addenda.

The policies and practices presented in these addenda are subject to annual review and revision. Revised copies will be posted on the Regis College Nursing website and circulated to all matriculated nursing students.

School
of
Nursing

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POLICIES & INFORMATION FOR ALL NURSING STUDENTS

(Additional Policies & Information that apply to the Graduate or Undergraduate Nursing Programs are listed separately)

PROGRESSION AND RETENTION POLICIES

PROGRAM PROGRESSION

Progression in the program requires the successful completion of all nursing courses in sequence. Permission to register for courses out of sequence may be granted only by the Dean for Nursing or designate.

COURSE WITHDRAWAL/FAILURE POLICY FOR PRE-LICENSURE STUDENTS

The maximum number of times a student may attempt a nursing pre-requisite course or a nursing course is twice. If the student is unable to complete a required course in the nursing curriculum with a passing grade due to either withdrawal or failure with the second attempt, the student will not be allowed to progress in the nursing program. If a student fails a course, it may be repeated with the requirement that a grade of B- or better be achieved. Students are allowed only one failure of a nursing course with the opportunity to repeat.

A student who needs to re-enroll in a course due to withdrawal or failure will only be re-admitted to the course on a space available basis.

VALIDATION TESTING

The purpose of validation testing is to verify that pre-and post-licensure nursing students have sufficient knowledge and clinical competence to reenter clinical nursing courses. Validation testing is required for students who have interrupted their nursing studies for six 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.

Validation testing will include both nursing knowledge and clinical competence. Validation of nursing knowledge will be completed by a written validation test with a passing grade of 80 or better or its equivalent. Validation of clinical competence will be completed by a simulated laboratory experience with a pass/fail grade. Validation testing must be completed in a timely fashion so that there is sufficient time to register and continue progression in the program. 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.

This policy does not include a student's failing or withdrawing from the first nursing clinical course of the program.

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

STUDENT ABSENCES

Students are expected to attend all classes and other academic exercises regularly. Failure to make up class content may result in a failing grade in the course and may jeopardize progression within the program.

MEDICAL CLEARANCE

The Regis College School of Nursing 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.

ABSENCES IN SUPERVISED CLINICAL PLACEMENTS

Students are expected to attend all scheduled clinical days. During any given SEMESTER (Summer Sessions I and II count as one semester) regardless of the number of clinical courses in that semester, any student who misses more than one clinical day is required to make up the absence(s) through negotiation with the clinical faculty member and the respective Course Coordinator (see policy regarding payment for clinical makeup).

Students who miss more than 2 days in a six (6) credit course and more than 3 days in an eight (8) credit course will be subject to review by the respective Course Coordinator and/or Program Chair and may be required to withdraw from the course.

Cancellation of Clinical Experience by Faculty

If clinical faculty provides options for clinical makeup and the student does not attend the alternative clinical option, she/he is responsible for arranging clinical makeup with the clinical faculty member per the Absences in Supervised Clinical Placements.

PAYMENT FOR CLINICAL MAKE-UP

Arrangements for clinical make-up days are made between chairperson, faculty and student. The student will be charged \$75.00 per clinical day.

EXAMINATION SCHEDULE

Final examinations for courses held in the fall and spring are scheduled by the Registrar and posted in the Nursing Office. 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 are held on the last day/night of class.

WITHDRAWAL/LEAVE OF ABSENCE

A student wishing to withdraw from the college must request advisement and information from his/her advisor regarding the College's policy for withdrawal/leave of absence and submit a letter including her/his reasons for withdrawal to the Assistant Dean for Nursing.

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 level coordinator and/or chairperson prior to issuing the disciplinary warning. The Assistant Dean for Nursing will be informed of all disciplinary warnings before they are issued. The faculty member will have a conference with the student who is being placed on disciplinary warning.

The Assistant Dean for Nursing, the faculty member issuing the warning and the student will sign 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, Dean for Nursing, Assistant Dean for Nursing, Course Chairperson and Student Records Coordinator. Disciplinary warning notices are removed from a student's record when the student successfully completes the program.

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 ARPC will make decisions regarding status of a student, however, the Dean for Nursing 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.

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.

APPROVAL TO SIT FOR THE NCLEX EXAMINATION

At the completion of the pre-licensure program, all students must successfully pass a comprehensive standardized examination. Students who initially pass the examination and achieve a score at the national average or better will not be required to take an approved NCLEX review course. However, an NCLEX review course is highly recommended.

Students who have not passed the comprehensive standardized examination the first time must show proof of attendance at an approved NCLEX review course prior to the Assistant Dean granting approval to sit for the NCLEX examination.

APPLICATION FOR READMISSION AFTER FAILURE FROM THE NURSING MAJOR

A. Criteria for application for readmission after failure from the nursing major

Application for readmission will be considered if:

1. a student has had failures of no more than 2 nursing courses;
2. a minimum of one year must pass before a student is eligible to reapply to the nursing program;
3. if accepted, the student may apply 2 non-clinical nursing courses toward program credit 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

1. The applicant will:

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

C. Process for application for readmission to the Graduate Nursing Major

The applicant will:

1. complete and submit a new application;
2. submit 2 new letters of reference;
3. interview with the Dean, School of Nursing or designee;

4. submit a written personal statement that addresses;
 - i. factors/issues that interfered with his/her previous efforts to succeed in the nursing program.
 - ii. steps the applicant has taken to ensure future success in the nursing program.

