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Utica University
Graduate Nursing Program Handbook
2023-2024

Graduate Nursing Program Directory

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PREFACE

This manual serves as a resource for the Practicum Coordinator, the academic and practicum faculty, and the graduate nursing students involved in the practicum education component of the program.

The contents of this manual represent the official communication of the policies and procedures of the Practicum component of the Graduate Nursing Program. Students are required to comply with them. This manual is used in conjunction with the Utica University Graduate Catalog, Utica University Student Handbook, the Utica University Graduate Nursing Family Nurse Practitioner Practicum Handbook if applicable, and the American Nurses Association Code of Ethics. Collectively, these materials provide the student with the information necessary to take responsibility for participation and success in the program.

This manual includes essential information, forms, policies, and procedures that are vital to completing the practicum education portion of the Graduate Nursing Program curriculum.

DISCLAIMER

The Utica University Department of Nursing reserves the right to change the policies, procedures, rules, regulations, and information in the Utica University Graduate Nursing Handbook and the accompanying Practicum Handbooks at any time. Changes will become effective when the proper authorities determine, and the changes will apply to both prospective students and those already enrolled. This handbook is a general information publication only, and it is not intended to nor does it contain all regulations that relate to students.

Our Mission

Our mission is to provide high quality, innovative, and transformational education to diverse learners and professionals to promote equitable healthcare. We prepare nurses to excel in critical reflection, clinical competency, collaboration, caring, and leadership through evidenced-based nursing science. Nurses prepared at Utica University are a vital component of the interprofessional healthcare team, providing safe, quality, and ethical care to diverse populations across the lifespan in a variety of settings.

Our Vision

The Utica University Department of Nursing will be recognized as an innovative center of nursing excellence for learners and professionals. The educators, clinicians, and researchers will inspire the next generation of nurse leaders to respond to the challenges of a dynamic and diverse healthcare environment encompassing the spheres of care.

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Meet the Graduate Nursing Program Success Team

Faculty Advisor: Each student is assigned a faculty advisor to assist with academic planning. Faculty advisors advise for assistance succeeding in classwork, academic concerns, make referrals for various concerns to counselors and campus services. Academic concerns must go through the Faculty Advisor rather than the Success Coach.

How to Find the Faculty Advisor (Academic Advisor): Each student is assigned a Faculty Advisor. Students are encouraged to meet with their Faculty Advisor each term and if they want to change their plan of study. Students may use Banner Self-Service to locate the name of their Faculty Advisor. Banner Self-Service Link https://bannerweb.utica.edu

Success Coach: Utica University assigns students a Success Coach, who is dedicated to giving the support needed in making the transition to graduate studies, personal life challenges, course registration, time-management, accessing financial aid, or keeping accounts up to date.

Kelcey Smith (kmsmith5@utica.edu): Student last names starting with A-L and
Kerri Edens (kjedens@utica.edu): Student last names starting with M-Z.

Theory Faculty: Graduate Nursing Faculty are assigned to deliver the theory didactic courses.

Practicum Faculty: Graduate Nursing Faculty are assigned to deliver the practicum courses and to do practicum site visits and handle any practicum related questions or concerns.

Graduate Nursing Practicum Coordinator: The Utica University Practicum Coordinator is a liaison between faculty, students, and practicum sites in the graduate program. The Practicum Coordinator assists students with practicum placement and oversees practicum contract attainment.

Welcome from the Chair of Nursing

Dear Utica University Nursing Graduate Students,

Congratulations on your selection and admission to this rigorous program! Whether you are admitted to the Family Nurse Practitioner, Leadership, or Nursing Education program, you have decided to embark on a journey that will challenge you on your path to furthering your career goals.

The UU faculty, staff, and administration are thrilled that you are here and are committed to your success. Through your time in this program, you will be challenged but also supported during those challenging times. A common misconception of online education is that it is "easier" compared to completing coursework and degree requirements in a physical classroom. Please know that this misconception is unfounded, as online programs require no less effort than our traditional counterparts. A good rule to adhere to is to spend 2-3 hours studying or working on course assignments per credit hour. For example, if you are registered for six credits, you should spend 12-18 hours per week on coursework. Granted, this is an example, and for some courses, you may need to spend additional time.

The discussion of workload brings me to my next point- if at any time you feel as if you are "lost" or you feel like you are falling behind, contact your course faculty immediately. Please do not wait for a poor grade or numerous poor grades to accumulate. Be proactive in your success and seek help. Needing faculty assistance does not indicate weakness.

In closing, let me reiterate how thrilled we are that you have chosen to continue your nursing education with us at Utica University. You belong here, and we are committed to your success! Please do not hesitate to reach out if I can be of any assistance along the way.

Doreen Rogers DNS, RN, Alumnus CCRN, CNE
Associate Professor of Nursing
Nursing Program Chair
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Graduate Program Outcomes

Program Goals: Master's and CAS in Family Nurse Practitioner
1.   Integrate the arts and sciences, including leadership and ethical principles, with nursing science as a foundation for decision-making within diverse situations, settings, and communities resulting in safe patient care, quality outcomes, and health promotion.
2.   Use critical reflection, innovation, and interprofessional collaboration to promote lifelong learning and continual improvement, integrate current evidence, and inform policy.
3.   Incorporate current technologies to augment professional practice and scholarship.
4.   Employ analytic and diagnostic reasoning skills in the promotion of health, reduction of risk, and management of illness with diverse patient populations.
5.   Demonstrate interprofessional collaboration, ethical principles, and leadership through political and policy endeavors to enhance safety, quality, health care processes, and delivery systems.
6.   Illustrate effective communication and collaboration during patient and family interaction and coordination of care services.

Program Goals: Master's and CAS in Nursing Education
1.   Integrate the arts and sciences, including leadership and ethical principles, with nursing science as a foundation for decision-making within diverse situations, settings, and communities resulting in safe patient care, quality outcomes, and health promotion.
2.   Use critical reflection, innovation, and interprofessional collaboration to promote lifelong learning and continual improvement, integrate current evidence, and inform policy.
3.   Incorporate current technologies to augment professional practice and scholarship.
4.   Implement evidence-based teaching and learning strategies in diverse settings that facilitate the achievement of identified outcomes and enhance the professional socialization and development of learners.
5.   Conduct learner-centered curriculum design and revision based on relevant organizational frameworks, alignment with parent institution, accreditation and professional standards, and program outcomes.
6.   Synthesize program, course, and student learning effectiveness based on quantitative and qualitative assessment and evaluation data obtained per the systematic plan of evaluation.

Program Goals for the Master's and CAS in Nursing Leadership
1. Integrate the arts and sciences, including leadership and ethical principles, with nursing science as a foundation for decision-making within diverse situations, settings, and communities resulting in safe patient care, quality outcomes, and health promotion.
2. Use critical reflection, innovation, and interprofessional collaboration to promote lifelong learning and continual improvement, integrate current evidence, and inform policy.
3. Incorporate current technologies to augment professional practice and scholarship.
4. Employ leadership, management, and ethical foundations in pursuit of performance improvement, risk management, human resources, financial management, and strategic planning/management.
5. Integrate contemporary national performance standards and professional recommendations related to organizational governance and policy formation.
6. Facilitate provision of quality services through community engagement, knowledge of societal forces, and regional/national/global policy issues and initiatives.

