



Regis College

YOUNG SCHOOL OF NURSING



PRE-LICENSURE NURSING HANDBOOK

2023-2024



Regis College

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Pre-Licensure Nursing Handbook Addenda

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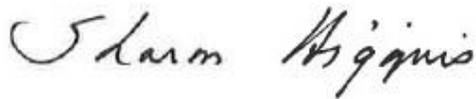
Message from the Dean

Welcome to your Pre-Licensure Nursing Program at Regis College. The Regis College Young School of Nursing Pre-Licensure 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 annually but reserves the right to make changes at any time as needed and will notify the students accordingly.

Copies of the most current handbook will be posted on the Regis College Nursing website and on each course Moodle site. Updates and changes from previous Handbook editions are circulated to all matriculated nursing students via the BSN Connections and MSN Connections Moodle sites.

A handwritten signature in black ink that reads "Sharon Higgins". The signature is written in a cursive, flowing style.

Dr. Sharon Higgins, DNP, NP-C, ONC, WCC
Interim Dean, Richard and Sheila Young School of Nursing

Regis College Mission Statement

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.

Regis espouses the following ideals: inclusive excellence; academic excellence; access; formation of the whole person; and responsiveness to the common good.

Regis College Nursing Program Philosophy

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.

Purpose

This Handbook presents policies specific to the duties and responsibilities of students enrolled in Pre-Licensure programs. 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.

Student Program Definitions

Pre-Licensure Students – Traditional Undergraduate Baccalaureate (UG) students, Accelerated Baccalaureate 16 and 24-month (ABS) students, and Direct Entry Masters (DEM) nursing students in the Pre-Licensure phase in their program.

Post-Licensure Students – Students who have a license to practice as a Registered Nurse. Post-licensure students include DEM students in the graduate phase of their program

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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 will withdraw a student, without prior notice, from the nursing program who does not maintain an acceptable level of behavior as defined in the ANA Code of Ethics. [ANA Code of Ethics](#)

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

Refer to the following table as to the Communication Chain of Command students must follow. To have student questions/concerns addressed in a timely manner please start with the appropriate contact listed in Step 1 and then proceed to Step 5.

Steps	Contact in Clinical Matters including Castle Branch	Contact in Academic Matters	Contact in Academic Progression, Validation, or Advising	Contact in Nursing Lab Matters including Health Assessment Lab
Step 1	Clinical Coordination Staff (CH 386B)	Class Faculty	Students' Faculty Advisor	Lab Faculty
Step 2	Director, Clinical Coordination (386A)	Program Director UG, ABS and DEM	Director, Pre-Licensure Nursing Student Progression (CH 392)	Clinical Resource & Simulation Center (CRSC) Coordinator (CH 157) OR Health Assessment Lab Coordinator (CH 331)
Step 3	Associate Dean for Pre- Licensure Nursing (CH 389)	Assistant Dean for Pre- Licensure Nursing (CH 390)	Assistant Dean for Pre-Licensure Nursing (CH 390)	Assistant Dean for Pre-Licensure Nursing (CH 390)
Step 4		Associate Dean for Pre-Licensure Nursing (CH 389)	Associate Dean for Pre-Licensure Nursing (CH 389)	Associate Dean for Pre-Licensure Nursing (CH 389)
Step 5		Dean, School of Nursing (CH 117)	Dean, School of Nursing (CH 117)	Dean, School of Nursing (CH 117)

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 related to these professional standards and behaviors will result in exclusion from the nursing program. Students should be aware of, 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 National Council of State Boards of Nursing, in its White Paper: A Nurse's Guide to the Use of Social Media, NCSBN Social Media has identified guidelines that students must adhere to. Students must adhere to all clinical agency social media policies. Any unauthorized uploaded course assignments, exams or other course resources to any social media site will be a violation of this policy.

Behavioral Expectations

Nursing students at all levels must display professional behaviors and conduct themselves professionally. 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.
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 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. Adherence to the standards in the ANA Code of Ethics ANA Code of Ethics
6. Observing the Regis College Classroom Code of Conduct as stated in the Regis College Academic Catalog [Classroom Code of Conduct](#)

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 Nurse Licensure in all individual states due to the egregious nature of the crime. The policy also requires initial Nurse Licensure applicants to be conviction-free for a 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. Please refer to the most current policy online at: [Good Moral Character](#)

II. The Pre- Licensure Nursing Program

Pre-Licensure Admission

Admission policies related to the Pre-Licensure Nursing programs are on Appendix C of this handbook and on the Richard and Sheila Young School of Nursing Website.

Transfer Admission Policy

Transfer of credit for non-nursing college courses:

Regis encourages transfer students to apply for admission and welcomes the diversity that transfer students bring to Regis. Courses related to a liberal arts and sciences degree can be applied to the Regis bachelor's degree. Transfer credits are evaluated individually and awarded for courses that are similar in content and depth to those offered at Regis. Every attempt is made to transfer the maximum number of credits earned prior to a student's admission to Regis. This applies to non-nursing courses. All conventional undergraduate students must enroll in 54 Regis credits to be granted a Regis degree.

<https://www.regiscollege.edu/admission-and-aid/undergraduate-admission/transfer-students/transfer-credit-policy>

Transfer students entering the Nursing Program:

Transfer students are required to

1. Have at least a B (3.0) cumulative grade point average (GPA).
2. Have an overall combined GPA of at least a B (3.0) or higher in the following sciences: BI 105 Anatomy & Physiology I; BI 106 Anatomy & Physiology II; BI 108 Microbiology; BI 212 Pathophysiology; and CH 105 Intro to Chemistry, Nursing.
3. A grade of at least a B- (2.7) or higher in each of the following courses: ID 230 The Interdependence of Healthcare Professions in the US and NU 305 Foundations of Nursing Practice, and NUTR 205 Nutrition along the Health Continuum. All other non-nursing prerequisite course grades must be a C (2.0) or higher.