CURRICULUM POLICIES

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)

EXAMINATION 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 at the earliest opportunity. 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.

MEDICATION COMPETENCY TEST / GENERIC BACCALAUREATE AND GENERIC MASTERS CLINICAL NURSING COURSES

A Medication Competency Test will be administered in NU 324/624. Students will be allowed three opportunities to pass this test. After the first failure, the student will be provided with remedial assistance. If after the third attempt the student still fails the math test the student will receive a failing grade for the clinical component of the course and therefore will fail the course. The passing score is 90% for each test.

After NU324/624 each pre-licensure student enrolled in a clinical nursing course is required to take and successfully pass the Medication Competency Exam (MCE) prior to the start of each semester. Students will be allowed two retakes. After the first or second failure, remedial assistance will be offered to the student. . The passing score is 90% for each test.

The MCE is considered a progression competency. Failure to pass the MCE a third time will result in a failure in a progression competency. Students who do not pass the MCE are not allowed to enter any clinical nursing course that semester and are required to withdraw from the clinical nursing course(s).

A student must demonstrate successful completion of a MCE remediation program prior to enrolling in another clinical nursing course and attempting the MCE again.

Students will have one opportunity to demonstrate medication competency following the above procedure prior to the next time the course (s) is (are) offered.

PAPER REQUIREMENTS

Papers must be typed and double-spaced, following APA format and guidelines provided. All papers submitted after the due date for reasons not related to extraordinary circumstances automatically have 5 points deducted per week. If the paper receives a grade lower than 80 due to lateness it is not eligible for the request for re-write policy.

REQUEST FOR PAPER RE-WRITE POLICY

Students have the option to request in writing, within seven days of receiving grade, to re-write a paper that receives a grade below 80. The student may not achieve a grade higher than 89 for the

second attempt. Only one request per course will be considered. Students may not request re-write of final exams.

REQUEST FOR PAPER RE-READ POLICY

Students are to review comments and grading on papers that are returned to them by faculty. If the student still feels the need for further review, she/he may submit a written petition to the course faculty within seven days of receiving a grade less than 80 for a second reading of the paper. The petitioner must have a strong rationale for the request. The student may only request one re-read per course.

The faculty will review the petition, and if accepted, will request that another qualified faculty member in the course read the paper anonymously. The second reader will conduct a blind review of the entire paper, and discuss with the primary reader. The primary reader then decides upon a final grade. 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.

NO ONE PAPER WILL BE SUBJECT TO BOTH RE-WRITE AND RE-READ

RESEARCH PROPOSAL APPROVAL OF COURSE NU 630

(Applies only to students matriculated prior to fall 2003)

At the completion of the didactic component of Advanced Nursing Research (NU 630) a committee of nursing faculty will convene to hear and evaluate students' research proposals. At that time, students will present their research proposals for faculty approval.

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 Nursing or designate. Proposals will be submitted to the Vice President, Academic Affairs who will select one proposal annually.

CRIMINAL OFFENDER RECORDS INFORMATION (CORI) CHECKS

CORI checks are completed for all students on matriculation into the nursing program. Agencies may require students to update the CORI check prior to participation in an educational experience. An agency may refuse to accept a student as a result of a CORI check, and Regis College assumes no obligation to locate an alternative site and cannot guarantee the completion of degree requirements. If the agency does not pay for the CORI check, the student must assume this expense.

PREREQUISITES FOR CLINICAL EXPERIENCE

To participate in clinical experiences students must have on file complete and current health information, immunization record, CORI, and current CPR certification. RN students also must have individual professional malpractice insurance and a current Massachusetts RN license on file.

DRESS CODE

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.

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* (1998).

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:
 - Tactile: feel vibration, detect temperature, feel differences in surface characteristics.
 - Hearing: hear, normal speaking level sounds, faint body sounds, and auditory alarms.
 - 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.
 - Olfactory: detect smoke and odors.

2. Interpersonal-Communication/Cognitive/Emotional Abilities:

- Interpersonal-Communication skills including the ability to:
 - 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.
- 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.
- 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.

GENERAL INFORMATION FOR ALL NURSING STUDENTS

REGISTRATION

Students are notified in advance when registration will be held. They should report to the Nursing Office to complete the necessary process. The Nursing Secretary will only notify the student if a course is canceled. Room numbers and the faculty for each course will be posted in the Nursing Office. Please note that during each registration period, it is imperative that each student meets with her/his assigned academic advisor or the student will not be able to register for courses.

ACADEMIC ADVISING—GENERAL INFORMATION

Regis College has a comprehensive advising system designed to help you succeed in college. Our goals are:

- To help clarify values and goals and to understand self as a person;
- To help understand the nature and purpose of an education in a liberal arts college;
- To help explore educational and career options;
- To help plan an educational program consistent with interests and abilities;
- To assist in monitoring academic progress;
- To help to integrate the institution's many resources to meet the student's needs;

The Office of Academic Affairs has skilled advisors to help students achieve their goals. See the Regis College Academic Catalog and the Regis College website for further information.

