



Master's and Post-Master's Certificate in Science: Nursing Handbook Addenda

Revision effective Fall 2020

INTRODUCTION

Dear Regis College Nursing Student:

The Regis College Young School of Nursing Master's/Post-Master's Handbook ("Handbook") is a supplement to the Regis College Academic Catalog ("Academic Catalog") and students are subject to the requirements stated in both documents. The Handbook applies to nursing students specifically and will supersede the Academic Catalog regarding the specific subject matter contained herein.

Students are also subject to the requirements of the Regis College Student Handbook.

The Regis College Young School of Nursing updates the Handbook on an annual basis but reserves the right to make changes at any time on an as needed basis and will 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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PURPOSE

The purpose of this Handbook is to present policies specific to the duties and responsibilities of students enrolled in the Master's in Science or Post-Master's Certificate program. The Regis College Young School of Nursing updates the Handbook on an annual basis but reserves the right to make changes at any time on an as needed basis and will notify the students if and when changes are made. Students are subject to the most recent version of the Handbook.

Students are also responsible for complying with the Regis College Student Handbook and the Regis College Academic Catalog. The Handbook applies to nursing students specifically and will supersede the Academic Catalog regarding the specific subject matter contained herein.

DEFINITIONS

Post-Licensure Students are defined as students who have a license to practice nursing as a Registered Nurse.

MISSION OF REGIS COLLEGE

Rooted in the Catholic intellectual tradition and inspired by the social justice values of our founders, the Sisters of **St. Joseph of Boston**, Regis College is a welcoming and inclusive community. We are called to provide access to an academically rigorous education through innovative learning opportunities and collaborative engagement at all degree levels. We educate the whole person, preparing our students to pursue excellence, to become change agents in their own communities, and to serve and lead as advocates for a more just and compassionate global society.

PHILOSOPHY OF THE NURSING PROGRAM

The Young School of Nursing 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 Young School of Nursing 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.

I. GENERAL INFORMATION FOR ALL NURSING STUDENTS

Professional Behavior Standards

American Nurses Association Code of Conduct

In addition to the Regis College Student Handbook, students must comply with the standards and codes developed by the American Nurses Association. The Young School of Nursing may withdraw a student from the nursing program who does not maintain an acceptable level of behavior as defined in the [American Nurses Association Code of Ethics](#) (2015).

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community, or population
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice;

makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

6. The nurse through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

9. The profession of nursing, collectively through professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Communication

Consistent with the Regis College Student Handbook, the nursing program administrators, faculty, and staff use the Regis College email to communicate with students. Students are required to communicate electronically with program administrators, faculty, and staff exclusively through Regis email. Emails that are received from an external email address may not be received by the intended recipient as emails may go to a spam folder. If an email is received from an external email address the faculty may require students to resubmit the email through Regis email. It is the responsibility of the students to check their Regis College emails daily during the academic year and intermittently during extended school breaks.

Communication Chain of Command

In order to address any student questions or concerns in a timely manner, below is the proper communication chain of command that students should follow.

Steps to Take (Start with Step 1 and proceed up stepwise through Step 6)	Clinical placement matters	Academic matters	Clinical matters	Curriculum planning, progression, and retention matters
Step 1	Clinical Placement Coordinator	Classroom Faculty	Clinical Faculty	Student Support Specialist - SSS (Online) Advisor (Weston)

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Steps to Take (Start with Step 1 and proceed up stepwise through Step 6)	Clinical placement matters	Academic matters	Clinical matters	Curriculum planning, progression, and retention matters
Step 2	Program Director – (Online); Lead Faculty-(Weston)	Program Director – (Online); Lead Faculty-(Weston)	Clinical Coordinator (FNP and PMHNP Online only)	Program Director – (Online); Lead Faculty-(Weston)
Step 3	Assistant Dean, Graduate Nursing (Online or Weston)	Assistant Dean, Graduate Nursing (Online or Weston)	Program Director – (Online); Lead Faculty-(Weston)	Assistant Dean, Graduate Nursing (Online or Weston)
Step 4	Associate Dean, Graduate Nursing (Online or Weston)	Associate Dean, Graduate Nursing (Online or Weston)	Assistant Dean, Graduate Nursing (Online or Weston)	Associate Dean, Graduate Nursing, (Online or Weston)
Step 5	Dean of Nursing	Dean of Nursing	Associate Dean, Graduate Nursing (Online or Weston)	Dean of Nursing
Step 6			Dean of Nursing	