Admission Criteria for the Graduate Nursing Program

- An unencumbered RN license from the residing state.
  - If an offense is revealed which was not previously disclosed by the applicant on their application, the offer of admission to Utica University can be rescinded.
- GPA 3.0 or higher
- 2,000 clock hours of work experience as a registered nurse in the United States, verified by an HR Department
- Two letters of recommendation from a current nursing colleague or professional licensed as an RN, physician, or nurse practitioner
- Completion of a statistics course with a grade of "B" or higher
- A baccalaureate level health assessment course with an observed laboratory -grade of "B" or higher
- A statement of 500 words: The statement of interest must include well-constructed responses to the following:
  - *1. Describe how your professional experiences have prepared you for future education in the role, which is the focus of your desired track.*
  - *2. Describe your plans to alter your work, professional, and /or personal obligations in order to have the time needed to successfully complete graduate courses and clinical work.*
  - *3. Identify one significant contemporary issue/problem in the current US healthcare system and discuss how members of the nursing discipline can help address/solve the issue/problem.*

Admission Criteria for Certificate of Advanced Study

- An unencumbered RN license from the residing state.
  - If an offense is revealed which was not previously disclosed by the applicant on their application, the offer of admission to Utica University can be rescinded.
- A Master's degree in nursing from an accredited nursing school
- Students will need to take the 3P's - Pathophysiology, Health Assessment, and Pharmacology at Utica University - transfer courses will not be accepted for these courses.
- GPA 3.0 or higher
- 2,000 clock hours of work experience as a registered nurse in the United States, verified by an HR Department
- Two letters of recommendation from a current nursing colleague or professional licensed as an RN, physician, or nurse practitioner
- Completion of a statistics course with a grade of "B" or higher
- A baccalaureate level health assessment course with an observed laboratory -grade of "B" or higher
- A statement of 500 words: The statement of interest must include well-constructed responses to the following:
  - 1. *Describe how your professional experiences have prepared you for future education in the role, which is the focus of your desired track.*
  - 2. *Describe your plans to alter your work, professional, and /or personal obligations in order to have the time needed to successfully complete graduate courses and clinical work.*
  - 3. *Identify one significant contemporary issue/problem in the current US healthcare system and discuss how members of the nursing discipline can help address/solve the issue/problem.*

Admission: TOEFL Score

For non-native speakers of English, a minimum Test of English as a Foreign Language (TOEFL) score of 550 on the paper-based examination; a minimum TOEFL score of 213 on the computer-based examination; 79 on the internet-based examination (minimum of 25 on the speaking portion required).

Academic: Probation and Dismissal

A letter of academic probation will be issued to any student who meets any of the following criteria:

- 1 grade of F
- 1 grade of WF

If a student receives an F or WF, the student will be placed on academic probation and must successfully retake the course or an equivalent course as approved by the program director in the next semester. If the course is not offered in the next semester, the student may, with the program chair's approval, remain as an active student and take courses appropriate to his/her course of study. However, the student must retake the failed course the next time it is offered. Failure to successfully retake the course will result in dismissal from the program. The student is allowed to retake the course only once. Once the failed course is retaken, the grade of F or WF is no longer calculated into the GPA but remains on the transcript and counts toward dismissal. If the course is not required for the program, specialization, or concentration in which the student is enrolled, the student, with the permission of the program director, may decide not to repeat the course, but the grade of F will remain calculated in the GPA.

If following a successful appeal and reinstatement, a student earns a second dismissal that dismissal cannot be appealed and is considered a permanent separation from the University. Some programs may have stricter policies or procedures; please see program-specific pages.

Note: All the steps outlined in this policy may not happen to a student. It is possible for a student to be dismissed without previously being placed on probation if that student meets the requirement for dismissal. Students who are dismissed and wish to return, at any point, must submit an appeal to the Academic Standards Committee online at Utica.edu/petition

Academic: Warning and Probation Process

- A letter of warning will be issued by the program director to any student who receives a grade below a B and has 12 or fewer attempted credit hours in the MS of Nursing program. A copy of any letter of warning will go to the student's advisor.
- A letter of probation will be issued by the program director to any student who receives a grade of F in the degree program.
- Courses in which a student receives an F or its equivalent must retake the course as described in the Utica University Graduate Academic Probation and Dismissal policies (above) but must receive a grade of B or better to prevent dismissal from the MS of Nursing program. A failing grade may also subject the student to dismissal from Utica University as per the requirements described in the Utica University Graduate Catalog. The student is allowed to retake the course only once.
- Any student currently in receipt of Academic Warning or Probation will be ineligible for the accelerated plan of study (effective Summer 2020).

Academic: Utica University Graduate Nursing Academic Written Warning Procedure

Written warnings may be issued in conjunction with the Utica University Conduct System and the Utica University Summary Dismissal Procedure.

1. The faculty will meet with the graduate student and share the alleged problematic behavior, how the behavior violates the code of conduct or program requirements, and the desired behavior going forward with any necessary time component specifically articulated. The graduate student is given an opportunity to discuss the issue.
2. If discipline is warranted, a written warning is issued. A written warning should always be delivered verbally and in writing to the graduate student, using the Utica University Graduate Nursing Warning Form. A signed copy of this document will be sent to the student's advisor, the Director of the Program, and the Chair of Nursing.
3. A learning contract will be completed by the faculty member. A copy of the learning contract will be sent to the student, the student's advisor, the Director of the Graduate Program, and to the Chair of Nursing. This contract will be placed in the student's electronic file.
4. If after a first written warning, the graduate student fails to improve, repetitive behavior that led to the written warning, or commits a new, an additional offense, then another written warning will be issued and a Failure to Complete Learning Contract form will be completed. A copy of the Failure to Complete Learning Contract will be sent to the student's advisor, Director of the Program, and the Chair of Nursing. This form will also be placed in the student's electronic file.
5. During the Utica University Graduate Nursing Program, a graduate student may only receive a total of three (3) written warnings.
6. If a student receives three written warnings or a single warning of egregious behavior that threatens the safety of patients, preceptors, faculty, or fellow students they will be referred to Program Leadership for summary dismissal from the Utica University Graduate Nursing Program.

Academic: Dismissal Process MS-FNP

Dismissal from the Family Nurse Practitioner MS of Nursing program will occur if a student in the program meets any of the following criteria:

- GPA below a 3.0
- Two grades less than a B or WF
- A grade below a B in any course in which the student previously earned less than a B

As noted above, dismissals from the academic program can be appealed to the Dean of the School of Health Professions and Education. However, if, following a successful appeal and reinstatement to the program, a student earns a second dismissal, that dismissal cannot be appealed and is considered a permanent separation from the program.

Note that the academic requirements described in this section augment but do not supersede those of Utica University and the Graduate Catalog: probation or dismissal from the University has authority over that of any constituent academic program insofar as a student cannot remain in the program if dismissed from the University.

Academic: Dismissal Process MS-Education & MS-Leadership

Dismissal from the MS: Leadership or MS: Education of Nursing program will occur if a student in the program meets any of the following criteria:
- GPA below a 3.0
- Two grades less than a B or WF
- A grade below a B in any course in which the student previously earned less than a B

As noted above, dismissals from the academic program can be appealed to the Dean of the School of Health Professions and Education. However, if, following a successful appeal and reinstatement to the program, a student earns a second dismissal, that dismissal cannot be appealed and is considered a permanent separation from the program.

Note that the academic requirements described in this section augment but do not supersede those of Utica University and the Graduate Catalog: probation or dismissal from the University has authority over that of any constituent academic program insofar as a student cannot remain in the program if dismissed from the University.

Academic Dismissal from FNP Track with Application to Transfer to MS-Education, MS-Leadership or Another Graduate Study

Dismissal from the Family Nurse Practitioner MS Program does not preclude a student from applying to transfer into the MS: Leadership or MS: Education or another Graduate Study offered by Utica University. Courses that may be waived for a grade less than B are: 611,612,615, 616,621,622,625,634, 995.

Academic: Summary Dismissal Violations Specific to the Graduate Nursing Program

In addition to the Utica University Student Code of Conduct Points System https://www.utica.edu/student-conduct , the Graduate Nursing Program recognizes the following violations for Summary Dismissal and will result in immediate dismissal. A violation of the Utica University Code of Conduct and or a Summary Dismissal will be assessed at any time during the graduate education experience, in the event a student exhibits unprofessional or unsatisfactory behavior in the following critical areas:
- Safety
- Professional behavior
- Legal and ethical practice

Students engaging in egregious acts of professional misconduct, including but not limited to:
- HIPAA violation
- FERPA violation
- Violation of the American Nurses Association Code of Conduct
- Violation of the Scope of Practice set by the State Board of Nursing
- Error or incident that has the potential or causes permanent injury, loss of life or limb, or transient but potentially life-threatening harm.
- Physical or sexual violence/harassment or abusive behavior

- Falsification of documents, including vaccination documentation
- Falsification of practicum records and required hours
- Professional licensure loss, probation, and or encumberment
- Conviction of a Felony
- Theft
- Selling or diversion of narcotics, prescriptions, or marijuana
- Attending practicum experiences under the influence of alcohol, narcotics including prescription drugs or marijuana
- Sexual harassment
- Rape or attempted rape
- Use or threatened use of a weapon
- Bias incident
- Hate crime
- Unauthorized use of electronic devices to make audio or video recordings of any person without their prior knowledge and/or consent
- Removal of the student from practicum experiences by the preceptor and/or practicum facility/organization
- Attending practicum without permission from the program and or the preceptor

In the event that a student qualifies for a Summary Dismissal the faculty member will contact in writing the Senior Associate Provost of Graduate Studies, the Nursing Department Chair, and the Program Director.