REGIS COLLEGE ADVISING PROCESS

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 Professions for a change in advisor if she/he feels such a change will improve the advising situation.

The Dean, School of Nursing and Health Professions assigns each matriculated graduate student an advisor.

WHERE TO GO AND WHOM TO SEE

Academic Advising: Nursing Students – Nursing Program, College Hall, Room 158, 781-768-7090. The advisor/advisee list is posted on two bulletin boards outside the Nursing Office.

RESPONSIBILITIES OF THE FACULTY ADVISOR:

1. Be available by appointment during office hours for consultation with students;
2. Consult with students who have academic concerns;
3. Advise students of available college counseling services,;
4. Meet with advisees at the beginning of each registration period to approve courses selected by each student;
5. Follow up on each advisee who does not make an appointment for advising;
6. Assist students in registering for courses in their major as well as elective choices;

7. Advise students in relation to dropping and/or adding courses;
8. Refer all questions regarding transfer credit to the Dean, School of Nursing and Health Professions;
9. Examine the official transcripts for consistency with the appropriate program/track curriculum sheet in the advisee's record.

RESPONSIBILITIES OF THE STUDENT

1. Schedule an appointment to meet with the assigned advisor prior to registration for the upcoming semester and summer sessions;
2. Communicate with the advisor any changes, additions or omissions in status;
3. Discuss all situations affecting schedule with the advisor;
4. Arrange for all official transcripts to be mailed to the Nursing Office;
3. Plan with advisor on registering for courses in major, and selecting electives.

ACADEMIC INTEGRITY STATEMENT

All students enrolled in classes at Regis College are expected to maintain integrity in all academic pursuits. These include the writing of papers, examinations, assignments, records and other details relative to the assessment of student performance. Any dishonesty with regard to these matters is subject to censure or penalty in proportion to the seriousness of the action.

Dishonesty includes behavior such as copying answers of another person or persons during examination, secreting of unauthorized materials to assist in an examination, plagiarism, taking as one's own the statements of another without giving due credit to the author, even though such material may have been requested in one's own works, fraudulently obtaining test information, falsifying records, transcripts, recommendations or other documents indicative of student qualification.

In proportion to the seriousness of the action, censure and penalty may extend from a failing grade in the work in question to dismissal from the College. Ordinarily, the responsibility of resolving the issue lies with the faculty member and student. Should there be need, the student should follow the grievance procedure on file in the Office of the Vice President, Academic Affairs.

GRIEVANCE PROCEDURE, DUE PROCESS

Usual channels of communication should be utilized for resolution of academic concerns. The student should first discuss the situation with the faculty member involved. If resolution is not possible, the student may then present the concern to Dean or Assistant Dean of the School of Nursing & Health Professions. Should there be further need, the student should follow the grievance procedure on file in the Office of the Vice President, Academic Affairs.

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 plus one hour for research/scholarly study for a total of 4 credits. College policy generally requires a classroom/laboratory ratio of 1:1. Additionally, students are expected to practice newly acquired skills in 1 hour of independent practice/week. Graduate level courses earn 3 credits and meet for 3 academic hours/week.

For the clinical component of nursing courses at the baccalaureate level, three clinical practice hours are equal to one credit hour. Credit allocation for a 6 credit clinical course is 2.5 for class and 2.5 for clinical and 4 class and 4 clinical for an 8 credit clinical course. At the nurse practitioner level, the class to clinical ratio is 1:4 in the fall and 1:5 in the spring. Students earn 4 credits for the classroom component and 2 credits for the clinical practicum.

At Regis College, the standard semester is generally 14 weeks long, with 13 weeks of instruction and the last week designated as exam week. A variation of 13 to 15 weeks may occur due to holidays and school vacations. Nursing and continuing education courses meet one day or evening/week for 2 hours 40 minutes. Weekend nursing classes generally meet one weekend (Saturday and Sunday 8:00 am-4:00pm) per month for 4 months. 8 credit generic master's classes generally meet for 2 hours 15 minutes twice per week. Summer session courses meet one to three times for class and clinical for 6 weeks. Slight variations may exist in the total amount of class meeting times per semester for individual classes due to different meeting schedules and scheduled college holidays and vacations.

CONFIDENTIALITY POLICY

The faculty of Regis College Center for Health Science's Nursing Program recognize the importance of protecting the privacy and confidential information regarding patients, their families, employees, staff, and peers as well as the operations of agencies within which faculty and students practice.

It is the legal and ethical responsibility of every faculty member and student to maintain confidentiality and abide by laws relative to privacy including the Health Insurance Portability and Accountability Act of 1996 (HIPAA) guidelines. This policy includes materials discussed in both the classroom and clinical settings. Information pertinent to patients 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 computerized form). Unauthorized access, use or disclosure is illegal.