Social Media Use

Professional values, ethical standards, and adherence to privacy requirements, including those enacted by the Health Insurance Portability and Accountability Act (“HIPAA”) extend to all forms of social media. Violations in relation to these professional standards and behaviors may result in dismissal from the nursing program. Students should be aware of and consider and comply with the [Massachusetts Board of Registration in Nursing](#) regulations, as well as the state Board of Registration of Nursing regulations in which they are practicing, whenever using social and electronic media. These regulations may be updated and change during the tenure of a student’s training. Additionally, the American Nurses Association has identified guidelines that nursing and nursing students must adhere to, which can be accessed at <https://www.nursingworld.org/social/>. Students are expected to follow any and all clinical agency social media policies.

Behavioral Expectations

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

1. Attending each class, lab and clinical experience on time and for the duration of the experience, regardless of delivery modality
2. Respectful communication, including electronic communication, when interacting with faculty, staff, peers, patients, families and members of the health care team.
3. Maintaining professional boundaries with faculty, patients, families and members of the health care team.
4. Refraining from using cell phones and electronic devices while engaged in learning activities unless otherwise directed.
5. Observing the Regis College Classroom Code of Conduct as stated in the Regis College Academic Catalog.
6. Adhering to proper Chain of Command when submitting complaints, concerns or issues.

Good Moral Character

The Commonwealth of Massachusetts Board of Registration in Nursing Licensure Policy 00-011 [Determination of Good Moral Character](#) identifies specific criminal convictions, which will permanently exclude an individual from initial and advance practice Nurse Licensure in all individual states due to the egregious nature of the crime. The policy also requires initial and advance practice Nurse Licensure applicants to be conviction-free for minimum of five years before the submission of an application for initial Nurse Licensure. In addition, the disposition of any criminal conviction must be closed for a minimum of one year before the submission of a Nurse Licensure application; any other criminal case must also be closed at the time of application

Students who do not meet the standards of good moral character may not be allowed to progress in the program, may be denied entry to the clinical field or may be dismissed from the program. Students may also be required to disclose this information to clinical agencies in order to secure a clinical placement.

II. THE MASTER'S/PMC NURSING PROGRAM

General Information

There are several entry-level options in the Master's program that include the BSN-MS, RN to MS, MS Track for Non-Nurses, MS Track for Nurses with a BS/BA in another field, and Post-Master's Certificate.

Academic Information

The Master's Degree 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 Master's Degree Program at Regis College is to prepare professional nurses as specialists with advanced knowledge in nursing administration and advanced nursing practice. The master's program further seeks to provide a foundation for doctoral study in nursing.

Program Learning Outcomes

The following are the end of program learning outcomes for the master's and post-master's certificate programs.

- Synthesize nursing and related theories as they apply to nursing leadership, advanced practice or nursing education to promote adaptation and culturally competent therapeutic nursing interventions for individuals, families, groups, the community and society.
- Integrate research, adaptation and related theories, and critical thinking skills in nursing leadership, advanced practice or nursing education in all settings.
- Facilitate effective therapeutic communication with individuals, families, groups, the community and members of the health care team to promote optimal wellness and adaptation.
- Synthesize knowledge gained by research utilization and evidence-based practice to advance the nursing profession.
- Integrate ethical, legal, and professional standards of practice from the perspective of a nurse leader or advanced practice nurse.
- Synthesize the leadership and management roles of the nurse leader, advanced practice nurse or nurse educator in meeting health needs and nursing goals in all settings.
- Maximize responsibility for continued learning and professional development.
- Evaluate the dynamic forces and issues within the health care delivery system in order to initiate change that affects the quality of nursing in a practice setting.
- Evaluate the influence of an effective nurse educator, nurse leader, or advanced practice nurse as educator in the care of individuals, families, groups and communities across the health care system.

III. ADMISSION POLICIES

Master's Degree and Post-Master's Certificate Admission

Admission policies related to the Master's degree and post-master's certificate Nursing Program are located in the Academic Catalog.

Transfer Credit

A maximum of nine 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, and Regis residency is met.

For Nurse Practitioner students, consideration for transfer of credits for NU 641-Advanced Clinical Pharmacology II or NU 650- Advanced Health Assessment will follow the parameters listed below.