Advising

All students are assigned to an academic advisor. The University recommends that students consult their student success coach and academic advisor regularly. Some students may be required to contact their advisors prior to registering for courses in order to obtain a PIN.

Alcohol and Other Substance Policy

It is expected that all students adhere to the Utica University alcohol and other drug policies as stated in the Utica University Student Handbook. It is the policy of the Department of Nursing that students be free of chemical impairment during participation in any part of their program including classroom, laboratory, and practicum activities. A chemically impaired student is defined as a person who, while in the classroom, laboratory, or practicum setting, is under the influence of, or has abused, either separately or in combination: alcohol, over-the-counter medication, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Students who are chemically impaired in the practicum setting may jeopardize the lives of their clients. In addition, chemical impairment has a negative effect on the personal health of the student and may alter the student's ability to learn.

American Nurses Association Code of Ethics

Since students are preparing for a professional role, professional conduct is expected in all aspects of the course. In addition to the Utica University Student Code of Conduct, the Utica University Department of Nursing will also uphold the American Nurses Association (ANA) Code of Ethics as the standard for the professional conduct of nurses. Nursing students are

referred to http://nursingworld.org/codeofethics.The Utica University DON is committed to developing a professional nurse who will practice within the ANA Nursing Code of Ethics and whose practice is guided by the values of altruism, autonomy, human dignity, integrity, and social justice. Our goal is for graduate students to practice with these inherent values and ensure the profession continues to be accountable to and trusted by the communities we serve. Behavior that deviates from the ANA Nursing Code of Ethics will not be tolerated within the nursing program and can violate the Utica University Student Code of Conduct, resulting in course failure and/or dismissal from the Utica University Nursing Program.

Application for Degree

All students are required to apply for degree by the deadline of the semester in which they *anticipate* completing their degree requirements. Students are NOT to wait until they've completed their last course or internship, or they will not graduate in that semester. The application process is a quick, online form on the Registrar's website; the link is also on the OGS website. The deadlines to apply for degree are as follows:
- to be a May graduate – March 15
- to be an August graduate – June 15
- to be an August graduate **AND** participate in Commencement – March 15
- to be a December graduate – October 15

Attendance Policy

Attendance is required at every class (in-person and virtual) or lab session. Emergencies can and do occur. Absences affect not only you but your classmates as well. If you miss any classes, the course instructor may assign an alternative activity for the missed class. You must contact your course instructor via Utica University e-mail prior to or within 24 hours of missing the scheduled class. Missed class times may result in an altered grade. An unexcused absence will result in a lower grade for class participation and may result in course failure.

Bloodborne Pathogen Exposure

Strict adherence to barrier precautions and infection control practices that decrease the opportunity for blood-to-blood exposure for both health care personnel and patients is required. Any student who has an exposure to a bloodborne substance that places the student at risk **must seek medical care immediately while following the practicum agency policy and protocol.** Such exposure should first be reported to the practicum instructor who will direct the student for appropriate care. (All students are responsible for the personal medical care costs accrued.)

Class Participation

Professional behavior demands a responsible and mature approach to participation in class. Class participation is an essential element of learning. Critical skills are best acquired through the experiential learning that takes place in the classroom (face to face or virtual) or laboratory settings. Class participation includes attendance, punctuality, preparation for class, contributions to in-class discussions, professional behavior in the course or lab, and eagerness to learn and share. Lack of participation may result in a final grade that is dropped a full letter grade lower.

Class Participation: Required Expectations for Live-Session Classes:

- Be on Time: Log in to the session early enough to have your audio and camera setup. Then, be ready to work when the class time begins.
- Be Professional: The graduate program at Utica University is a professional education program of nursing. The live classroom is an extension of the field, and therefore you are expected to treat live class time as you would a professional setting.
- The student's name on virtual classrooms should be displayed as the name in which they are registered for the course. Example: John Smith -- instead of John's ipad
- Your camera must be on at all times during the session.
- You should be in a setting where you can be engaged during the entire session. You cannot attend sessions while you are at work. This is considered unacceptable.

Class Participation: Respect the Classroom

- Dress: Be appropriately dressed - comfortable clothing is fine, but you should not attend class in your pajamas or beachwear.
- Setting: Set your live session classroom space in a quiet private area where you know family, pets, and other distractions will not interrupt your learning (or the learning of your classmates). For example: Do not attend synchronous sessions from the beach, the bed, or from the car. Please do not attend the session and have conversations off-screen; please be engaged.
- Lighting: Be sure your camera has the appropriate lighting on your face. Be careful you do not have too much backlighting, such as a bright window behind you, making it difficult for your face to be seen.

Class Participation: Be Prepared

- Each week, you are expected to prepare for the live session before class time; specific details on work to be completed before the live session can be found in the course work area for each week. Section Instructors will review this before the live session and use it to inform discussion and deepen learning.

Class Participation: Be Engaged

- You are expected to be ready to work during your live session. The live session is not a passive experience - it requires your full presence and commitment to learning. Each week, you must be prepared to listen to your classmates, offer feedback, and engage in a lively discussion.

Class Participation: Netiquette

"Netiquette" is civil and respectful behavior in electronic communication, including discussion forums, chat services, e-mail, video conferences, and social media. Such behavior is essential to the integrity of the academic environment and the free exchange of ideas. In order to keep communication academically professional and appropriate, the student should avoid:

- Personal attacks. The subject under discussion is always the content of the idea and not the characteristics of the person expressing that idea.

- USING ALL CAPITAL LETTERS IN A SENTENCE implies the student is yelling at the reader.
- Using many exclamation points to end the sentence also implies that the student is yelling at, or is very upset with, the reader!!!!!!!!
- Writing offensive or sarcastic messages.
- Sending numerous e-mails with the same point in a short period of time.

In order to keep your communication professional, remember the following principles:
- Always respect the opinions of others and keep opinions positive. A robust discussion will have disagreements, even strong disagreements, but should not degenerate into a personal attack.
- Always avoid offensive, rude, and sarcastic messages. If the student receives a message of this nature, do not respond in the same tone. If this type of communication continues from someone, inform the faculty member.
- Never send a message when you are angry or upset. Leave it in draft form, walk away, and review it later after you have calmed down.

Utica University is committed to maintaining an open and free learning environment. Violations of the netiquette policy may result in disciplinary action, including being referred to the Student Conduct Process for violation of the Code of Student Conduct.

Class Participation: Tardiness, Removal from Class & Activities

The professor may remove the student from any in-person or synchronous session for not abiding by the above expectations. If the student arrives more than 15 minutes after the class starting time, they may not be admitted to the class and would be considered absent. This action will result in the student forfeiting the earned credit for the session or activity. An academic alert https://www.utica.edu/directory/center-student-success/academic-alerts will also be sent as well as a Utica University Points System Sanction http://www.utica.edu/student-conduct.

Class Participation: MS Nursing Synchronous Session Rubric

Criteria	20 points	17 points	15 points	0 points
Attendance 20%	Arrives on time, appropriately announces arrival	Arrives more than 5 minutes after starting time.	Arrives more than 10 minutes after starting time or disrupts the session with arrival.	Arrives more than 15 minutes after starting time and disrupts the session with arrival or absent
Preparation 20%	Prepared with questions or prompts for discussion, based on comments on readings.	Adequately prepared with questions or prompts, for discussion, based on comments on readings.	Lack of preparation results in inability to add substantively to discussion	Unprepared for discussion; has not viewed asynchronous material

Full Group Participation 20%	Actively participates in discussions	Demonstrates limited or passive participation in discussions	Only participates when asked	Does not contribute.
Engagement 20%	Contributes significantly and appropriately to discussions by initiating and responding to topics. Stays focused and on task, and takes turns responding	Contributes to discussion when directly addressed, stays on topic, and demonstrates appropriate turn taking.	Contributes inappropriately to synchronous discussions by going off topic, monopolizing discussions, or participates in a very limited manner	Does not participate in discussion or during live session. . (i.e. lurks in session) has camera on pause for long periods; does not stay in classroom or is distracted during class
Professional Conduct 20%	Actively leads or facilitates the discussion when appropriate.	Shares thoughts and ideas in a professional manner	Monopolizes discussion or interrupts others.	Displays inappropriate or unprofessional behavior.

Class Participation: Procedure for Missed Synchronous Session

- The student must notify the faculty member in writing that they cannot attend the synchronous session (must submit this communication before the synchronous session).
- The faculty member informs the student, they must: Watch the two hour or more recording, and
- Submit a summary of the content discussed during the meeting before the weekly module closes.