<https://www.regiscollege.edu/academics/majors-and-programs/academic-catalog>

Undergraduate Internal Transfer Admission Requirements

Undergraduate students already enrolled in another major at Regis College, including satellite campuses, who wish to change their major to Nursing are subject to all transfer policies currently in place for the external transfer student admission application. This includes an interview with the Associate Dean for Pre-Licensure Nursing.

Internal applicants will first meet with Regis Advising to complete the transfer application form for admission to the Undergraduate Nursing program. Regis Advising will contact the Office of Admissions for documents needed to confirm or add to information on transfer application, completing an initial review of the form to ensure the applicant meets the minimum criteria for admission into the Regis Nursing program. Regis Advising will forward the Internal Transfer form to the Associate Dean for Pre-Licensure Nursing who will schedule a meeting with the student to take place within 2 weeks of receipt of application.

Program Learning Outcomes for the Bachelor of Science in Nursing degree:

- **PLO 1:** Apply established and evolving disciplinary nursing knowledge (including a foundation in liberal arts, natural and social sciences), to form the basis for clinical judgments and innovation in nursing practice.
- **PLO 2:** Provide person-centered care, which is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and focuses on the individual, family, and/or significant others.
- **PLO 3:** Provide care that spans the healthcare delivery continuum to include disease prevention, health promotion, and treatment management of populations.
- **PLO 4:** Analyze nursing knowledge to improve health for individuals, families, communities, and populations.
- **PLO 5:** Implement established and emerging principles of safety to enhance quality and minimize risk of harm to patients and providers.
- **PLO 6:** Participate in intentional collaboration with care team members, patients, families, and communities to optimize care, enhance the healthcare experience, and strengthen outcomes.
- **PLO 7:** Apply knowledge of the complexity of healthcare systems and social determinants to provide safe, quality, equitable care to diverse populations.
- **PLO 8:** Demonstrate competency in information and communication technologies to provide care, gather data, and expand knowledge to manage and improve the delivery of safe, high-quality care.
- **PLO 9:** Demonstrate attributes of professionalism consistent with moral, altruistic, ethical, legal, and humanistic principles.
- **PLO 10:** Engage in activities and self-reflection that foster personal health, resilience, and lifelong learning that leads to nursing expertise and the assertion of leadership.

ATI Comprehensive Assessment Program

Assessment Technologies Institute (ATI) products are a series of products and programs which focus on nursing program success and preparing students to pass the National Council Licensure Examination (NCLEX) following graduation. Students take a computerized, comprehensive proctored assessment at the end of each clinical course. Additionally, ATI assists students after graduation to pass the nursing licensing examination with various post-graduation resources.

National Council Licensure Examination (NCLEX)

At the completion of the Pre-Licensure portion of the nursing program, all students take a comprehensive standardized examination developed by the National Council of State Boards of Nursing (NCSBN). The following must be completed prior to a student being eligible to sit for the NCLEX exam:

- Students request their transcripts to be sent to Professional Credential Services Inc. (PCS) on Regis Hub
- Students complete the request form for the Certificate of Graduation (COG) sent to them by Program Director
- Official transcript and COG will be sent to (PCS) by the Nursing Department
- Students will be notified by PCS that they have met eligibility requirements to schedule the NCLEX exam.

Graduation

Students must apply for graduation once all core requirements and all the requirements for the nursing major are met. The specific requirements are designated on the students' curriculum plan.

III. Pre-Licensure Academic Policies

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 student's advisor's name can be found on his/her profile on **Regis Hub** and **Starfish**. During each semester's scheduled week of advising all Pre-Licensure nursing students must schedule a time with their advisor to meet for registration of courses for the next semester. These meetings can be in-person or on electronic platforms such as Teams or Zoom. For advising matters other than course registration, advising can be face-to-face, over the telephone, via email, or through other available technology.

Attendance Policy

Full participation in the learning environment is an expectation of nursing students of the Young School of Nursing. Punctuality, dependability, and commitment to life-long learning are essential qualities of a professional nurse. Within the goal of preparing students to assume the responsibilities of a professional nurse, attendance is expected for all didactic, clinical, and laboratory (skills and simulation) sessions.

Excused Absence Process

In order for any absence from class, clinical, or lab to be marked as excused, students must submit the Excused Absence Request Form. Students are expected to submit for an excused absence within 7 days of the date of the absence. If a request for an excused absence has not been received using this link within 7 days of the absence or has been denied, the absence will be marked as unexcused.

A missed clinical and/or lab for other than extraordinary circumstances will be considered an unexcused absence. Extraordinary circumstances (excused absence) include:

- student illness (with a letter from a healthcare provider)
- bereavement for an immediate family member (documentation required)
- military obligations (documentation required)
- jury duty (documentation required)

The following situations are **not** considered excused absences:

- work responsibilities
- employment interviews
- personal vacations
- family or personal events other than those listed above
- failure to notify instructor of intent to be absent prior to start time
- not permitted to attend clinical/lab because of failing to maintain required current clinical health requirements (CastleBranch)

Students should not expect to be excused from scheduled class, clinical/lab for personal, family, or work commitments. In extraordinary circumstances, a planned absence may be granted at the discretion of the program director or designee. This policy is designed for extraordinary circumstances, and it should not be considered a guarantee that a student will be granted permission.