- Transfer credits within 1 year of completing the course. (For example, if you complete NU 641 in the spring semester, this course can be transferred if you start the Regis program by and including the following spring semester)
- Validate (with option to audit) if course completed between 1-5 years

For CNL/NL

Consideration may be given to NPs who are expanding into another NP *population-focused* area of practice by allowing them to have the selected courses and experiences evaluated by the program director. However, didactic and clinical experiences are sufficient to enable the students to master the *competencies* and meet the educational criteria for national *certification* in the new *population-focused* area of practice. These students complete a sufficient number of precepted direct patient care clinical hours as part of the academic program to enable the students to establish/demonstrate competency in the new *population-focused* area of practice. Programs document the process for assigning credit/clinical hour granted for prior didactic and clinical experiences for individual students through a gap analysis.

GAP Analysis includes providing written documentation of official transcripts indicating courses completed, term and grade along with a transfer credit form request transfer equivalency from Regis. In addition, NP's seeking a second certification, can submit a written narrative of how their previous NP courses, course work and practice meet each of the objectives of the course being requested for transfer. For example, an NP that is practicing, prescribing and has maintained ethical, legal and professional standards of care but does not have a standalone course equivalent to NU 668: Roles and Issues in Advance Practice Nursing can submit a GAP analysis illustrating which and how different courses completed as well as practice adherence demonstrates meeting all of the course objectives for NU 668.

Deferral Policy

If a student is accepted to the Master's /PMC Program and does not attend the term admitted, the student can defer admission for a year. After that time the student must reapply to the Nursing Program as a new student. For example, a student admitted for the fall semester, can defer admission to the spring, summer and the next fall semester. If the student does not attend by that next fall semester will need to reapply.

Conditional Admission Status

The Nursing Admissions Committee may admit a student on a 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 the student must obtain a B- in the first two nursing courses to remain in the nursing program.

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. 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 the Master's/ Post-Master's Certificate 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.
 - 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. .
 - b. If readmitted, the student will receive credit for SON graduate courses passed before the dismissal, according to the Transfer Credit Policy (Section IIIB).
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 for the year the readmission occurs.
- C. Process for application for readmission to the Master's/Post-Master's Certificate 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 SON the So graduate program.
 - ii. Steps the applicant has taken to ensure future success in the SON 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.

IV. 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. Pi Epsilon-at-Large inducts new members bi-annually, including eligible graduate level nursing students, and community members; eligibility is different for each level of induction. Specific information and application may be obtained and submitted by emailing sigmapp@regiscollege.edu.

V. ACADEMIC POLICIES

Pre-Requisite and Co-Requisite Courses

If a student receives a failing grade (below 80%) in a non-Nursing pre-requisite or co-requisite course, they will have one (1) opportunity to repeat one (1) pre-requisite or co-requisite non-Nursing course and achieve a passing grade.

Academic Advising

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 in Student Planner/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 and complete the process of registration.

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, Young School of Nursing or designate;
6. Examine the official transcripts for consistency with the appropriate program/track curriculum sheet in the advisee's record.

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 office of the Registrar; Plan with advisor on registering for courses in major and selecting electives

Program Progression

Students must take courses in sequence 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 Young School of Nursing or designee.

Students may not register for courses outside of their program.

Progression and Retention Policies

Time Limit

The duration of the graduate program is subject to the General Graduate Policy in the Academic Catalog. 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, Young School of Nursing, and the Associate Dean for Graduate Nursing. Because of changes in course content and external requirements, the Dean, Young School of Nursing 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. Those that do not return within two years will be dismissed from the program.

Request for Change in Specialty or 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 student must submit the Request to Change Specialty Form (Appendix D) to the program director of the track the student is requesting transfer to. The applicant will be notified of the faculty's decision in writing. Requests for changes are conducted once a semester March 15th, July 15th and November 15th. Student must have their completed request form submitted prior to these dates in order for the request to become effective the following semester, summer, fall and spring, respectively

Request for Change in Degree Program

Students that wish to change their program of study (i.e. MSN to DNP) must complete the Request for Change form (Appendix E). Approval will be at the discretion of the outgoing and incoming program director.