If the student does not notify the faculty before the synchronous session and does not attend the synchronous session, they will forfeit all of the credit for the activity. If the student fulfills these requirements, the highest they can earn for the missed synchronous session is 80% (lost all points for attendance on the rubric).

Communication Policy

Students are responsible for checking the online course shell and Utica University e-mail folders online for communication from the instructors. The official mode of communication at Utica University is the Utica University e-mail. All participation and communication are to be respectful and professional. Emails form email addresses outside of the Utica University email

may not be responded to, please use your @utica.edu. Please allow 72 hours (3 business days) for a response (not including weekends or holidays).

Communication- Procedure for Academic Concerns

When students have a concern about their learning experience, the following is the best path to a resolution.

1. The student(s) shares the concern with the class, practicum, or lab **faculty member** directly involved with the concern.
2. If unresolved, the student(s) may request an appointment and send a written description of their concern to the **FNP Program Coordinators fnpcoordinator@utica.edu.** This pertains to all graduate students.

*Seeking a resolution *without* going directly to the faculty member will risk a longer and more complicated response. However, the student(s) may wish to discuss the concern with their **success coach and/or advisor** to seek support and direction regarding the best way to articulate the concern, identify their need and identify suggestions *for collaborative problem-solving*.

Please do not skip steps in this process. Not only is this a professional approach, but it also provides the best opportunity to serve your needs so that we can have the most information possible. As registered professional nurses and future advanced practice nurses, you are expected to maintain a professional approach to all correspondence about concerns/issues. Remember that sometimes these e-mails are forwarded or shared with others in an effort to resolve the issue.

Confidentiality

All students are required to be familiar with and comply with the Standards of Professional Behavior while enrolled in the Utica University Graduate Nursing Program. Confidentiality is a critical element to a professional health care provider, and compliance is required by law to protect patients' privacy rights. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) mandates standards that ensure privacy and security of patients' health information and electronic medical records. Students are required to know these privacy rules and will comply at all times:

- Students in practicum have access to protected health information (PHI) of patients on a "need to know" basis, and it is solely for use within the scope of duties relating to patient treatment.
- Students may only access the PHI of patients if they are directly participating in their treatment.
- Students may not record PHI of patients (such as name, social security number, date of birth, or identifiers.) on forms that are turned in for practicum or class assignments.
- PHI will not be removed from the health care facility. PHI includes oral, written, and electronic disclosures. Students may never discuss PHI in public or inappropriate areas to include but not limited to hallways, elevators, restrooms, cafeterias, or with friends/family at any time.
- Failure to protect PHI may be considered a violation of a patient's right to privacy. Properly dispose of documents containing PHI by discarding them in assigned containers marked for proper disposal; do not throw these documents in the trash.
- If a student is unsure whether his or her actions will violate these policies, he or she must consult the instructor prior to taking action with the PHI.

- Any student in violation of these policies may be terminated from a practicum position, fail the class, and/or be removed from the nursing program, depending on the circumstances of the violation.

Continuous Enrollment

Graduate students at Utica University must be:
- Matriculated and enrolled in a credit-bearing course, OR
- Matriculated and enrolled in 997/998 Continuous Student Enrollment, OR
- On an approved Leave of Absence.

Students who do not fall into one of three above categories and have not been dismissed from the University will be deactivated and lose matriculated status.

Students who have completed all of the course requirements for their graduate degree except for their culminating academic experience (e.g., thesis, capstone project, comprehensive exam, portfolio/dossier), must maintain continuous enrollment until their final thesis or project has been approved with all required edits completed or the comprehensive exam has been taken and passed. At the discretion of the program director, this can be accomplished by enrolling in a 997/998 continuous student enrollment course and paying the appropriate tuition/fee every semester until completion. The six-year time limit for completion of degree begins at the initial date of matriculation in a program and includes all time accumulated through enrollment in a 997/998 course. Failure to enroll in a 997/998 course will result in loss of matriculated status. A Leave of Absence Form must be submitted to request a formal leave of absence.

CPR/BLS Certification

The student will provide to remain in health compliance a yearly a copy of valid American Heart Association CPR/BLS Certification. The student must maintain current CPR/BLS certification while in the graduate nursing program.

Criminal Background Check and Drug Testing

Students will be required to complete a background check and fingerprinting before their practicum experience as a program requirement. In addition, a drug test may be needed if the practicum agency requires this student before starting the practicum. This additional testing will be at the student's expense.

Any background check that yields discretion will be sent to the Utica University Graduate School of Nursing leadership for review to determine if the student may attend practicum. The background check must be completed and cleared prior to the start of the first practicum term. Students who do not have a cleared background check may experience a delay of their practicum terms or dismissal from the program.

Please be advised that approval to continue in the program provided by the University Prior Offense Review Committee does not extend to practicum placements with clinical partners or with licensure following successful completion of program requirements. Students who have difficulty with a criminal background check, fingerprinting, and/or drug screening may encounter

difficulty with practicum placements throughout the program and securing licensure components following program completion.

E-Mail

All students, staff, and faculty are issued an official UU e-mail account and are required to use it for official communication with UU students, staff, and faculty. The UU e-mail account is the primary official channel through which the University will communicate with the student; therefore, the student must regularly check the e-mail account. Information on using the UU e-mail account is found at www.utica.edu/helpsheets.

Employment

Students may maintain their regular jobs while participating in the graduate nursing program. It is, however, challenging for most students to balance time including synchronous sessions, course work, practicum rotations, personal responsibilities, and full-time employment. Students will need to make themselves available around their assigned synchronous sessions, assignments due, their preceptor's schedule and availability to meet the program's practicum hour requirements. Most primary care offices and agencies operate on a Monday-Friday, 8 a.m. - 5 p.m. schedule, and it is expected that students are available for practicum rotations during this time. It is strongly recommended that students connect with their employers prior to the start of the practicum term to schedule working hours that will not interfere with practicum placement. Students can complete rotations at their place of employment, but it may not be with their direct supervisor or in the department in which they work.

Extensions

Extensions may be granted by the discretion of the faculty member. It is the right of the faculty member to refuse an extension. Extensions **MUST** be requested before the due date of the assignment **in writing via the Utica University E-mail**. No extension will be granted without a proposed date the assignment will be submitted included in the written request.

Format: Online

You have chosen to pursue your course of study via distance learning. The platform on which the program is delivered incorporates the best available web technologies. In addition, the platform uses web tools to stimulate classroom discussion. Anyone familiar with networks like Facebook should feel comfortable with these tools. Before enrolling, students will not need to be proficient with distance education technology, but basic computer literacy is required, such as knowing how to access a website. Students log onto the learning management platform using a secure Utica University login and password. Synchronous sessions in the online nursing program are small (approximately 8-15 students) and done via a web video camera.

Graduate Grading Policy

Students must earn a grade of B or better in all of the graduate nursing courses and in all of the separate but linked courses (separate but linked courses cover related content in two settings: mastery of didactic knowledge in the academic setting; application of didactic knowledge to practice in practicum settings). Both separate but linked courses must be passed with a satisfactory grade (B). If a student fails either of the two courses, they must retake both courses.

If a student receives 83.5 or higher on the exam average and/or final grade, the grade would be rounded to 84. Student grades .5 or higher will be rounded up to the next whole number; this grading rule applies to both final exam grades and final grades.

This policy is specific to ALL the courses in the Graduate Nursing Program.

Graduate Grading Policy: Graduate Program Course Syllabus Grade Range

Letter Grade	Percent Range
A	89.5 – 100
B	83.5 - 89.49
C	73.5 - 83.49
F	0 - 73.49

Grading Policy: Courses with Quizzes and Exams

Nursing graduate students must maintain an 84 (B) average on quizzes and exams, exclusive of their graded assignments to pass the following courses:
- NUR 612
- NUR 616
- NUR 621
- NUR 622
- NUR 625
- NUR 634

Should the weighted exam average fall below 84, the exam average will be the final grade recorded on the transcript regardless of the overall course grade. Once the student has achieved an 84 or above exam average, all other course assignments will be factored into the course grade and the cumulative average will be the final grade recorded on the transcript. Students must earn a B (84) grade or better in all courses and separate but linked courses.

Grading Policy: Examination Review Process

Exam-based courses adhere to a feedback policy that includes the following two components:

1.   The student may request a 1:1 exam review with the instructor of record during office hours
to review their exam results, including their thought processes on selected answers and the rationale for the correct answer. Students must request an exam review with the instructor of record within one (1) week of the exam grade being released. Requests made outside of that time frame will not be accepted.