Didactic attendance at all learning opportunities is essential to the student's academic success.

The student is responsible for all material presented during lectures. Attendance in didactic courses will augment student success and facilitate maximum learning, which will positively impact student performance.

Clinical and Labs (Health Assessment & Clinical Resource & Simulation Center - CRSC)

On-time attendance is expected in all scheduled clinicals and labs. Students are required to be prepared and present at the beginning of each assigned clinical and lab. In the clinical setting, students are considered to be part of the nursing and/or interdisciplinary team. When students arrive late to clinical, it affects other nurses,

patients, faculty, and the student's own performance. On the first occasion of being late to clinical or lab the student will receive a verbal warning. On the second occasion of being late to clinical or lab the student will be dismissed, and this will be considered an unexcused absence.

Students are required to notify the clinical or lab instructor **PRIOR** to lab or clinical start time in the event of an absence. Method of contact with the faculty will be at the discretion of the individual clinical/ lab faculty. Students should note that any absence from a clinical experience or lab may place the student in jeopardy of not satisfying the minimum course requirements.

An unexcused absence from the Health Assessment Lab, CRSC Lab, or clinical will result in the following:

- 1st offense: the student will lose 2 points off the final grade of the attached course
- 2nd offense: the student will lose an additional 4 points off the final grade of the attached course
- 3rd offense: the student will receive a grade of F for the course

Whether excused or unexcused, all clinical and lab absences must be made up. The Clinical Coordinator will determine the nature of the clinical make-up experience. The Coordinator, CRSC, will notify the student of the date for the make-up lab.

Three or more unexcused absences from clinical and/or labs will result in a course failure. Two or more excused absences will necessitate a meeting with the Program Director, Assistant and Associate Deans to assess the viability of student success in the course. The outcome of this meeting may result in a course withdrawal. Students should not expect to be excused from scheduled class, clinical/lab for personal, family, or work commitments. In extraordinary circumstances, a planned absence may be granted at the discretion of the program director or designee. This policy is designed for extraordinary circumstances, and it should not be considered a guarantee that a student will be granted permission.

Prerequisite and Corequisite Courses

The minimum required grade for non-Nursing prerequisite and corequisite courses is a C (2.0). The exception being a B- (2.7) for ID 230, The Interdependence of Healthcare Professions in the U.S. and NUTR 205 Nutrition along the Health Continuum. If a student receives below the minimum required grade in any non-Nursing prerequisite or corequisite course, they will have one (1) opportunity to repeat one (1) prerequisite or corequisite non-Nursing course and achieve a passing grade. If a student fails to achieve the required minimum grade in more than one (1) prerequisite or corequisite non-Nursing course, they will not be eligible to apply to or remain in the Nursing program.

Course Exemption Policy

Exemption From Non-Nursing Courses Policy

New students at Regis can be eligible for transfer credit for non-nursing courses from several outlets. These include, but are not limited to:

1. An accredited institution
2. Advanced Placement (AP)

3. International Baccalaureate (IB)
4. Dual enrollment
5. CLEP exam

Note: If a student has taken a course more than once, whether at Regis or elsewhere, the Young School of Nursing Pre-Licensure programs will accept the most recent grade as the course grade. This includes the most recent grade being W/P or W/F.

The College Level Examination Program (CLEP) enables students to earn college credit by examination. Students can take CLEP tests to demonstrate college-level competency no matter where or how this knowledge was acquired. By completing a CLEP examination at or above the standard score determined by Regis, students can earn academic credit for up to six courses.

Students can transfer in a maximum of 66 non-nursing course credits and must complete 54 credits at Regis to earn a Regis College bachelor's degree.

ABS and DEM students must complete 60 credits of nursing courses at Regis College. Students are permitted to transfer only pre-requisite courses into the program.

Program Progression

Students must take nursing courses in sequence as designated on the curriculum plan for their program and projected date of graduation. Permission to register for courses out of sequence will be granted by the Associate Dean for the Young School of Nursing or designee.

Undergraduate students are not allowed to register for Pre-Licensure nursing courses outside their program. Students registered in second-degree programs wishing to enroll in a different second-degree program will bring any course failure(s) with them. For example, a student enrolled in the DEM-program who wishes to change to the ABS-program after receiving a C in NU-624D will transfer into the ABS program the C as a course fail grade for NU 324B. The C will count as the first failure of the program.

Examinations Policies

Dates of examinations and quizzes are not negotiable; students must take the examination or quiz on the day and time stated in their course syllabi. No examinations or quizzes will be given early. Students are expected to make travel plans that commence after all testing and course requirements are completed; students who do leave campus early due to travel will receive an unexcused absence with the 10% grade deduction.

Examination Day Policy

No student may enter the testing room once the exam begins. Any student late for the exam must

speak with the course faculty immediately following the scheduled exam. Once testing begins, the door will be shut, and no student will be permitted to enter. Once the exam starts, if a student requests to leave the room, unless the student has a documented accommodation, the student must submit the test as completed. The exam will be made up later per the Examination Makeup policy with a 10% grade deduction. There are no exceptions permitted.