Requests for changes are conducted once a semester March 15th, July 15th and November 15th. Student must have their completed request form submitted prior to these dates in order for the request to become effective the following semester, summer, fall and spring, respectively.

Request to Change Student Status (Full-time to Part-time)

Students must complete the change in student status form (Appendix C) if there is a change in student status from full-time to part-time or part-time to full-time. This form must be reviewed with the program director and signed by each party if approval of the status is granted.

Request for Change in Program Location (Weston or Online)

Transfers between graduate nursing programs are not automatic. In order to be considered for a transfer one of the following criteria must be met.

1. A student who has withdrawn from the graduate nursing programs with a passing status and has been withdrawn less than two (2) years.
2. A student who has been accepted to the graduate nursing program but has not yet enrolled or completed in any Regis College Young School of Nursing graduate courses (within one (1) year).
3. A student who has compelling and extenuating circumstances.

The student must complete the Request to Change Program Location form (Appendix F).

Requests for changes are conducted once a semester March 15th, July 15th and November 15th. Student must have their completed request form submitted prior to these dates in order for the request to become effective the following semester, summer, fall and spring, respectively. If approved, students will review the revised curriculum plan with the receiving program director/advisor.

The petition will be reviewed and responded to in writing within two (2) weeks of the submission date. In order to be considered for any of the above a student must submit a petition to the Associate Dean of Graduate Nursing, Graduate Program Director, and Associate Dean of Online Nursing. The petition must include the Regis College grievance petition document and a letter of explanation of the situation.

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.

Passing Grades

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.

Dismissal

A student who has failed two (2) Nursing courses will be dismissed from the Nursing program. A withdrawal from a course when failing (“WF”) is considered a failing grade attempt.

A student who fails a course may be subject to the Validation requirements prior to retaking the course.

Withdrawal and Leave of Absence

A student who wishes to withdraw from a course or to take a leave of absence from Regis should follow the procedures set forth in the Academic Catalog. Students granted permission to return to the college at the end of a leave of absence must meet with the Associate Dean of Nursing or designee to discuss their return to the program. Students who have been away from clinical courses for six (6) months or longer are subject to Validation testing.

Following a Withdrawal or Leave of Absence, students may return to the Nursing program on a space-available basis.

Number of Withdrawals Allowed:

Withdrawal from a course is distinct from dropping a course during the Drop/Add period. A withdrawal passing (WP) or withdrawal failing (WF) is the grade recorded on the transcript, and becomes a permanent part of the student's academic record. Normally, a student will earn a WF if, at the time he/she requests a withdrawal, he/she is earning a failing grade in the course.

Withdrawal from a course can have a significant impact on a student's academic standing, degree completion, progression through the major/program of study, and financial aid. A student should discuss the consequences of withdrawal with the course instructor, faculty advisor or department chair/program director, and the Office of Financial Aid, so that he/she can make a well-informed decision. Withdrawal from a course will not impact a student's grade point average.

A WF is considered a failing grade for purposes of academic standing, degree completion, and status within a major. Two (2) failing grades, including WFs, will result in a student's dismissal from his/her undergraduate or graduate program.

Please see the Academic Standing and Graduate Policies and Procedures sections in the academic catalog for further details.

In programs which limit the number of times a student may attempt/repeat a course, a WP or WF is considered an attempt at that course. Please see the Academic Standing section, or the specific requirements for each academic program for further details.

Graduate students may withdraw from a maximum of two (2) courses, WP and WF combined, throughout their academic career. If a student has reached this maximum, withdrawal is no longer an option and the student will receive the appropriate letter grade earned upon completion of the course. Individual degree programs may specify a lower number of permitted WPs/WFs. Individual degree programs may specify a lower number of permitted WPs/WFs. An undergraduate or graduate student's leave of absence due to immediate medical, mental health, or behavioral issues will not be counted towards his/her maximum number of permitted withdrawals. Please see the Regis Student Handbook for further details regarding leaves of absence.

Validation Testing- Post-Licensure

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: 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 prior to one month before the beginning of the semester. Faculty will establish the date for the validation 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 Bates videos.

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 NU 665 A-E: Validation is achievement of a minimum of 80% on the NU 664 A-E final exam, NU 641 Advanced Clinical Pharmacology final and NU 650, Advanced Health Assessment, as stated above.

The above validation will be completed prior to one month before the beginning of the semester. Faculty will establish the date for the validation at the beginning of each semester for students planning to validate for the following semester.