2.   After an individual appointment and exam review, the student disagrees with the rationale for the best answer. The student has two days from the meeting date with the instructor to communicate this in writing to the instructor, including extensive rationale and reference to the information source. The rationale must be from the assigned reading and asynchronous material. Faculty will not accept outside resources.

3.   Screenshots, cut and paste, download and duplicating quiz or exam questions is considered a breach of the academic honesty policy and are subject to discipline.

Grading Policy: Grade Changes

Once a grade has been reported, it may not be changed except to correct an error. All such cases must be reported by the course instructor and require the approval of the academic school dean. If a student believes that the grade reported by the course instructor is not accurate and, after talking with the faculty, still believes there is an error, the student may petition the Academic Standards Committee for a grade change. (For further information, see Grievance and Complaint Procedure.)

Grading Policy: Incomplete (I) Grade

A grade of I (Incomplete) is given only under extenuating circumstances. Students should not assume an I grade will be given just because they did not complete the coursework in time. A student may request an I grade, or an instructor can offer an I grade if exceptional circumstances warrant it, but the decision is ultimately at the instructor's discretion. Such extenuating circumstances may include but are not limited to illness of the student or immediate family member, death of a family member or someone close, special work circumstances (e.g., military deployment, acceptance into a law enforcement academy, caught in civil unrest), or a learning disability documented with the Office of Learning Services and presented to the instructor at the beginning of the course.

To allow a grade of I, there needs to be an agreement between the student and the instructor https://www.utica.edu/academic/registrar/New_Graduate_Incomplete_Contract.pdf. An Incomplete Contract Form needs to be completed with a set deadline for completion of course requirements. Banner defaults the deadline to be six weeks from the Latest Final Grades Due date for the given semester (actual dates listed online at www.utica.edu/ogs/graduationdeadlines.cfm); note that the default deadline is based on the

semester, not 8-week parts of term, so the default is the same for a D1 or a D2 course as well as a 16-week on-ground course in the same semester. The deadline entered in Banner means the new grade must be entered in Banner by that date, NOT that student must submit work by that date with the time needed to grade the work.

The instructor, however, can change the default deadline based on the given circumstances. If the deadline is changed to a LATER date beyond the default deadline, PLEASE select the grade entry deadline for the part of term or semester in which you are allowing the extension, depending on what type of course (online versus on-ground). For example, a student taking a D1 course in the fall would receive an I grade default extension deadline in February. However, the circumstances allow you to consider extending the deadline to the end of summer. Check the Academic Calendar and Deadlines or contact the Registrar's Office to determine the grade entry deadline for that summer's D2 course. Using an existing grade entry deadline for the I grade extension deadline will allow any deficient grades to be reviewed in a timely manner by the Academic Standards Committee (or Graduate Academic Standing Subcommittee).

A grade of I will remain on the academic transcript. Any new grade earned by the student must be entered in Banner with the I grade included (e.g., IA, IB+). Failure on the part of the student to complete the requirements will result in a grade of IF, which is equivalent to a grade of F. Failure on the part of the instructor to enter an alternative grade OR extend the deadline by the entered I grade deadline will result in a grade of IF for the student, and the student will be referred to Academic Standards for the deficient grade.

ALL course grades MUST be submitted by the grade entry deadline for the part of term or semester in which the course is being taught. If an instructor is working with a student at the end of a course and allows the student extra time to submit final work that prohibits the instructor from submitting the student's grade by the grade entry deadline, and I grade MUST be given.

The instructor is responsible for keeping track of I grade deadlines and extending the deadline if needed and warranted. Should a student be approaching the I grade deadline and indicates the work may not be completed in time; the instructor should consider the possibility of extending the I grade deadline, even by a week or two, and negotiating that extension with the student and via an Incomplete Contract Form. Any new deadline extensions must be entered in Banner. If the instructor is unwilling to take on the responsibilities associated with an I grade – including working with the student as needed– then the recommendation is not to give I grades.

Grading Policy: Lost Work
Each student is encouraged to keep a copy of each electronic and written assignment and contribution submitted to the instructor during the semester. A simple way to do this is to e-mail the assignment as an attachment to yourself so that you can retrieve the document in the event of a hardware/software malfunction.

Grading Policy: Make-up Examinations
If a student is unable to take a scheduled examination, a make-up examination in a course may be given at the faculty member's discretion. Such examinations must be taken during the

semester in which the examination was missed unless a grade of Incomplete is given for sufficient reason. This policy does not include the comprehensive examination in NUR 634. Students who cannot take a comprehensive examination on the scheduled day must wait until the next scheduled offering.

Grading Policy: Submission of Assignments

You will complete several written assignments or certificate assignments throughout this program. Your written work is used to assess your ability to integrate your learning and apply it in practice. Quality documentation is stressed and expected. You must submit your work according to instructions and by the due date indicated. Late assignments may be refused. Unacceptable assignments will receive a zero (0) grade and may be returned to you for re-accomplishment at faculty discretion. You are encouraged to keep a copy of each electronic assignment you submit during the semester. If an instructor is willing to accept a late paper, the instructor reserves the right to reduce the grade on any late paper up to 10 points per day. You are expected to notify your instructor of any extenuating circumstances (such as illness, injury, or emergencies), which may affect your ability to be timely in your submissions. No discussion posting will be accepted after the end of the module; a zero will be assessed for that discussion assignment.

Grading Policy: Questions about Grading

If you have questions about a grade on any assignment, discussion, or exam, you must contact the instructor of record of the course with your questions within one week of the grade being posted.

Grading Policy: Written Assignments

Written assignments are an important skill for graduate students in the Utica University Graduate Nursing Program. It is important that the student is familiar with and understands the Utica University Academic Integrity Policy. In addition, it is important that graduate students submit their best work for assignments. It is up to the instructor of record for each class whether or not to accept late assignments or allow assignments to be re-written to improve the student's grade. All courses within the nursing program will follow the writing guidelines according to APA format.

Health Compliance Requirements

While in practicums, all graduate nursing students must obtain health clearance. Below is a list of required vaccinations and screenings. Regardless of the number of Practicum hours or area of study, all students must provide this documentation. In addition, all FNP students must be in full Health Compliance by Week 8 of NUR 611 to proceed with their Practicum Experience. Health compliance is for student safety, and the safety of patients cared for in the practicum setting.

The student is responsible for the cost of their background check, fingerprinting, and student immunization package to meet the Utica University and Graduate Nursing Program health requirements. If a student falls out of health compliance, they must cease going to their practicum experiences until they are in full health compliance and have received their full health compliance confirmation email. If a student participates in their practicum experience without being cleared by a confirmation email, and/or while not in full health compliance, their practicum hours will not count and need to be repeated. Students cannot resume their practicum experience until they are in full health compliance and have received a confirmation email from American Databank/EXXAT. The student may also be subjected to the Code of Student Conduct, Disciplinary Policy, and/or dismissal.

The practicum site may require additional health compliance clearances above and beyond the Graduate Nursing program requirements. Please verify with the preceptor and site for all onboarding and health compliance requirements. If requested by the affiliating agency, information including immunization status and the student's directory information may be released to health care agencies.

Disclaimer: Please be advised that the health compliance requirements may change due to State and National regulations. The practicum sites may also require additional health compliance clearances above and beyond the Graduate Nursing Program requirements. Please verify with the preceptor and practicum site for all onboarding and health compliance requirements ahead of practicum experiences.