Prohibited Items during Examinations

Students must bring a fully charged portable electronic device (laptop, iPad, tablet) with testing software preloaded. Phones are not permitted as a test-taking device. During exams, the following items are prohibited, and if brought by a student, must be left at the front of the classroom:

- Food
- Drinks at the discretion of course faculty (see course syllabus)
- Hats (unless worn as a religious requirement)
- Hooded sweatshirts, hooded sweaters, or hooded shirts
- Any device capable of recording audio, photographic, or video content
- Calculators (except those provided/permitted by professor)
- Cell phones, smartphones, smartwatch, Fitbits, or wireless communication devices
- Flash/thumb drives or any other portable electronic devices
- Headphones or ear buds (Students can use foam ear plugs only; students must notify the test proctor beforehand)
- Bags/purses/wallets/backpacks
- Coats/scarves/gloves

Academic Integrity Violations

The following actions will be considered an Academic Integrity Violation during exams:

- Suspected of giving or receiving information during an exam, for example looking towards other students testing environment, or having a cell phone on your person during the test.
- Use of test banks that are restricted for faculty use.
- Lockdown Browser logs will be reviewed by course faculty and any concerning behavior will result in an academic integrity investigation.

Examination Makeup Policy

If a student is going to be absent from an exam, they must email the professor as soon as possible as to the reason and supply appropriate documentation for it to be excused within 48 hours (about 2 days) of returning to campus. Failure to report an absence to faculty will negate the opportunity to reschedule the exam.

Make-up examinations will be held during Common Time at midterm and the end of the regular semester. There will be two dates selected, students must take makeup exams on these dates. Make-up examinations can be given in a different format, at the discretion of the course faculty, including but not limited to short answers, fill-in-the-blank, and/or essays. If a student fails to take the scheduled makeup examination or quiz, the student will earn a grade of zero (0%) on that examination or quiz.

Ten percent (10%) of the total possible score will be deducted from any non-excused make-up of any examination or quiz, including final examinations. All make-up exams must be completed before taking the final exam. If a final examination is not completed before the end of the semester, the student will receive an Incomplete. This will affect students' progression into the next semester. Students will not start the next semester's classes or clinicals until after the final exam has been taken, graded, and the student has received a passing course grade.

Course Grading

Classroom

A minimum course grade of B- (80%) is required for a student to receive a passing grade in all Nursing courses. To progress in the Nursing curriculum, students must complete all nursing courses with an overall grade of B- (80%) or higher, including the designated Nursing major elective and all other Nursing courses taken as electives.

At the end of the semester, both the final course grade and objective testing grade will be calculated to one decimal place and rounded mathematically as follows:

- Less than or equal to 0.49 – Round down to next whole number -- "89.49" would be rounded to "89"
- 0.50 or greater – Round up to next whole number -- "89.50" would be rounded to "90"

A failing grade for a Nursing course is a grade below the required grade of B- (80%). A withdrawal from a course when failing ("WF") is considered a failing grade attempt. Students who withdraw due to a Medical Leave of Absence (MLOA) from the college are exempt. Final course grades will not be released until the last scheduled Nursing final exam and faculty review them. A student who fails a course can be subject to the Validation requirements prior to retaking the course.

For the following courses, students must achieve a 77% or above on their overall weighted exam average on face-to-face, proctored, in-class exams, including the final exam, before any qualitative assignments, homework, or bonus points are calculated into the student's overall grade.

- NU 304
- NU 305A
- NU 320/619
- NU 322A & 323A

- NU 324/624
- NU 325/625
- NU 333/633
- NU 347/647
- NU 340/640
- NU 345/645

If the overall weighted exam average is less than 77% the student will receive a final grade that is equivalent to this overall weighted exam average. If the exam average is 77% or greater, the student will receive a final grade that includes all components of the grading criteria as outlined in the course syllabus. Students should refer to individual course syllabi for grading specifics. Online quizzes and ATI are not included in the calculation.

Request For Paper Re-Read

Students are to review comments and grading on papers that are submitted to them by faculty. If the student still feels the need for further review, they 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 provide a strong written rationale for the request. The student may only request one re-read per course.

The Second Reader will conduct a blind review of a clean copy of the entire paper, without knowledge of the student's identity. The Secondary Reader will determine a final grade for the paper. The final grade, which may be the same, higher, or lower than the original grade, is used in the grade point calculation for the course.

Medication Safety & Calculations Exam (MSCE)

Students will take the MSCE exam on the first day of each semester when they are enrolled in a clinical course, except for Professional Nursing (NU 324/624). Students in Professional Nursing (NU 324/624) will take the MSCE exam near the end of the semester. The Medication Safety & Calculations Exam (MSCE) is administered in each clinical course in the nursing program. Students will not be able to attend clinical, other than an orientation day, until they pass the MSCE exam with a 90%.

The first attempt of the MSCE exam will be submitted for a weighted grade as part of the total course grade. Students will be permitted three opportunities to pass the MSCE with a grade of 90% or greater. If, after the third attempt, the student has not passed the MSCE, he/she will be removed from the course. This will be considered a dropped course and not a WF.

Clinical/Clinical Resource & Simulation Center (CRSC)

All clinical course grades have a clinical and lab component to them, students must receive a clinical grade of "Pass". Evaluation of student learning in the clinical setting is based on competencies drawn

from the 2021 AACN Essentials for Nursing Practice. Students must pass Lab to pass the course. Labs are Pass/Fail. If the student fails the classroom component of a multi-component course but passes all or some of the other components, the highest grade they can receive is the grade they receive for the classroom component. If a student fails one component other than the classroom component, clinical, lab, or math of a multi-component course but passes the classroom component, the highest grade they can receive for the course grade is a C+.

Dismissal based on Grades

A student who has received two (2) failing Nursing course grades, either by receiving a course grade below the required B- (80%) or a WF for a course withdrawal, will be dismissed from the Nursing program. The two (2) failing grades can be due to two (2) attempts of the same course or two (2) separate courses.