If the student fails any of components of the validation, he/she may remediate. Remediation for NU 664 should involve review of key content areas identified as weak knowledge areas by the test. 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 videos.

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.

Medical Clearance

Regis College Health and Counseling Services reserves the right to require any student who has a declared illness or condition, be it physical or emotional/mental, to provide from a licensed healthcare practitioner, medical clearance to participate in all class and clinical experiences.

Individual clinical sites have the discretion to require that returning students provide medical documentation prior to returning to clinical coursework within their facilities. (Please refer to the Nursing Clinical Policies).

Academic Warning

A student will receive an Academic Warning if they receive a grade that is below 80%. Academic Warnings will be issued for course, clinical, or classroom assignments. In addition, the student will receive an Academic Warning at the mid-semester point when the grade average is below an 80%. Students must contact their course faculty and academic advisor after receiving an Academic Warning to develop a remediation plan. Students should contact the Learning Commons in an effort to maximize student academic success.

Direct Entry into PMC Program from Master's program

Students that wish to enroll into a second NP certification after completion of the current master's program can do so by completing the Request for Change form (Appendix E), as well as any additional items requested by the program director. Approval will be decided by the program director.

Attestation of Program Completion form for Certification

Although ANCC, offers early testing options for some of the NP tracks, the program administrator (including Program Directors and Deans) is responsible for attesting to the completion of all program requirements prior to the students sitting for certification. ANCC defers the timing of when the attestation form is completed by the program. Regis College requires that all didactic and clinical work be completed prior to attesting to program completion and does not permit early testing.

VI. ACADEMIC AND DISCIPLINARY SANCTIONS

Disciplinary Process

The Young School of Nursing and its programs reserves the right to discipline or dismiss, any student whose does not conform to the Professional Behavioral Standards indicated above.

The Young School of Nursing will notify a student of an alleged violation of a Professional Behavioral Standard(s) in writing. This notice will include a description of the alleged conduct and will reference the particular Professional Behavioral Standard at issue. The student will have an opportunity to respond to this notice in writing within seven (7) days.

Following a student's opportunity to respond, the Young School of Nursing will determine whether or not the student has violated a Professional Behavioral Standard(s), may issue a Disciplinary Sanction where a violation has occurred, and will communicate this in writing to the student including the rationale for the determination.

In cases of serious misconduct, the Dean of Nursing may immediately suspend a student from the Nursing program, and/or any clinical placement, pending further investigation or further notice.

Clinical Warning – Professional Behavior

A student will receive a Clinical Warning when a violation of a Professional Behavioral Standard occurs in a clinical practice/clinical coursework setting or otherwise impacts a student's ability to be present in a clinical setting.

Students receiving a Clinical Warning must satisfactorily complete remediation as determined by the clinical faculty and program director.

Dismissal from the Nursing Program

A student will be dismissed from the Nursing program where the current violation of a Professional Behavioral Standard(s) or the student's past history of violations of Professional Behavioral Standards is deemed severe. A student who receives three (3) or more Clinical Warnings will be dismissed from the Nursing program.

Appeal of Disciplinary Sanction

A student has may petition a disciplinary outcome and/or sanction to the Young School of Nursing Admission, Retention and Promotion Committee (ARPC) within seven (7) days of issuance. The ARPC will make recommendations to the Associate Dean of the Young School of Nursing within fourteen (14) days and will issue its written recommendation to the Associate Dean and the student. The Associate Dean will the issue a decision within seven (7) days.

Other Regis College Student Conduct Processes

In addition to the Professional Behavioral Standards and related processes included in this Handbook, all students remain subject to the Regis College Code of Conduct and Student Conduct process as described in the Regis College Student Handbook. Depending on the circumstances, a student may be simultaneously subject to the Professional Behavioral Standards and processes and those contained in the Student Handbook for the same conduct.

Academic Appeal

The Academic Appeal Process and Procedure is delineated in the Regis College Academic Catalog.

Clinical Appeal

The final decision on all clinical actions related to a specific course rests with the clinical instructor and/or clinical site in conjunction with the course faculty and Program Director. A student should resolve problems pertaining to clinical issues by direct and prompt consultation with the clinical instructor and course coordinator. If the student remains unsatisfied with the clinical instructor/course coordinator's action, the student must meet with the Program Director to discuss the matter. The Program Director will render a decision to the clinical instructor regarding the clinical issue based on the evidence.