Health Compliance Requirement Reference Table

Requirement	Submit	Acceptable Documentation
Physical Examination	**Every Year**	A physical exam completed within the last year by an MD, NP, or PA indicates the ability to perform Practicum activities and that the student is free of communicable disease. This must be documented <u>ONLY</u> on the Utica University Health History and Physical Examination Form. NO EXCEPTIONS.
Tuberculosis (TB)	**Every Year**	The date of a negative Mantoux or QuantiFERON-GOLD or T-Spot TB test in the last year is required. A positive result will require documentation of a negative chest x-ray within the last year. Submitted physical exam form must state the student is free of signs or symptoms of active disease. The presence of potential signs or symptoms of TB will require further evaluation before clearance is granted.
COVID-19	**One Time**	Two dose series of COVID-19 vaccination OR single dose COVID-19 vaccination.
Flu (Influenza)	**Every Year**	Vaccination date required by October 15th of EACH year
Chicken Pox (Varicella)	**One Time**	Two vaccination dates OR serologic evidence of immunity with the laboratory value OR medical documentation of varicella disease or herpes zoster. Minimum documentation includes the year of the disease.
Diphtheria/ Tetanus	**Every 10 years**	The vaccination date must be valid throughout the Practicum course. Update with DTaP is recommended.
Hepatitis B	**One Time**	Three vaccination dates OR serologic evidence of immunity with the laboratory value. Declinations or waivers are NOT accepted.
Measles (Rubeola)	**One Time**	Two vaccination dates after the first birthday OR serologic evidence of immunity with laboratory value
Mumps	**One Time**	Two vaccination dates after the first birthday OR serologic evidence of immunity with the laboratory value
Rubella	**One Time**	Two vaccination dates after the first birthday OR serologic evidence of immunity with the laboratory value
Meningitis	**One Time**	Vaccination date within ten years OR completed Meningitis Information form

Health Compliance: Immunization and Titer Guidance

Vaccination	Vaccination Status	Disease Status	Titer Status	Action	Follow-up Action
Hepatitis B	Individual has NOT had Hepatitis B Vaccine x 3 doses	Had Hepatitis B	Draw titer 30-60 after 3rd Dose Negative titer	Vaccinate	Repeat titer to assess immunity
Hepatitis B	Individual has NOT had Hepatitis B Vaccine x 3 doses	Had Hepatitis B	Draw titer 30-60 after 3rd Dose Positive titer	None. Individual has immunity from vaccine.	
Hepatitis B	Individual has NOT had Hepatitis B Vaccine x 3 doses		Negative titer	Vaccinate x 3 Doses	Draw titer 30-60 after 3rd Dose to assess immunity
Hepatitis B	Individual has DOCUMENTED Hepatitis B Vaccine x 3 doses		Draw titer 30-60 after 3rd Dose Positive titer	None. Individual has immunity from vaccine.	
Hepatitis B	Individual HAS HAD Hepatitis B Vaccine x 3 doses		Negative or unequivocal titer AFTER Vaccination x 3 doses	Give Hepatitis B vaccine booster x 2	DO NOT Repeat titer unless facility requires this.
Varicella	No Vaccine x 2 doses	Had Varicella	Positive titer	None. Individual has immunity from natural disease.	None
Varicella	No Vaccine x 2 doses	Had Varicella	Negative or unequivocal titer	Vaccinate x 2 doses	DO NOT Repeat titer unless facility requires this.
Varicella	Individual HAS DOCUMENTED		Positive titer	None. Individual	None

	Vaccine x 2 doses			has immunity from vaccine.	
Varicella	Individual HAS DOCUMENTED Vaccine x 2 doses		Negative or unequivocal titer AFTER Vaccination x 2 doses	Give Varicella Vaccine Booster x 2	DO NOT Repeat titer unless facility requires this.
Measles Mumps Rubella	Individual HAS DOCUMENTED Vaccine x 2 doses		Negative or unequivocal titer AFTER Vaccination x 2 doses	Give MMR Booster x 1	DO NOT Repeat titer unless facility requires this.

Health Insurance

Proof of health insurance is required for all students enrolled in practicum courses. The student will provide evidence of *valid* health insurance to remain in health compliance in the form of a copy of a health insurance card. Utica University will charge the student account to ensure the requirement. If the student has private health insurance, this charge can be waived at http://www.haylor.com/University/utica-University/. Please note that the information the student provides regarding health insurance will be verified. Students who have been found not to have health insurance will automatically be re-enrolled in UC's Health Plan and charged accordingly.

Identification

Individual photo identification badges are produced at the Office of Campus Safety. A nominal fee is charged. Nametags are used during practicum education experiences as well as site visits. Please be sure to order Student IDs (Nursing Student ID and Utica University ID) through Campus Safety after admission to the program. The Student IDs are utilized for proctored testing and practicum experiences. ALL requests for student identification cards and badges are to be directed to safety@utica.edu.

Inactive Students

Students who are inactive (not enrolled) for at least two years but have not indicated their intent to withdraw from Utica University will be administratively withdrawn from their academic program. The University will no longer communicate with these students regarding registration or degree completion. A student who has been withdrawn but wants to return to complete their degree and is capable of completing the degree within the six-year limit of degree completion can submit an Application for Readmission Form. Students wishing to return who are unable to complete their degree within the six-year limit should see Readmission Applications Past the Six-Year Limit for more information.

Intellectual Honesty

Utica University expects its faculty and students to observe traditional canons of scholarly discourse, academic behavior, and due process. The faculty at Utica University expect intellectual honesty from students. Intellectual honesty is necessary for the free exchange of ideas. Plagiarism, a serious form of intellectual dishonesty, is defined as the use of ideas and phrases in the writings of others as one's own without crediting the source.

Cheating refers to both giving and receiving unauthorized assistance in taking examinations. Students who assist other students in acts of plagiarism and/or cheating or who otherwise contribute to acts of intellectual dishonesty are subject to the appropriate penalties. Academic dishonesty includes both cheating and plagiarism. Plagiarism is the intentional or unintentional use of other people's ideas, words, and/or factual information without crediting the source. Cheating refers to both the giving and the receiving of unauthorized assistance in taking examinations or creating assigned and/or graded classwork.

Utica University faculty are authorized to assign academic penalties for intellectual dishonesty, including the grade of "F for cheating." Students who receive an "F for cheating" forfeit their rights to from the course without penalty. Students who wish to appeal a penalty should consult with Academic Support Services. Appeals are heard by the Academic Standards Committee, which may recommend a more or less severe penalty.

You are expected to read and abide by the University policies, which outline your responsibilities and consequences for violations of the Utica University Code of Student Conduct. A student's name or other unique identifiers on any course exercise (theme, report, notebook, performance, computer program, course paper, laboratory or practicum or co-op report, examination, website, or quiz) is taken as an assurance that the exercise is the product of the student's thoughts and study and that it is expressed in the student's own words and produced without assistance, except as indicated by quotation marks, references, and footnotes acknowledging the use of printed sources or other outside help. Any examination must be solely the student's work unless otherwise directed by the faculty member. Communication is not allowed between or among students while an examination or quiz is being taken, nor are students permitted to consult books, papers, study aids, or notes without the faculty member's explicit permission. Misunderstanding of the code is not an acceptable excuse for academic misconduct. If a student is uncertain whether a practice is permitted in a particular course, the student should consult the faculty member instructing the course in order to avoid the accusation of academic misconduct".

Prohibited behavior is outlined by Utica University as:
1.   Academic dishonesty which includes, but is not limited to plagiarism, cheating, misuse of academic resources or facilities, misuse of software, data, equipment, or networks, or any act that hinders the academic process. *
2.   Academic and professional misconduct which includes, but is not limited to misuse of academic resources or facilities, behavior in and outside of the classroom, misuse of software, data, equipment, or networks, or any act that hinders the academic process

Intellectual Honesty: Statement on Artificial Intelligence

Artificial Intelligence (AI) software (e.g. Chat GPT) should not be used for writing assignments in this class. Please be aware that although AI appears to make writing easy, the work it produces is not always reliable and accurate. In addition, using AI is fairly easy to detect. More importantly, if you choose to let AI write a paper for you, you will lose the ability to learn, grow, and develop important skills that are part of the ultimate goal for attending this university. If you use AI, you are committing plagiarism (i.e., using ideas and words that are not your own) and are not fulfilling the requirements associated with writing your own paper. Plagiarism is a form of cheating and will be penalized accordingly.

The nursing faculty will follow Utica University's Process regarding academic dishonesty if the use of AI is detected. Tools used to check writing, such as the autocorrect feature in Google Docs and Grammarly, are acceptable for editing **your** work. AI technology may include the use of programming engines, software, and/or assignment generating programs. Examples of unacceptable AI programs/software include but are not limited to ChatGPT, GrammarlyGO, Dall-E-2, RyterAI, Quillbot, and Paraphrasingtool.ai. If you have any questions about AI websites, software, or technology, please contact the course faculty to discuss.

Intellectual Honesty: Academic Honesty Policy

In addition to the Utica University regulations regarding academic honesty (Utica University Catalog), and the Code of Student Conduct, the Department of Nursing faculty has developed the following policy statement: The faculty and students of the Department of Nursing believe that ethical behavior in the American Nurses' Association Code for Nurses implies the highest standards of honesty and integrity, and applies equally to nursing students and practicing nurses. All aspects of the Department of Nursing life and culture are designed to further the achievement of these standards. Students should maintain academic honesty at all times. Students must do their own work on all tests and assignments without the use of Artificial Intelligence (AI). Any quoted or paraphrased phrases or sentences from published material, Internet sources, or other individuals' work must be correctly referenced. Students may not resubmit their own previously graded work when retaking a course or for a grade in a different course without faculty approval. Resubmitting earlier work will be considered self-plagiarism and treated as any other form of academic dishonesty. Refer to the Utica University Academic Honesty site.