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 are returning from a Medical Leave of Absence (MLOA) must bring written documentation from their licensed provider caring for the illness/condition/injury to the Director of Clinical Coordination before they can participate in any Nursing class and activities. Students who have been away from clinical courses for six (6) months or longer are subject to Validation testing.

Validation Testing

The purpose of validation testing is to verify that currently enrolled Pre-Licensure Nursing students have sufficient knowledge and clinical competence to reenter clinical nursing courses after a period of interruption. Validation testing is required for students not enrolled in a clinical Nursing course at Regis College for six (6) months or more. This does not apply to students who have failed or have withdrawn from NU 324/624, Professional Nursing.

Students will undergo Validation Testing and return to a clinical Nursing course on a space available basis. Students will be charged \$300 for Validation Testing, which needs to be paid in full prior to testing. The schedule for validation testing is set by the nursing program. No alternative dates will be permitted. To participate in the Validation Testing, students who wish to return to the Pre-Licensure program must notify their Program Director and the Director, Pre-Licensure Nursing Progression via email of their intention to return by June 1 for the Fall start, October 1 for Spring start and February 1 for a Summer start. Validation Testing includes three (3) steps, all of which must be successfully completed:

1. Medication Safety and Calculation exam – successful completion requires a grade of 90%
2. Clinical competence assessment in Lab/Simulation – successful completion requires completion of all skills according to stated criteria.
3. Written theory exam – successful completion requires a grade of B- (80%)

If a student fails any step of Validation Testing, students will have one (1) opportunity to re- test that step, which must be completed before proceeding to the next step of validation.

A student who does not complete Validation Testing cannot register for the upcoming semester.

Application for Readmission After Dismissal from the Nursing Program

Criteria for application for readmission after dismissal from the Nursing program.

- A. Application for readmission will be considered if the student was in good standing in their Nursing Program at the time of their dismissal.
 - Students have received a failing grade (below a B- or 80%) of no more than two (2) Nursing courses
 - Students are seeking readmission for the academic term following one (1) year after their failure or dismissal from the Nursing programs. For example, if a student fails or was dismissed from the Nursing program in Spring 2022, if accepted they could be readmitted for the Spring 2023 term. Acceptance is based on space availability.
 - The last step in the application for readmission process, prior to acceptance, is that a student must successfully complete the validation process.
- B. Process for application for readmission to the Pre-Licensure Nursing Programs. The applicant will:
 - submit 2 letters of reference.
 - interview with the Associate Dean for Pre-Licensure Nursing or designee;
 - submit a written personal statement that addresses:
 - Factors/issues that interfered with his/her previous efforts to succeed in the nursing program.
 - Steps the applicant has taken to ensure future success in the nursing program.
- C. If accepted for readmission, the Pre-Licensure student can apply all prior courses toward nursing program requirements if they received a grade of at least an 80% (B-).
- D. After re-admission, if a student has one failure they will be removed from the program.
- E. A student can only reapply once to the Nursing major, irrespective of the program type.

Medical Clearance

Regis College Young School of Nursing reserves the right to require any student who has a declared illness, injury, or condition, be it physical or emotional/mental, to provide from the licensed healthcare practitioner caring for the student's illness, injury, or condition, medical clearance to participate in all class and clinical experiences. The Regis College Center for Health and Wellness also reserves the right to require clearance from the student. Individual clinical sites can require that returning students provide medical documentation before returning to clinical coursework within their facilities.

Academic Warning

The student will receive an Academic Warning at the mid-semester point when the grade average is below 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 and the Nursing Resource Center to maximize student academic success.

Starfish

Starfish is a platform used by faculty, academic advisors, and the administrative team to notify students of various concerns or accomplishments. Note that the Starfish flag may require action on the student's behalf as communicated by the individual that raised it.

IV. Academic and Disciplinary Actions

Academic Integrity Violation

All students enrolled in classes at Regis College must maintain integrity in all academic pursuits. Please refer to the Academic Catalog for examples and Academic Violation Procedures.

[Academic Catalog](#)

Clinical Warning

A student will receive a Clinical Warning when a student is not meeting the requirements at the expected level of competence. If a student's behavior is in violation of professional behavioral standards as outlined in the ANA Code of Ethics, the Nurse of the Future, and the 2021 AACN Essentials the student will also receive a clinical warning. Students receiving a Clinical Warning for safety or skill concerns must satisfactorily complete remediation in the Clinical Resource and Simulation Center before returning to their clinical setting. Remediation in the Clinical Resource and Simulation Center does not count as a clinical day; make-up of any missed clinical day is per the clinical make-up policy.

A student's opportunity to remediate will not exceed three missed clinical days or the end of the

regular semester, whichever comes first. If the student cannot successfully remediate within this timeframe, they will be removed from the clinical setting for the semester, resulting in a clinical failure. Students who have received three (3) Clinical Warnings will be dismissed from the Nursing Program.

Note: If a clinical instructor deems a student's behavior has placed a client or others in danger of harm, they will dismiss the student from clinical immediately and after review of the incident, the student can be removed from the clinical setting, and receive a clinical failure for the semester without issuance of a warning or remediation. If a clinical agency requests that a student be removed from the clinical setting, they will be removed from it and receive a clinical failure for the semester.

Dismissal from the Nursing Program

A student will be dismissed from the Nursing program when the current violation of a Professional Behavioral Standard(s) as outlined by the ANA Code of Ethics or the student's history of violations of Professional Behavioral Standards is deemed severe. Students will also be dismissed from the program when the student's knowledge and skills fall so far below the expected abilities that remediation is not possible.

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 as described on page 8. In cases of serious misconduct, the Dean of Nursing will immediately suspend a student from the Nursing program, and/or any clinical placement, pending further investigation or further notice.