If the student disagrees with the Program Director's decision, the student may appeal to the Associate Dean of Graduate Nursing. The student will schedule an appointment with the

Associate Dean, prepare an email or written appeal stating all pertinent information surrounding the clinical issue and specify both the reasons and the evidence that justifies the student's view in contrast to the previous decisions. The student has two (2) weeks from the decision date of the Program Director to meet with the Associate Dean. The Associate Dean has (1) week from the meeting to notify the student of the decision. If the student continues to disagree, the student may request that the Dean of the Young School of Nursing will review in consultation with the Office of Academic Affairs. The decision of the Dean of the Young School of Nursing is final.

Policy Appeal

Students may petition the Admissions, Retention, and Progression Committee (ARPC) of the Regis College Nursing program to appeal any policy statement in this Handbook 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 Program Director or Associate Dean of Graduate Nursing.

Completed petitions should be submitted per instructions provided on the Appeal form. 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.

VII. NURSING CLINICAL POLICIES

Requirements for clinical experiences are described in the clinical manual and course syllabi.

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

Students will adhere to any specific requirements for each agency and clinical experience related to clothing/uniform, grooming, jewelry/tattoos, ID badge, personal electronic devices.

Faculty will inform the students as to any additional or specific requirements for each agency and clinical experience.

Clothing/Uniform:

- All clothing should be conservative and in keeping with the nature of the health care

organization image and appropriate to the nature and scope of the position.

- Clothing should be neat, clean, pressed, well-fitting and in good repair with no holes or wrinkles.
- No jeans, sandals or open-toed shoes are allowed.
- When the task dictates, students are required to wear personal protective equipment (PPE), i.e., gloves, gowns, masks, etc., per Standard Precaution Guidelines and per OSHA requirements.

Grooming:

- Nails are to be kept short, less than ¼ inch from fingertip.
- Artificial nails and nail polish are not allowed.
- Make-up should be used in moderation.
- Toiletries with strong odors, such as perfume, aftershave and hair spray should not be detectable.
- Hairstyles are to be conservative, clean and long hair is to be secured back and away from the face. Only natural hair colors are allowed.
- Beards and mustaches are to be neatly trimmed.

Jewelry/Tattoos:

- Wear only jewelry that is small in size and that does not create a safety hazard or interfere with one's work. Wear only non-dangling earrings for pierced ears.
- Body piercing and tattoos should be covered and not visible to patients/residents/families at all times.

I.D. Badge:

- Appropriate school ID badge must be visible at all times and worn on the upper body so name can be easily read. If required, a hospital I. D. badge must be worn and visible at all times.
- Name on school ID badge should be your legal name.
If inappropriately dressed or appearance is not neat and clean, the student may be sent home and be given a clinical absence.

Personal Electronic Devices:

- Do not use health care organization telephones for personal calls.
- Absolutely no personal use of electronic devices is acceptable in the clinical setting. Only professional use is permitted.

Prohibited Conduct

Activities prohibited by health care organizations include, but are not limited to, the following:

- Reporting to clinical experience intoxicated or under the influence of alcohol or drugs.
- Use or consumption of alcohol or other intoxicating substances on health care organization premises.

- Selling or distributing illegal substances while on health care organization premises.
- Stealing from patients/residents, the health care organization, or employees.
- Any form of dishonesty.
- Falsifying any patient/resident record or any other document prepared or used in the course of, or in conjunction with, patient/resident care.
- Falsifying clinical hours and/or client encounters
- Disorderly conduct, including fighting; acting in an obscene manner or using obscene, abusive or threatening language; or horseplay.
- Possession or use of firearms, fireworks, or any other weapon on health care organization's property.
- Insubordination.
- Failure to observe health care organization regulations and/or policies.
- Removing any protected patient records/information in any format.
- Failure to maintain the confidentiality of health care organization matters, including matters relating to patients/residents.
- Any action that destroys good relations between the health care organization and its employees or between the health care organization and any of its suppliers or patients/residents.
- Defacing or damaging the health care organization's property.

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.

Critical Exposure, 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, injuries, and incidents. Students are responsible for all diagnostic and treatment costs associated with critical exposures, injuries and incidents, not covered by their insurance. Students must complete the Exposure, Injury and Incident Report (Appendix B).