Intellectual Honesty: Academic Dishonesty Process

Any student who plagiarizes, or cheats in any way (e.g., tests, papers, presentations) is subject to penalty, and sanctions by the instructor, the Office of Student Conduct, and/or the Academic Standards Committee. When academic dishonesty is detected by a faculty member, the faculty member determines the appropriate sanction. Sanctions that the faculty member can impose include work assignments (such as repeating a paper) or penalty grades, up to and including the grade of "F for Cheating." Sanctions other than work or grade penalties must be recommendations on the part of the department to the Dean of the relevant academic division.

Regardless of the sanction imposed, the faculty member must inform the student of intellectual dishonesty in writing and copy the Office of Academic Affairs using the form letter to be found

on the Academic Honesty website at
 https://www.utica.edu/academic/facultyinfo/intellectualdishonesty.cfm. Academic Affairs checks to see if this is a repeat offense. If this is the first such offense no further action will be taken, although the letter will remain on file in the Office of Academic Affairs and specific academic programs may impose additional sanctions. A repeat offense may occur on different assignments in the same class or in different classes. If it is a repeat offense, Academic Affairs informs the student in writing that the materials are being forwarded to the Academic Standards Committee for review. Academic Affairs collects relevant material from the faculty member, including syllabi and assignment sheets. Academic Affairs receives any materials submitted by the student. The Academic Standards Committee convenes a meeting to review the case. The Associate Provost brings the collected material to the meeting. Following the meeting, the Academic Standards Committee Chair informs the student in writing of the committee's decision. Student appeals are directed to the Office of Academic Affairs, and any appeal of the decision is heard by the Provost. Appeals must be filed by the student within 14 days of the date of the letter from Academic Standards.

Plagiarism in any nursing course will not be tolerated. This notice is considered your first warning. If you are unclear about what constitutes plagiarism or academic dishonesty, it is your responsibility to seek appropriate guidance. Students who wish to appeal a penalty should consult with Academic Support Services. Appeals are heard by the Academic Standards Committee, which may recommend a more or less severe penalty.

Intellectual Honesty: Examination and Quizzes

The Nursing Department at Utica University is committed to providing a safe and fair testing environment for all students throughout all the graduate nursing programs. This policy aims to outline the policy and procedures related to proctored exams for nursing students at Utica University. As technology is ever-changing, this policy may be revised as institutional policies are modified or new policy modifications are required.

Most of your quizzes and exams will be conducted online. Unless otherwise stated, you may not collaborate with others or use any references during any examination. Any student who plagiarizes or cheats in any way on quizzes or exams is subject to penalty, and sanctions by the instructor, the Office of Student Conduct, and/or the Academic Standards Committee. When academic dishonesty is detected by a faculty member, the faculty member determines the appropriate sanction. Sanctions that the faculty member can impose include work assignments or penalty grades, up to and including the course grade of "F for Cheating." Sanctions other than work or grade penalties must be recommendations on the part of the department to the Dean of the relevant academic division.

Actions/behaviors are examples and but limited to the following:
- Open another browser window or use any other method to lookup an answer.
- Communicate with anyone via online chat, telephone, e-mail, text message, in-person, or any other method.
- Use your phone or video camera.
- Ask someone to take the exam for you.

- Copy or photograph exam questions for your personal use or to share with others.

Exam Rules:
- Technical requirements for the exam include the following:
    - Use of either Mozilla Firefox or Google Chrome with Pop-Up blockers disabled.
    - A laptop computer – Chromebooks, tablets, iPads, etc. are not supported.
    - You may encounter difficulty using a MacBook and these are strongly discouraged.
    - An upload and download speed of 2 Mbps.
    - Students may not use a wireless mouse. Students must use the mouse pad on the laptop, no exceptions.
    - MUST use external web camera, no exceptions. Example [Web Cam](#)
- No sharing of equipment with other students (must use your own device at a separate location).
- Identical IP addresses for student's locations either intentional or unintentional during exams will be considered a breach of academic integrity and will result in automatic failure of the exam and/or course.
- No cell phones are allowed in the exam room for any reason either intentional or unintentional. If a student is found to have a cell phone in the exam room, this will be considered a breach of academic integrity and will result in automatic failure of the exam and/or course.
- No VPNs are to be used and if a VPN is found to have been used, this will be considered an automatic failure and a breach of academic integrity.
- The student must use their own zoom account for the exam, using another person's zoom account either intentional or unintentional during exams will be considered a breach of academic integrity and automatic failure of the exam and/or course.
- There will be no reviews of the midterm or final exams after submission of the exam without exceptions.
- Please note: You must ensure that you allow yourself set up time with the proctor. Set up time may be between 20-30 minutes which does not impact the time you have to take the exam. Exams SHUT OFF at 7 pm. Please keep this in mind. NO EXAMS should be scheduled with examity AFTER 5 PM. You will encounter difficulty and may not have assistance after this time.
- All proctored exams are held on Wednesday between 7 am and 7 pm.
- Students must be alone in the room.
- Students must have a clear desk and exam area, no tablecloths.
- Students must be connected to a power source.
- Students may not wear smart watches, google glass, or similar devices.
- Students cannot have a dual monitor or utilize screen casting.
- Students may not leave their seat.
- Students may not talk during the exam, only to the proctor.
- Webcam, speakers, and microphone must remain on throughout the test.
- The proctor must be able to see you for the duration of the test.
- Students may not wear baseball caps, hats, or scarfs. Religious garb is acceptable.
- Students may not wear earbuds or headphones during the exam.
- Students may not use any books or notebooks.
- No whiteboards, paper notes/scratchpad may be used during the exam.

- Students may not take a bathroom break.
- Students may not use a calculator.
- No water bottles or drinks are allowed during the exam.
- No external cables except the power cord and the cord for the external web camera.
- Students will need a large handheld mirror which does not need to be a full-length or wall-mounted mirror. Students will utilize the mirror to scan the front of the computer, camera, and desk space for any blind spots. The mirror does not need to be present behind the student for the entirety of the exam.
    - Example of a mirror – Handheld Mirror
- An external web camera will be used for ALL exams with no exceptions.
- Web camera MAY NOT be a smart camera, such as a nest, ring, etc.
- The external camera will show the student's hands, screen, and keyboard at all times – similar to https://www.youtube.com/watch?v=BoeXRLfpYv4
- A 360 degree sweep with the external camera will be performed.
- The student will use a large mirror to sweep the keyboard screen blind spot so that the proctor can view this area a second time.
- Open task manager during screen share with proctor and close all applications not associated with taking proctored exam.
- The proctor will verify that the student has turned the laptop's Bluetooth function off and this must be shown to the proctor.

Unless otherwise instructed, you will be required to have your two-way video camera on during the online exam, and a faculty member with access to your photo ID will be proctoring the exam online. After the exam, you should not discuss any course assessment, exam, or quizzes with other students.

Intellectual Honesty: Plagiarism

Plagiarism Procedure: Any student who plagiarizes or cheats in any way (e.g., tests, papers, presentations) is subject to penalty, and sanctions by the instructor, the Office of Student Conduct, and/or the Academic Standards Committee. When academic dishonesty (cheating or plagiarism) is detected by a faculty member, the faculty member determines the appropriate sanction. Sanctions that the faculty member can impose include work assignments (such as repeating a paper) or penalty grades, up to and including the grade of "F for Cheating." Sanctions other than work or grade penalties must be recommendations on the part of the department to the Dean of the relevant academic division.

Latex Allergy

Any student with a known latex allergy must notify the faculty to avoid placing the student at risk of an allergic reaction. Latex-free gloves will be made available in the nursing laboratory and in each practicum setting.

Leave of Absence (LOA)

Leaves of absence may be granted at the discretion of the academic program for medical or other extenuating circumstances. Students are strongly encouraged to contact their faculty advisor prior to pursuing any change in their plan of study, including an LOA. To request a leave of absence, students must complete the appropriate Leave of Absence form and provide appropriate documentation where requested.

Non-Medical leave of absence will be granted for one semester at a time only. Time accumulated during a leave of absence does not count toward the time limitation for completion of a graduate degree (see Academic Progress). For details regarding Medical Leaves of Absence, please refer to the Registrar's Office website.