Appeal of Disciplinary Action

A student can petition a disciplinary outcome to the Young School of Nursing Admission, Retention and Promotion Committee (ARPC) within five (5) business days of issuance. The ARPC will make recommendations to the Associate Dean of the Young School of Nursing within ten (10) business days and will issue its written recommendation to the Associate Dean and the student. The Associate Dean will 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 can be simultaneously subject to the Professional Behavioral Standards and processes and those contained in the Student Handbook for the same conduct.

Policy Appeal

Students may petition the Admissions, Retention, and Progression Committee (ARPC) of the Young School of Nursing to appeal any policy statement in this Handbook according to the following process:

1. Students must first meet with the Director, Pre-Licensure Student Progression regarding an appeal.
2. Students must submit their petition using the ARPC petition form within 10 business days of meeting with the Director, of Pre-Licensure Student Progression. The form can be found on SPIKE and Appendix A of this document.
3. Completed petitions should be submitted per instructions provided on the Appeal form. Failure to follow the instructions on the form may result in a delay or denial of the appeal.
4. The Dean's office will notify the students of the committee's decision in writing. [Academic Catalog](#)

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 annually in the spring, including eligible baccalaureate nursing students, graduate level nursing students, and community members; eligibility is different for each level of induction. Specific membership information and applications may be obtained by emailing sigmapp@regiscollege.edu. Additional information can be found at [Sigma Membership | Regis College](#)

V. Nursing Clinical Policies

Requirements for Clinical Experience

To participate in clinical experiences students must have on file complete and current health information, immunization records, a background check, and current provider-level American Heart Association CPR certification. No other certification will be accepted. Any student who is not compliant in completing the required affiliation documentation, health information, immunization records, background check or American Heart Association CPR certification will not be permitted to begin or continue at the clinical site. The students have to check the Castle Branch website frequently to ensure compliance.

Students who have not completed, submitted, and have had their submissions accepted by Castle Branch by the stated due date will not be processed for a clinical placement, resulting in being withdrawn from the course until the next time the course runs again within their program

Students Participation in Clinical and Labs

Full participation in the nursing labs and clinical environments requires students to meet certain essential functions. 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 prolonged 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 in 12-point font and objects both close and distant, use depth perception, use peripheral vision, and distinguish color and intensity of color.
 - Olfactory: detects smoke and odors.

2. Interpersonal Communication/Cognitive/Emotional Abilities

- 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 professionally.
- Provide and accept feedback respectfully.

- Cognitive (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 limits 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 colleague
 - Empathize with the feelings and situations of others

Clinical Assignments

Clinical assignments involve many factors. The primary consideration in arranging clinical placements is the academic integrity and value of the educational experience. Students cannot request a particular clinical site, nor can they communicate directly with any clinical agency or agent. Students cannot request a particular clinical instructor. Any issue/concern regarding a clinical placement needs to be communicated to the Clinical Placements Office.

Selection of Clinical Preceptors and Preceptorship Placements

Securing a preceptorship begins with the student completing their resume with a cover letter and an application reviewed by the Preceptor Placement Coordinator (PPC). The application includes the students desire for a specific concentration.

Students are prohibited from seeking their own preceptorship experience with an individual nurse or speaking to an agency to obtain or change a preceptorship. Any request regarding a placement must be brought to the PPC.

If a student declines a placement arranged by the PPC or does not attend their assigned preceptorship placement, they will be withdrawn. The student will not be reassigned an alternative placement and will receive a course failure for Complex Care Nursing (NU 345/645).

Clinical/Preceptorship Assignment Requirements

Students are advised to read carefully as there are facilities that require documentation with deadlines for submission before the start of clinical. Students must access the Centralized Clinical Placements (CCP) site for additional information pertaining to their assigned clinical site.

Students who fail to register and complete the profile by July 15th for the fall semester, November 15th for the spring semester, and March 15th for the summer sessions will not be permitted to begin that semester's clinical placement.

Students will submit the required documents by the stated due date of receiving their assignment. Failure to comply with document submission will result in delayed start and possible loss of clinical placement.

It is the policy of the Clinical Placement Office AND the Clinical Placement sites that no switching of student will take place once the clinical assignments have been posted. The Clinical Placement Office and/or the Clinical Placement site has the authority to move individual students or a group of students due to extenuating circumstances.

Immunizations Required for Clinical Participation (CastleBranch)

Immunization requirements are detailed in the web-based profile (CastleBranch) account of each student. Records must be current, with no expirations occurring during the semester. All immunizations and health requirements are due July 15 for the fall semester, November 15 for the spring semester, and March 15 for the summer sessions, unless otherwise notified.

Failure to meet the deadline will result in a Clinical Warning and the student will be given 7 business days to comply. If after 7 days, the student is still not in compliance they will receive a 2nd clinical warning and the student will be given an additional 7 business days to comply. Failure to meet the third deadline will result in a 3rd clinical warning and dismissal from the nursing program. If a student is unable to meet these deadlines, they must contact the Clinical Coordination Office to discuss their situation.

Some clinical facilities require additional testing. Students must comply with immunization policies of the agency where they attend clinical.

Drug Testing

All clinical sites reserve the right to require students to complete urine drug testing prior to final approval for clinical placement. All clinical sites reserve the right to perform random drug testing on employees or students attending clinicals at their site. Some will require signing an acknowledgement prior to clinical.