Definitions

Blood/Body Fluid Exposure

- A cut or needle stick with a blood-contaminated instrument 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 pathogen determines the significance of the exposure. For example, in diseases with airborne spread (Rubella) even casual exposure may represent a significant risk.

Low-Risk Exposure

- A puncture, cut, or scratch with an instrument not contaminated with blood.
- Splash of body fluids other than blood.
- Puncture or cut with a clean or sterile instrument.
- Puncture from needle used to prepare medications.
- Refer to the agency's Operations Manual for guidelines covering all critical exposures.

Guidelines Following an Exposure, Injury or Incident

- For puncture or blood or body fluid exposure immediately wash affected area with soap and water.
- Identify the object that caused the incident.
- Report all critical exposures, injuries, or incidents to your faculty or preceptor, and the clinical placement department immediately and to health services as soon as possible.
- Complete a Report of Exposure, Injury or Incident Form with your faculty or preceptor and give it to the clinical placement department and health services. A copy will be retained in the student's file. (See Appendix B)
- The Faculty member will direct the student to appropriate resources for immediate (evaluation) risk assessment, counseling and possible treatment.
- On campus, when health services are not available or the situation deems necessary, 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 another emergency facility.
- Follow-up with faculty member to review occurrence in relation to prevention.
- Always use universal precautions. Always be careful.
-

Clinical Attendance

Attendance at clinical and clinical seminar is required. Students that plan to be absent, due to illness, should notify the preceptor or clinical site through a telephone call when the office opens or direct contact with the preceptor. In addition, the student should notify their clinical faculty.

Class Attendance

Students are expected to attend all classes.

VIII. 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, Young School of Nursing 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.

Students may request a review of their transcripts relative to the number of transfer credits allowed. The Dean for the Young School of Nursing makes the final decision regarding the number of liberal arts courses that are transferable to Regis College.

Incomplete Work

Students should refer to the Academic Catalog and course syllabus for information regarding incomplete course work. Students who do not complete the course requirements within the semester enrolled 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. Students seeking an incomplete must complete and submit to the course faculty a Contract for Completion of Incomplete Grades form prior to the course ending (Academic Affairs Office)

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

Selection of clinical preceptors is a collaborative process between the Graduate Clinical Placement team and student. However, the final decision regarding clinical placement rests with the Program Director. If the student declines a placement arranged by the Clinical Placement team, 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

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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.

APPENDIX A

**Regis College Young School of Nursing
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 Young School of Nursing 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:

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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)

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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:

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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

Request change in Academic Status

Regis College Young School of Nursing—Graduate/Doctoral Change in Academic Status Form

The purpose of this form is to clarify the impact of a student's change in academic status, including, but not limited to a change from full time to part time (or vice versa).

Student Name: _____

Current Semester: _____

Current Status: _____
(Full Time; Part Time)

Completed Credits: _____ (Full Time;

Completed Clinical Coursework: _____

New Status or Desired Change:

(Full Time; Part Time; Leave of
Absence, anticipated return date)

Anticipated Clinical Validation of Return

☐ Yes

If yes, please provide a date of return

☐ No

Please note the following financial and scheduling implications resulting from switching to part-time clinical. Consult with your Student Support Specialist for specific details on your enrollment schedule.

	Full-Time	Part-Time	
Semesters of Completion	2 semesters	4 semesters	3 semesters
# of Hours per semester	300 hours per semester	150 hours per semester	200 hours per semester
Approx. # of hours per week, each semester	22.5 hours per week (the semester is 16 weeks in length)	Approx. 10 hours per week (the semester is 16 weeks in length)	Approximately 14 hours per week (the semester is 16 weeks in length)
Additional Fees	None	Part-time fee of \$600 x2 (for each additional semester you are taking), for a total of \$1,200	Part-time fee of \$600 (for each additional semester you are taking)

Student Initials

_____ Student has met with their Student Support Specialist and the relevant Nursing Program Director. You can contact Student Support Services at 1-866-411-2171 Option 2 and/or e-mail at studentsupport@onlinehealth.regiscollege.edu.