By signing the Confidentiality Form faculty and students agree to:

1. Follow the Health Insurance Portability and Accountability Act of 1996 (HIPAA) guidelines including the information included in the Center for Health Sciences HIPAA Statement found on the nursing website and every Blackboard course;
2. Read, understand, sign and follow confidentiality and privacy policy statements before beginning each clinical experience. Policies vary from health care agency; students are responsible for reviewing them at the beginning of every clinical experience;
3. Protect confidentiality of patients, families, agency, employees, peers and agency at all times;
4. Access, use or share confidential information only as it is essential and allowed by law;
5. Never release protected health information to any unidentified source; know the person you're talking to;
6. Not talk about patients in public; never discuss confidential information where others- patients, visitors or other employees-might overhear, including elevators, dining facilities and telephones *Protected health information is described in the HIPAA statement*;
7. Never leave patient records or information where unauthorized individuals might see them.
8. Not photocopy information from the patient's record except as specifically authorized.
9. Not access or attempt to access information other than information to which they have authorized access in order to complete the assignment for the day.

Safeguards that exist to protect patient data include institutional systems of passwords that identify users and their access to privileges in computer systems. The ability to use an electronic signature is a privilege not a right that is granted in accordance with agency policies.

Faculty and students agree:

1. Never lend or share their passwords with anyone else;
2. Never use another individual's login, ID or password;
3. Report immediately breaches or suspected breaches of security to appropriate agency authority;
4. Realize that E-mail is not private or secure and therefore not communicate information via this system.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 STATEMENT

The faculty of the School of Nursing and Health Professions recognize the importance of protecting health information and understand the responsibility to educate the students as to the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). HIPAA protects all health information generated by a healthcare provider, health plan, or facility. This information is protected whether it is verbal, written or electronic. The following information is a description of the HIPAA 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, information on palm device, X-rays, and clinical lists.

Caregiver Responsibilities: Caregivers (students and faculty) must be careful with protected information 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 identify 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 protected health information are to be removed from the facility.
3. Information should only be shared with individuals who are directly caring for or have permission to have information regarding the patient.
4. Computer security should be ensured by not sharing passwords and by logging off the computer properly. **DO NOT USE E-MAIL TO RELAY PHI OF PATIENTS.**
5. Information related to patients or student assignments should never be faxed.

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 the Vice President, Academic Affairs. The secretary will give the invitations to the Dean, School of Nursing and Health Professions 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.

GRADUATION INFORMATION FOR BACCALAUREATE, RN TO BS TO MS UPWARD MOBILITY TRACK AND GENERIC MASTER'S STUDENTS EARNING THE BACCALAUREATE DEGREE

The purpose of this section is to facilitate the student's knowledge regarding the College graduation activities that will occur before and during the senior academic year. Activities are listed in chronological order and the departments responsible for issuing information regarding each event are indicated also. The Regis College colors are crimson and gold.

1. In late April or May, prior to the students' last academic year at Regis College, students are measured for caps and gowns in preparation for PARENTS WEEKEND, which occurs the first week in October. The cap and gown ceremony and ring ceremony take place during this weekend. Class rings are ordered during the sophomore year, usually in April. The Office of the Dean of Students disseminates this information.
2. MOTHER-DAUGHTER BANQUET is scheduled in November. The Office of the Dean of Students sends a memo with the necessary information to the Dean, School of Nursing and Health Professions.
3. During the senior year, in mid-February, the Registrar sends A *Correct Name Request Form* to prospective graduates. The purpose of this form is to ensure that the correct name is printed on the diploma.
4. CAPS AND GOWNS are ordered at the College bookstore in mid-February. The store manager also posts the information around the campus.
5. GRADUATION INVITATIONS are distributed from the Office of the Vice President, Academic Affairs. The secretary will give the invitations to the Dean, School of Nursing and Health Professions for distribution to graduates.
6. SPRING WEEKEND is held in April. Contact the senior class officers for details.
7. DINNER DANCE is held in May. Contact the senior class president.
8. BACCALAUREATE is held in May and the date is listed on the Academic Calendar.
9. 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 participate in commencement.

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, nursing graduate students, and community members. Membership information and applications are available in the Nursing Office or can be downloaded from the Chapter's website at: <http://regisnet.regiscollege.edu/nursing/nhs/membership.html>.

POLICY AND PROCEDURES FOR NEEDLESTICKS AND OTHER EXPOSURES TO INFECTIOUS MATERIALS, INJURIES AND INCIDENTS

The objective of this policy is to help minimize and/or control these risks through health counseling, health record maintenance and management of exposures to infectious diseases, of injuries, and incidents.

Definitions:

1. BLOOD/BODY FLUID EXPOSURE

- A cut or needlestick with a blood-contaminated sharp item or blood contact on broken skin (rash or chapped).
- 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 needlestick, cut, or scratch with a sharp object not contaminated with blood
- Splash of body fluids other than blood or bloody material.
- Needlestick with needle used to flush an IV or needle used in an IV piggyback providing no visible blood is present.
- Needlestick or cut with a clean or sterile sharp object.
- Needlestick 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 needlestick 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 needlesticks, sharps injuries, exposures to blood or body fluids and other injuries or incidents to your faculty, preceptor and curriculum coordinator immediately.
- 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.
- Additionally, instruct students to 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, complete an incident report and file 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.