Marijuana, which although legalized in Massachusetts, is still illegal under federal law, and therefore illegal at all institutions accepting federal (Medicare) funds. Medical marijuana will be an exclusion to clinical attendance, especially at federal agencies. If clinical placement is denied or withdrawn at a clinical site, Regis cannot guarantee the availability of an alternate clinical assignment, preventing successful completion of the course objectives.

Background Checks

Regis requires that all students undergo a background check before placement in a clinical experience. All students must create an identified web-based profile account (CastleBranch), which is also used for immunization, physical exam, and CPR certification documentation. Students are responsible for the costs of the web-based profile and any subsequent fees.

Students who fail to register and complete their profile by July 15th for the fall semester, November 15th for the spring semester, and March 15th for the summer sessions will not be permitted to begin that semester's clinical placement.

If a student is not suitable for clinical placement, they will be given a copy of their background check results and will meet with the Associate Dean for Pre-Licensure Nursing. After a completed background check, if a student is convicted of a new crime or is subject to new criminal charges, the student must inform Regis so that it can be determined whether the student is eligible for clinical placement based upon the latest information. Regis will maintain the confidentiality of background check information and results in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

Additional Background Checks

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

Academic Impact of Background Checks

A student who fails to consent or refuses to consent to a background check or who is denied access to a clinical site based on the results of a background check will not be able to complete the clinical course requirements of their academic program. As a result, such students will be required to withdraw from the academic program.

Transportation Policy

Transportation to and from clinical sites is not provided by the Young School of Nursing. Students are responsible for their own transportation arrangements to all clinical experiences; this includes any fees incurred.

Clothing/Uniform

- The Regis nursing uniform is to be worn at all clinicals unless otherwise specified.
- 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, and in good repair with no holes or wrinkles. Shoes must be white leather; athletic shoes are permitted if they comply with the requirement of being white leather other than the logo. No open-toe or open heel shoes are permitted.
- No jeans or sandals are permitted.
- 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.

I.D. Badge

I.D. badges are required. An appropriate school ID badge must always be visible and worn on the upper body so a name can be easily read. If required, a hospital I. D. badge must always be worn and visible.

Grooming

- Nails are to be kept short, less than ¼ inch from fingertip.
- Artificial nails are not permitted. Polished nails must not be chipped.
- 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 and clean. Long hair is to be secured back and above the collar.
- Beards and mustaches are to be neatly trimmed. Beards must be able to secure the fit of an N-95 respirator mask.

Jewelry/Tattoos

- Wear only jewelry that is small and that does not create a safety hazard or interfere with one's work. Wear only non-dangling earrings for pierced ears.
- Body piercings and tattoos need to be discreet.

Students who are dressed inappropriately for a clinical setting, whether a uniform is required dress, are missing their I.D. badge, or their appearance is not neat and clean; will be sent home and be given an unexcused clinical absence and written warning.

VI. Behavior at the Clinical Site

Smoking

Many of the health care organizations are smoke-free environments; others permit smoking in a designated area.

Telephone/ Pager/ Cell Phone/Smart Watches

- Do not use health care organization telephones for personal calls.
- Use of cellular telephones, smart watches, and other personal communication devices are not permitted in the clinical setting.
- Absolutely NO texting or personal internet use during clinical.
- Taking pictures of anything or anyone while at the health care organization is strictly forbidden and will result in immediate failure of clinical and/or dismissal from the nursing program.
- The faculty will inform the students as to any additional or specific requirements for each agency and clinical experience.

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 during, or in conjunction with, patient/resident care.
- Disorderly conduct, including fighting; acting in an obscene manner or using obscene, abusive, or threatening language; or horseplay.
- Smoking in an area where smoking is prohibited.
- Defacing or damaging the health care organization's property.
- Possession or use of firearms, fireworks, or any other weapon on health care

organization's property.

- Use of health care organization's telephones or other equipment for personal matters.
- Insubordination.
- Failure to observe health care organization regulations and/or policies.
- Failure to maintain the confidentiality of health care organization matters, including matters relating to patients/residents. Example: discussion of organization or events taken place during clinical on social media.
- 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.

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 will be relayed only to those with authority to have it. All information pertaining to patients is confidential, regardless of form (verbal, hard copy, film, or electronic form). Unauthorized access, use or disclosure is illegal.

Patient Information and the Health Insurance Portability & Accountability Act Of 1996

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): 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 classroom, lab, and clinical settings:

1. Patient issues should only be discussed in a confidential area on the unit, and in post-conference held in a private room. There should be discussion of patient issues with as little information identifying the patient as possible. Case study presentation should be used in which the patient is described by age and diagnosis but not identified by name, initial or room number.
2. Information (report sheet, notes, lab/scut sheets) should be disposed of properly at the facility before leaving the unit. No records or PHI are to be removed from the facility.

3. PHI should only be shared with individuals who are directly caring for the patient or have permission to have PHI regarding the patient.
4. Computer security should be ensured by not sharing passwords and by logging off the computer properly. DO NOT USE EMAIL TO RELAY PHI OF PATIENTS.
5. PHI related to patients or student assignments should never be faxed. <http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/>

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.

Definitions:

1. 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 can represent a significant risk.

2. 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 C)
- The faculty member will direct the student to appropriate resources for immediate (evaluation) risk assessment, counseling, and treatment.
- On campus, when health services are not available or the situation is deemed 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 other emergency facility.
- Follow up with faculty members to review occurrence in relation to prevention.
- Always use universal precautions. Always be careful.

Clinical Attendance

All clinical absences must be made up in the clinical setting. One day per semester will be deemed "clinical make up day." Students who have been absent from clinical must attend this clinical make-up. Students who have not been absent from clinical do not need to attend the make-up day. Should a student need to make up more than one day it will be done after the clinical make up day at a date and time to be determined by the instructor in consultation with the clinical placement department. Students must be in good academic standing to be eligible for these makeup days. Should these additional make up days fall beyond the grading period for that semester, the student will receive an incomplete (I) as a grade.