_____ Student accepts the attached curriculum plan, including clinical hour allocation, and agrees that any deviation from that plan may delay completion of their degree and/or may require validation of their clinical skills

_____ Student acknowledges that any change in status may have adverse financial impacts (tuition, fees, insurance, loans, etc.). Student will contact the Office of Financial Aid at financialaid@regiscollege.edu or 781-768-

7270 and/or the Bursar at online.studentaccounts@regiscollege.edu and/or 781-768-8137.

Current Program Schedule

Indicate status with semester option (ex: full time, 2 semesters): _____

[illegible]

Projected New Program Schedule

Indicate status with semester option (ex: Part-time, 4 semesters): _____

[illegible]

Student Signature _____

Date _____

Program Director Signature

Date _____

Student Support Specialist

Date

Appendix D
Change in Specialty Form
Regis College
School of Nursing
Online Learning

Change of Specialty Designation

Student Name _____

Date _____

Current Specialty Designation _____

Changing to (WHNP/PNP, etc.) _____

Student Signature _____

Effective Date of Change _____

Changes in Course Sequencing Due to Specialty Change:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Date of Completion of Degree:

****Approval of specialty change requests are subject to availability within the program.***

Appendix E

Request Change Form



REGIS

Request to Change Program or Pursue Second Degree or Certification

Name:	
Signature:	
Date:	
Phone:	
Email:	
I wish to: <i>(Please select one)</i>	<input type="checkbox"/> Change my current program <input type="checkbox"/> Pursue a second degree or certification upon completion of my current program

Current Program:

☐ Online Program ☐ On-Campus Program

Requested Program:

☐ Online Program ☐ On-Campus Program

Qualified graduate students with a GPA of 3.0 or higher may begin taking graduate/doctoral courses once approved by Program Director/Associate Dean in a second degree or certification program not originally accepted. Students should follow the curriculum plan set by Director.

Prior to registering, please secure the following signatures, and return completed form to Program Director or Associate Dean. If seeking admission into the DNP program please also submit an essay describing your plans for a scholarly project focus (see below).

Essay Prompt: Please identify a professional practice issue on which you will focus your doctoral studies. Please include how you envision accomplishing this project and how it will change nursing

practice. (500 word minimum)

Current Program Director Signature:

Program Director Signature: _____ **Date:** _____

New Program Director Signature:

Associate Dean Signature: _____ **Date:** _____

No additional application is required, however, the program director may request additional documents (such as letters of recommendation) to support the application. Review of the current student academic folder by the program director and/or admission committee will be conducted as part of this expedited application process.



REGIS

Request to Change Program or Pursue Second Degree or Certification

If request is approved, below is the list of courses students must take as a result of the change.

Course Number	Course Name	Semester/Term

I agree to the above course change and understand my anticipated graduation date is now

Student Signature

Date

Program Director Signature

Date

APPENDIX F

Request to Change Program Location



REGIS

Request to Change Program or Pursue Second Degree or Certification

Name:	
Signature:	
Date:	
Phone:	
Email:	
I wish to: <i>(Please select one)</i>	<input type="checkbox"/> Change my current program <input type="checkbox"/> Pursue a second degree or certification upon completion of my current program

Current Program:

☐ Online Program ☐ On-Campus Program

Requested Program:

☐ Online Program ☐ On-Campus Program

Qualified graduate students with a GPA of 3.0 or higher may begin taking graduate/doctoral courses once approved by Program Director/Associate Dean in a second degree or certification program not originally accepted. Students should follow the curriculum plan set by Director.

Prior to registering, please secure the following signatures, and return completed form to Program Director or Associate Dean. If seeking admission into the DNP program please also submit an essay describing your plans for a scholarly project focus (see below).

Essay Prompt: Please identify a professional practice issue on which you will focus your doctoral studies. Please include how you envision accomplishing this project and how it will change nursing

practice. (500 word minimum)

Current Program Director Signature:

Program Director Signature:

Date: _____

New Program Director Signature:

Associate Dean Signature:

Date: _____

No additional application is required, however, the program director may request additional documents (such as letters of recommendation) to support the application. Review of the current student academic folder by the program director and/or admission committee will be conducted as part of this expedited application process.



REGIS

Request to Change Program or Pursue Second Degree or Certification

If request is approved, below is the list of courses students must take as a result of the change.

Course Number	Course Name	Semester/Term

I agree to the above course change and understand my anticipated graduation date is now

Student Signature

Date

Program Director Signature

Date