Regis College
Report of Exposure, Injury, or Incident

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 Needlesticks and Other Exposures to Infectious Materials/Diseases and agree to follow the Regis College Guidelines for Needlesticks and Other Exposures to Infectious Materials/Diseases

Student Signature

Date

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

Student Signature

Date

Copies to: student, student record, Course Coordinator

COLLEGE SERVICES

STUDENT SUCCESS SERVICES

With the assistance of a Title III Grant, the Student Success Center provides for the needs of all undergraduate Regis students. The Student Success Center offers a variety of services to assist undergraduate students in achieving their academic goals.

On a special needs basis, the Center may also work with graduate students. (See the Regis College Academic Catalog 2008-2009 for further information.)

- **Life and Learning Plan**—The strengths of each first-year student will be assessed during her Regis orientation. Based on the findings and on a student interview, a faculty advisor will assist the student in developing and in modifying, on an ongoing basis, his/her academic interests and life/career goals. The Life and Learning Plan Coordinator will assist students in developing an ePortfolio to house her Life and Learning Plan.
- **Peer Tutoring Program/Study Skills Assistance**—Peer tutoring is available at no charge to undergraduate Regis College students. Tutor matches are arranged under the auspices of the Student Success Center. Drop-in peer tutoring sessions are also offered at scheduled times in the Science Building during the academic year in mathematics, psychology, biology, and chemistry.
- **Peer Writing Assistance Program**—The Writing Center is a writer's workshop, a place where students may sit down with a peer writing assistant to get responses to and guidance about their writing. Half-hour sessions with a writing assistant are available by appointment, at no charge.
- **Peer Mentoring Program**—This program provides an opportunity for academically outstanding students interested in teaching/assisting others. In collaboration with course instructors, these students offer such services as weekly supplemental meetings in selected courses.
- **Supplemental Instruction Program**—Online, modularized tutorials in such areas as mathematics and writing are available to all Regis students.

STUDENT DISABILITY SERVICES

Regis College is committed to ensuring equality of access for students with documented disabilities by providing appropriate accommodations that will assist the student in meeting the requirements of his/her academic program and participating in all aspects of the College community. The Director of Student Disability Services is available to meet with students to review their documentation and discuss their needs.

OFFICE OF CAREER DEVELOPMENT

The Office of Career Development provides a variety of career development and job search services for Regis College students and graduates. The services and programs are designed to assist Regis students in identifying, planning and achieving their academic and career goals through self-awareness and knowledge of resources and opportunities. (See the Regis College Academic Catalog 2008-2009 for further information.)

LIBRARY

The Regis College Library is available for use in the day and evening for students. Nursing students enrolled at Regis College also have access to the library at Lawrence Memorial Hospital in Medford. Each individual using this library must present his/ her Regis College ID card and follow the rules and regulations for the library.

Regis College Library houses a well-balanced collection of books, periodicals, and online services to meet the research needs of undergraduate and graduate students. As a member of the WEBnet

Consortium, (Regis College, Babson College, the Bentley College, Franklin W. Olin College of Engineering, and the Pine Manor College) students have access to the collections of all five college libraries. The online catalog and a variety of electronic databases are available from workstations throughout the Library, on campus, and via the Web from the College's homepage. The Reference Desk is staffed with librarians and student assistants to help students with research needs. Individual students or classes may request information literacy instruction. Interlibrary Loan service is available for books and journal articles not owned by one of the WEBnet libraries.

HOUSING

Any student interested in living in a Regis College residence hall should contact the Dean of Students Office.

HEALTH SERVICES

The Regis College Health Service promotes wellness by providing primary health care, preventive services, and health education. (See the Regis College Academic Catalog 2008-2009 for further information.)

HEALTH INSURANCE

Massachusetts law requires that students taking three or more courses have minimum health insurance coverage as defined by such law. The Regis Student Accident and Sickness Reimbursement Plan meets this requirement, and fulltime undergraduate and graduate students are automatically enrolled in the Plan, on a per-semester basis, at no additional cost. Coverage is through Student Resources. Part-time program students enrolled for up to three courses will automatically be enrolled in the Plan, on a per-semester basis, at an additional cost. Students already enrolled in another plan may obtain a fee waiver by completing a Waiver Request Form documenting and certifying to having equivalent coverage. The waiver request form must be completed no later than the first day of classes and must have been received by the Bursar's Office. Once enrolled in the Plan and the fee charged, it will not be removed from a student account.

(See the Regis College Academic Catalog 2008-2009 for further information.)

DINING SERVICE AND REFRESHMENTS

The Dining Service manages three main areas for student use: the Main Dining Room and the College Café in the Student Union Building and C3 Express in the Athletic Building. Soft drink and snack machines are located in College Hall and in each of the residence halls.

FINANCIAL AID INFORMATION

Financial aid is available to full-time and part-time students enrolled in the undergraduate and graduate degree programs at Regis College. Financial aid includes scholarships, grants, loan, and work programs. The types of financial aid students receive are determined by their calculated need, academic standing, state residency, enrollment status, and timely application.

All students who require assistance in financing their education are encouraged to begin the application process by filing the Free Application for Federal Student Aid (FAFSA); a paper copy is available in the Regis College Office of Financial Aid. It is recommended that you apply over the Internet www.fafsa.ed.gov. The processing time for this form is approximately two weeks, as it must be sent to the federal processing center. Complete application information is available in the Office of Financial Aid.