Failure of the clinical component will result in failure of the linked course. Students will not be eligible to progress in the program until all clinical hours have been completed and the incomplete (I) removed. Regis reserves the right to charge a student a make-up fee to cover the cost of paying an instructor to complete make up time.

Students absent from clinical due to religious holidays or student athletes taking part in post-season championships will be considered an excused absence but will still be responsible for clinical makeups.

Students absent from clinical due to medical concerns are prohibited from attending clinical or lab in the Clinical Resource Simulation Center (CRSC) before medically cleared.

Cancellation of Clinical Experience by Faculty

If a faculty member needs to cancel clinical, he/she will notify the agency, the students, and the clinical placement department. The faculty member will arrange a required clinical makeup day with the agency. Students are required to attend the makeup day even when it does not fall on their normal clinical day for the semester.

APPENDIX A

Regis College Young School of Nursing Nursing Program ARPC Petition Form

Students can 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 ARPC petition form. All submissions must be double-spaced, 12 pt. font, and all areas must be completed. Completed petitions will be submitted by email (electronically), using the email address sonarpc@regiscollege.edu . 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:

Program:

Course Name and Number (if applicable):

Course Faculty Meeting:

Faculty Name:

Date(s) of Meeting:

Meeting with Program Administrator:

Program Administrator Name:

Date(s) of Meeting:

1. Petitioner must state the policy that an exception request is being presented. Include the page number as presented in latest version of Nursing Handbook Addenda. (Use more space if needed)
2. Petitioner must state the specific desired outcome of this appeal.
3. Cite the rationale for the requested exemption. (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)

APPENDIX B

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

Name of Individual involved:

Immediate Faculty/Preceptor/Course Coordinator:

College/Clinical Area:

Date of Exposure/Injury/Incident: _____ Time of Exposure: _____

Location:

Potentially Infectious Materials Involved:

Type _____ Source: _____

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

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

Personal Protective Equipment Being Used:

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

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

Student Signature

Date

Copies to: student, student record, Course Coordinator

APPENDIX C

Regis College School of Nursing Undergraduate Admission Requirements

Undergraduate Admission Requirements to the Richard & Sheila Young School of Nursing Program

The admission decision will be based primarily on the student's grade point average (GPA) to date, with particular attention to the quality of performance in Regis prerequisite science and prerequisite/co-requisite courses, Prerequisite courses are BI 105 Anatomy & Physiology I; BI 106 Anatomy & Physiology II; BI 108 Microbiology; BI 212 Pathophysiology; and CH 105 Intro to Chemistry- Nursing; EN 105 Reading, Thinking, & Writing I; ID 230 - Interdependence of Health Professions in the U.S., and NU 305A Foundations of Nursing. Corequisite courses are ID 304 Intro to Ethics; MA 210 Statistics; NU Major Elective; NUTR 205 Nutrition Along the Health Continuum; PS 233 Intro to Human Development; SO 201 Intro to Sociology; SP 100 Spanish for Health Professions* or PG 100 Portuguese for Health Professions.

*SP 200 or 300 may be required depending on the student's fluency with Spanish

To be considered for the nursing major, all students must:

1. Have a minimum 3.0 (B) cumulative GPA.*
2. Have a minimum 3.0 (B) cumulative science GPA in the following sciences: BI 105 Anatomy & Physiology I; BI 106 Anatomy & Physiology II; BI 108 Microbiology; BI 212 Pathophysiology; and CH 105 Intro to Chemistry- Nursing. Any prerequisite science courses transferred into Regis will have the final course grade calculated as part of the overall science GPA requirement of 3.0 *
3. A minimum grade of 2.7 (B-) in each of the following courses: ID 230, The Interdependence of Healthcare Professions in the U.S., and NU 305A, Foundations of Nursing. All other non-nursing prerequisite or co-requisite course grades must be a 2.0 (C) or higher.
4. Applicants have one (1) opportunity to repeat one (1) course in which they did not achieve the required minimum grade. If the applicant achieves the required minimum grade on their second attempt, they will remain eligible to apply to the Nursing program. If a current student applicant fails to achieve the required minimum grade in more than one course, they will not be eligible to apply to the Nursing program.
5. The Young School of Nursing reserves the right to request an applicant interview with the Associate Dean for Pre-Licensure Nursing or designee.

*GPAs are not subject to rounding

APPENDIX D

Regis College School of Nursing Accelerated BS Admission Requirements

The Accelerated BS in Nursing for Non-Nurses is designed for students with a previous bachelor's degree in a non-nursing subject. Apply now to take the next step in this high-demand field.

- Completed application form
- Official transcript from your undergraduate degree and all prerequisite courses
- Undergraduate GPA of 3.0 or higher
- Resume
- Statement of purpose
- Two letters of recommendation
- Interview with the program director can be required

Prerequisite Requirements

The bachelor's is earned at Regis over 12 courses totaling 60 credits. Prerequisite courses can be completed at Regis or any two or four-year institutions. All sciences must have been completed within the past seven years. All must be completed prior to program start:

Course	Credits
BI 105 Anatomy and Physiology I w/Lab	4
BI 106 Anatomy and Physiology II w/Lab	4
BI 108 Microbiology w/Lab	4
CH 105 Chemistry I^A	4
CH 105 Chemistry II^A	4
MA 210 Statistics	3
PS 233 Human Development (or equivalent)	3