Eligibility for financial aid is determined using both a federal and institutional need analysis calculation. The Office of Financial Aid notifies students of their eligibility for all federal, state and

Regis College assistance. The Award Information and Financing Guide, published annually by the Office of Financial Aid, contains information regarding the types of financial aid students receive and the steps that students may need to take to finalize their awards. For most graduate students, eligibility for Financial Aid is limited to loans and employment.

Students who do not qualify for need-based assistance or who require supplemental assistance to finance their education may use alternative financing programs and/or a payment plan. Students should review their options carefully before choosing an alternative loan that best fits their individual circumstances. A determination of eligibility for the Federal Stafford Loan or Unsubsidized Stafford Loan is recommended prior to the student's use of an alternative financing program. A combination of savings, payment plans and loans may be in the best interest for long-term financial planning. A partial list of resources is attached. Loan applications may also be obtained in the Office of Financial Aid.

Students may wish to seek scholarships through outside agency sources, as there are many organizations that provide funding based on specific eligibility criteria such as demographics, majors, or academic achievements. The Higher Education Information Center, located in the Boston Public Library, 666 Boylston Street, Boston MA 02116 (phone 1-800-442-1171) or www.heic.org, has information regarding outside scholarships. In addition, the Office of Financial Aid receives notification from many outside agencies concerning scholarship opportunities for undergraduate study. Students may review application requirements in the office. The Office of Career Development maintains a listing of graduate outside scholarship/fellowship opportunities.

For more specific information regarding financial aid, the staff of the Office of Financial Aid welcomes the opportunity to speak with prospective and current students. Although appointments are not required, they are encouraged.

The Office of Financial Aid is located in College hall, Room 121. Office hours during the academic year (September to May) are Monday – Friday from 9:00am to 4:30pm. Evening appointments are available upon request. The staff may be reached by phone at 781-768-7180 or Fax 781-768-7225. Messages may be left on the voice mail after business hours or visit website www.regiscollege.edu.

ALTERNATIVE FINANCING OPTIONS

A brochure, "Alternative Financing Guide is available in the Financial Aid Office (phone 781-768-7180, fax 781-768-7225) and information about Alternative Financing is also available on the Internet as follows:

<u>Organization:</u>	<u>Phone:</u>	<u>Web Address:</u>
Key Alternative Loan [®]	1-800-KEY-LEND	http://www.key.com/educate
AchieverLoan [®]	1-800-KEY-LEND	http://www.key.com/educate
Key CareerLoan [®]	1-800-KEY-LEND	http://www.key.com/educate
CitiAssist (Citibank)	1-800-745-5473	http://www.studentloan.com
Signature Loan (Sallie Mae)	1-800-695-3317	http://www.salliemae.com

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 POLICIES

The nursing faculty determines acceptance into the curriculum for baccalaureate students.

To be considered for the nursing major, students must:

1. Have at least a B (3.0) Cumulative Grade Point Average with no individual course grade below a C (2.0).*
2. Have an interview with the Dean of the School of Nursing and Health Professions, Assistant Dean for Nursing or designee.

*This policy will be effective as of admission to the College in 9/07.

POLICY A. PRE-NURSING RESIDENCY REQUIREMENT

To be eligible for admission to the nursing program, a student must meet the Regis pre-nursing admission residency requirement. The student must become a fulltime Regis student for 1 full semester prior to being considered for the nursing major. Transfer students, who enter Regis College in September prior to matriculation into the nursing curriculum, will be evaluated for admission to the nursing major in December. Those who qualify, based on successful completion of the pre-nursing curriculum and GPA requirement, will be entered into the competitive pool for selection into the nursing major for the following September.

Transfer students who enter Regis College in January prior to matriculation into the nursing curriculum will be evaluated in May following their fulltime residency requirement. Those candidates who qualify based on successful completion of the pre-nursing curriculum and GPA requirement will be admitted to the nursing major in a space available basis. With the residency requirement completed, the student will join all other students in competing for admission to the Regis nursing program (See Policy B).

POLICY B. COMPETITIVE ADMISSION TO NURSING PROGRAM

(This policy does not apply to freshman students who qualify for “Direct Acceptance”; refer to Policy C)

Admission to Regis College as a first-time student or transfer student does not guarantee the student entry into the nursing program. Regis admission does enable the student to compete for entry into the Regis nursing program at the conclusion of the first term of his/her second (sophomore) Regis year. No student is guaranteed nursing program admission even if she/he meets the basic requirements for nursing program admission. At the conclusion of each fall term, Regis will admit a designated, pre-established number of qualified students into the Regis nursing program. The decision will be based, primarily, on the student’s grade point average to date, with particular attention to the quality of his/her performance in “Introduction to Nursing” and in prerequisite Regis science and mathematics courses. Those who meet the basic criteria for program admission, but who do not gain entry may elect to be waitlisted and considered if an opening occurs, but no later than the end of the next fall term. These candidates will be judged as before, against all candidates and, thus, program admission is not assured. A student denied admission to nursing may continue in another academic major so long as she/he remains in good academic standing and meets the qualifications of that academic major.

Select nursing candidates who have remaining required courses to be taken the summer prior to fall matriculation into the nursing major, must take all of the prerequisite courses at Regis College. Introduction to Nursing (NU 203) must be taken at Regis College prior to matriculation into the nursing major. No clinical nursing courses are transferable.

POLICY C. DIRECT ACCEPTANCE FOR FRESHMAN CANDIDATES

Direct Acceptance candidates are those freshmen applicants who, based upon high school GPA and SAT scores, are accepted directly into the nursing major as freshmen. These students must maintain a GPA of 3.0 and no grade below 2.0 in non-nursing prerequisite courses and 2.7 in NU prerequisite courses to maintain their "Direct Acceptance" status.

PROCESS FOR ADMISSION TO THE NURSING MAJOR

1. Undergraduates who have indicated a desire to enter the nursing major and who have not had Direct Acceptance will be evaluated for the major after the fall semester of their sophomore year. Transfer students must complete 1 full time semester at Regis College in order to be evaluated for the major. In the event that there are open places for the upcoming Fall junior nursing class, the wait listed students and new transfer students will be evaluated at the end of the Spring semester and selected as a competitive pool.
2. Acceptance into the major is based upon achieving a minimum GPA of 3.0 and no grade below 2.0 in non nursing pre-requisite courses and 2.7 in NU prerequisite courses. Students may repeat only 1 course in the event that they do not earn the minimum expected grade in the pre-requisite courses. If a student earns a grade below the expected 2.0 (non nursing) or 2.7 (NU courses) in more than 1 pre-requisite course they do not qualify for the major.
3. Acceptance and matriculation into the major is based upon the student having successfully completed all science pre-requisites, Introduction to Human Development PS 233, English Writing Seminar EN105, Math 100 or higher with grades of 2.0 or better, Introduction to Nursing NU203 and Normal Nutrition NU105 with grades of 2.7 or better and must have completed sufficient courses to qualify for junior status. 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.

January of the sophomore year, students will be notified in writing by the Nursing office of their status in the nursing major. The Assistant Dean for Advising and Academic Support Services, the Class Advisor and the Registrar will also be notified in writing. Students who have not met the standards for progression into the Nursing major must make an appointment with the Assistant Dean for Advising and Academic Support Services to select another major. On a space available basis additional qualified students will be evaluated in May for acceptance into the major.

RETENTION POLICIES

PROGRESSION IN THE NURSING MAJOR

1. All nursing undergraduate majors must sign the "Letter of Understanding: Matriculation and Progression in the Nursing Major for Undergraduates" indicating acknowledgement and acceptance

of matriculation and progression requirements for the nursing major. (This document will be filed in the student's Academic Folder.)

2. To progress in the nursing curriculum, students must achieve 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.

CURRICULUM POLICIES

Students must complete the first two years of the curriculum prior to taking upper division nursing courses. This policy is waived for Degree-in-Three (DIT) students.

ASSESSMENT TECHNOLOGIES INSTITUTE (ATI) COMPREHENSIVE ASSESSMENT AND REMEDIATION PROGRAM

Assessment Technologies Institute (ATI) Comprehensive Assessment And Remediation Program (CARP) is used in each of the nursing courses during the junior and senior year 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 program includes 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

Students are required to take ATI competency tests in major content areas throughout the nursing curriculum as identified on course syllabi. Relevant content review books and DVDs will be distributed to students at the beginning of each semester. Times for content testing will be announced early each semester. These tests will be administered on campus and are proctored. All students are expected to remediate upon receiving ATI Exam Results.

Proficiency levels have been identified for each of the Content Mastery Exams as follows.

Proficiency Level 3 indicates that a student has a higher than expected level of knowledge in the content area and is ready for subsequent curricular content.

Proficiency Level 2 indicates that a student has a satisfactory level of competence in the content area and is ready for subsequent curricular content

Proficiency Level 1 indicates that a student has a minimal level of competence in the content area and the minimum amount necessary for subsequent curricular content.

At this level students are required to complete remediation.

Less than Proficiency Level 1 indicates that the student does not have an adequate level of competence in the content area. At this level students are required to complete remediation.

Grading

For nursing courses in which an ATI Content Mastery Exam is administered 5-10% of the course grade will be determined by the proficiency level achieved on the exam and subsequent remediation completed. Proficiency levels for each of the major content areas with points awarded according to achieved proficiency level and remediation completed such as the example below will be identified on course syllabi. To receive Remediation Points student must show improvement on the corresponding proctored or practice assessment or complete other remediation activities as identified on course syllabi.

Achievement on Proctored Tests	Points Awarded for Level of Achievement	Points Awarded for Successful Remediation	Total Points Awarded
> Proficiency Level 3	4.5	.5	5
> Proficiency Level 2	3	1.5	4.5
> Proficiency Level 1	2	1.5	3.5
< Proficiency Level 1	0	1.5	1.5

During the last semester of the nursing program students will take the Comprehensive Predictor Assessment. This exam provides information on the student's probability of successfully passing the NCLEX[®] along with detailed information about the student's areas of strength and weakness. Students who do not achieve Proficiency Level II on this exam are expected to complete an approved NCLEX[®] review course before sitting for NCLEX[®].

POLICIES & INFORMATION SPECIFIC TO GRADUATE NURSING PROGRAM

MS Tracks, RN to MS Track, MS Track for Non-Nurses, 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 second purpose of the graduate program is 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 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.

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. The Vice President, Academic Affairs and Nursing faculty will evaluate requests for acceptance of transfer credit. Transfer credit should have been earned no more than five years prior to enrollment 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.

CLEP

Students entering the nursing program must complete all required CLEP examinations within the first two semesters. If this requirement is not fulfilled within that time, the student's progression in the program will be delayed.

ADVANCED PLACEMENT FOR NURSING MAJORS

For information regarding examinations or the Regis College departmental challenge examinations, contact the Nursing Office.

Successful completion of the Advanced Placement Nursing examinations is a prerequisite to the nursing clinical courses. For further information contact the Nursing Office.

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 Center Director and she, in collaboration with the Course Coordinators, may address each student on an individual basis.

PROGRESSION AND RETENTION POLICIES

TIME LIMIT

All requirements for the degree must be completed within seven years of the date of completion of the first course applied toward the degree.

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 MSN program.

GRADUATE TRANSFER TO ANOTHER TRACK

A student who wishes to transfer from one graduate curriculum track to another must write a letter to the Dean, School of Nursing and Health Professions regarding this request. The Dean, School of Nursing and Health Professions and faculty will review the student's transcripts, application and references. 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.

NCLEX ELIGIBILITY (MASTER'S PROGRAM FOR NON-NURSES)

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 cumulative GPA of 3.0.

PROGRESSION IN THE GRADUATE PROGRAM

Students must achieve a minimum grade of B minus (2.7) in all nursing courses. If a graduate student fails a course, the course may be repeated 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) in undergraduate non-nursing courses.

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 16 courses 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 12 courses at Regis College. The Dean, School of Nursing and Health Professions 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 who matriculated prior to this date may have their transcript reviewed by the Center Director and she, in collaboration with Course Coordinators, will address each student's request.

Students may request a review of their transcripts relative to the number of transfer credits allowed. The Dean, School of Nursing and Health Professions 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 Professions.

INCOMPLETE WORK

Students should refer to *College Student Handbook*, Incomplete Course Work for detailed information. For courses taken during summer sessions I and II, the student has six weeks from the date of the final examination to complete course assignments and requirements if the instructor grants permission for an extension.

PASS/NO PASS GRADING OPTION

A student may take no more than one course per semester, for a total of four courses, on a pass/no pass (P/NP) basis. Prerequisite courses required for the major field may not be taken on a pass/no pass basis. A grade of pass or no pass will be recorded on the student's permanent record. The grade will not be computed in the quality point average but the course will be counted as one of the courses required for graduation. The student is responsible for filling out a request form in the Office of the Registrar on or before the deadline date. Upon completion of this request no student may ask later to have a P/NP grade changed to a letter grade. The deadline date is posted on the Academic Calendar. (For additional information see the Regis College Academic Catalog)

ASSESSMENT TECHNOLOGIES INSTITUTE (ATI) COMPREHENSIVE ASSESSMENT AND REMEDIATION PROGRAM (CARP) for Master's Degree Program Nurse Practitioner Track for Non-Nurses with a BA or BS Degree

Toward the end of first semester of the second year students are required to take Assessment Technologies Institute's (ATI) Comprehensive Predictor Assessment. This exam provides information on the student's probability of successfully passing the NCLEX[®] along with detailed information about the student's areas of strength and weakness. Students who do not achieve Proficiency Level II on this exam are expected to complete an approved NCLEX[®] review course before sitting for NCLEX[®].

THESIS SEMINAR GRADING

In the event that a student receives an incomplete (I) at the end of the Thesis Seminar course (NU 667), the incomplete grade will not be changed to a "pass" (P) until the thesis is ready for signatures.

THESIS CONTINUATION FEE

A thesis not completed by the end of Thesis Seminar (NU 667) will require payment of a continuation fee for each semester until the thesis is completed or the 7-year deadline is reached. After the 7th year, students may request in writing an extension from the Dean, School of Nursing and Health Professions. Summer sessions I and II are considered as one semester.

COMPUTER LITERACY

All students entering the graduate level of the nursing program must fulfill the Computer Literacy Requirement within the first two semesters of the program. If this requirement is not fulfilled within this time, the student's progression in the program will be delayed.

COURSES AT OTHER INSTITUTIONS

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

ADVANCED PLACEMENT FOR CLINICAL PHARMACOLOGY I

Registered nurses in the Graduate and Certificate Nurse Practitioner Programs have the opportunity to take an advanced placement test in fulfillment of the Clinical Pharmacology I course. Students will receive the current course outline and course handouts at the time of registration. Registration deadline is in September, the first Wednesday following Labor Day. Students must achieve an 80 percent on the Advanced Placement exam. Students must contact the coordinator of the graduate program to register for the examination. The cost of the advanced placement examination is half the price of the course. Students who fail the test must take the Clinical Pharmacology I course at the current tuition rate. The examination is offered on the same evening that the final exam is given in December.

SELECTION OF CLINICAL PRECEPTORS

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

The Graduate Nursing Student Organization is an association that is consistent with the mission of Regis College. All registered students in the graduate nursing program are members of this organization. The class officers and the faculty liaison collaborate 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.