A leave of absence may NOT be used in place of enrolling in a 997/998 Continuous Student Enrollment course (see Continuous Enrollment).
Students returning from a granted LOA will be required to complete the readmission application form and submit it to the Registrar's Office.

Matriculation

Matriculation refers to a student being accepted into a degree-awarding Program. Matriculated students can only be matriculated into one program at one institution at a time. Students who hold baccalaureate degrees from accredited institutions may take graduate courses without being accepted into a degree-awarding Program and are considered non-matriculated. A maximum of six credit hours can be taken as a non-matriculated student.

A student who is not continuously enrolled (see Continuous Enrollment) will be deactivated and lose matriculated status. Loss of matriculated status means that the student will need to start repaying any student loans, they will no longer have access to electronic library resources, and will need to submit an Application for Readmission Form through the Office of the Registrar to be reactivated in order to regain matriculated status and be allowed to register for courses or be graduated. Students who return after losing matriculated status are readmitted under the terms of the catalog appropriate to the new matriculation term, not the catalog of the original matriculation term.

Non-Matriculated Course Work

A maximum of six credit hours can be taken as a non-matriculated student. However, non-matriculated students may only take six credits of the following courses non-matriculated: NUR 588 (3 cr.), NUR 603 (3 cr.), NUR 609 (3 cr.), NUR 614 (3 cr.).

Practicum

Students who are unable to attend practicum for any reason will not be able to meet the objectives of a practicum course which will result in course failure. However, they may withdraw from the course and return at a later date when they can engage in all elements of the course (didactic, lab, or practicum) to meet all the objectives resulting in successful course completion.

If a student participates in their practicum experience without being cleared by a confirmation email, and/or while not in full health compliance, the student's practicum hours will not count and will need to be repeated. The student may also be subjected to the Code of Student Conduct, Disciplinary Policy, and/or dismissal.

Practicum: Change in Practicum Experience and or Change in Plan of Study

Students who decide to change their practicum plan or are not successful in their course are expected to notify their preceptors and keep in communication with the Practicum Coordinator.

Practicum: Conflict of Interest

A conflict of interest may affect practicum education when the practicum education site and the student have a relationship that could influence the provision of the practicum education experience or the evaluation of the student's performance during the practicum education experience. Examples may include, but are not limited to, practicum education sites where the student has been an employee; practicum education sites owned by, or employ, an immediate relative of the student or with a provider actively treating the patient. Students must disclose to the Graduate Practicum Coordinator and Practicum Faculty if a facility or setting is a potential conflict of interest.

Practicum: Delayed Practicum Placements

With the support of Utica University, the Graduate Practicum Coordinator will make every effort possible to obtain a Practicum placement site before the term start date; however, on occasion, placement efforts may continue into the start of classes. Any delay in a student's placement start date will require additional Practicum hours per week to obtain the minimum requirement of hours per rotation. Based on individual plans of study and consultation with faculty, students may have the opportunity to start Practicum placement no later than the end of Add/Drop.

Practicum: Documentation

Documentation of iHuman and practicum experiences must be current in the eLog tracking system. The student will document and submit their eLogs every two weeks in the practicum courses. Not documented is considered not done. <u>By Week 8 of the practicum course, at least half of the practicum hours must be completed and documented in eLOGS.</u> If the student participates in practicum and does not turn in the practicum log at the assigned time, they will forfeit those hours and receive a zero for the assignment.

Practicum: Malpractice Insurance

Students must have professional liability (malpractice) insurance to embark on practicum experiences. The University participates in a group malpractice insurance plan in which a course fee will be included upon registration in practicum nursing experiences.

Practicum: Predisposing Conditions

Before any practicum experience, it is in the student's best interest to inform faculty of any predisposing medical condition that may compromise their health and safety or patient safety. Such conditions/treatments include but are not limited to pregnancy, medications that may alter alertness or judgment. Confidentiality will be maintained, and all reasonable accommodations will be made to facilitate student progress.

If the student is employed and has filed a disability/worker's compensation claim through their employer, the University cannot provide clearance to partake in their fieldwork/clinical/practicums. The student must seek clearance from the claim administrator (employer) and be cleared to return to practicum by a health care provider.

Additionally, if the student has a note from a physician that excuses them from work/school for any reason unrelated to any disability or worker's compensation claim, they should have the physician specifically indicate that their excused absence does not prohibit them from engaging in their clinical, practicum, or fieldwork experiences.

Practicum: Readmission to Practicum Following Illness/Injury

Students are responsible for ensuring their safety and the safety of those they are in contact with throughout the practicum experience. An unexpected absence due to an illness/injury must be immediately communicated to the Practicum Coordinator and Practicum Professor. A medical release may be requested by the Practicum Coordinator and Practicum Professor prior to readmission to the practicum experience if it is felt that the student's illness or injury may limit or endanger the safety of self or patients.

Additionally, if the student has a note from a physician that excuses them from work/school for any reason unrelated to any type of disability or workers' compensation claim, they should have the physician specifically indicate that their excused absence does not prohibit them from engaging in their clinical, practicum, or fieldwork experiences.

Practicum: Readmission to Practicum Following Disability including Pregnancy and or Worker's Compensation

If the student is employed and has filed a disability/workers compensation claim through their employer, the University cannot provide them clearance to partake in their fieldwork/clinical/practicums. The student must seek clearance from the claim administrator (employer).

Practicum: Sites

The Department faculty must approve the health care agencies and institutions for the practicum experience based on the ability of the agency to provide the experiences necessary for the student to meet the course objectives. A Practicum Agency Agreement between Utica University and the practicum site must be in place before the student commences the practicum experience.

Due to the high volume of nursing students enrolled in area institutions, placements may not be readily available each semester. If a placement is not secured within an assigned time, students would be placed on a custom plan of study or be placed on leave.

Practicum: Transportation and Travel

Students are responsible for transportation to and from the site, including all transportation costs related to the practicum and immersion experience. Nursing students are expected to travel to practicum sites up to 100 miles each way. Students may not turn down placements due to transportation limitations, distance within the policy, or travel time. Utica University uses mileage as an objective measurement given the large and national scale of the program.

Commuting time cannot be counted towards practicum hours. The Graduate Practicum Coordinator considers commute time, associated costs of travel, and weather conditions when searching for placement sites. However, these factors ultimately will not be considered acceptable reasons for a replacement request. The Graduate Practicum Coordinator will do their best to assist students in placements within their communities whenever possible.

Professional Licensing: Procedure

Students will provide a copy of their Registered Professional Nursing Certificate each year. They must maintain a valid unencumbered registered nurse license while attending the graduate nursing program in the state that 1. Utica University is approved to deliver the graduate nursing program, and 2. where the student holds residency.

Students with past or pending disciplinary action against a professional license are advised that such actions may affect the student's participation in the program. Such actions include, but are not limited to, suspension, probation, or revocation by the licensing body. A past or pending disciplinary action against a professional license will not automatically disqualify a nursing student. Instead, the Dean of the University of Health Professions and Education will make determinations of suitability based on licensure status. Students must notify the Dean if any new complaints occur or an incident that changes licensure status while a student at Utica University. Failure to report a change in licensure status is considered a serious violation and could result in dismissal from the program.

Professional Licensing: Change in Professional Registered Nursing License Status

All Graduate Nursing Students must possess an unencumbered and unrestricted RN license in their state of residence throughout the duration of their graduate program. Students with past or pending disciplinary action against a professional license are advised that such actions may affect a student's participation in the program. Such actions include, but are not limited to, suspension, probation or revocation, by the licensing body. A past or pending disciplinary action against a professional license will not automatically disqualify a nursing student. Instead, the Dean of the Health Professions and Education will make determinations of suitability based on licensure status. Students must notify the Dean if any new complaints occur or an incident that changes licensure status while a student at Utica University. Failure to report a change in licensure status is considered a serious violation and could result in dismissal from the graduate program.

Readmission

A matriculated student not in attendance for one full semester loses matriculated status and must apply for readmission. This form should be completed and returned to the Office of the Registrar prior to the start of the semester. Note that late submission of this form may impede the registration process.
https://www.utica.edu/academic/registrar/readmission.cfm?action=form

Relocation

Utica University is not approved in all states, and therefore students who change their state of primary residency may not be able to continue in the Utica University Graduate Nursing Program. Students changing their state of residence, as defined by the state in which they intend to reside, are required to complete a Relocation Form, which can be obtained from their Academic Advisor. Once the form is submitted, the Academic Advisor will verify eligibility and will notify the student. Students will not be allowed to continue in the program until their relocation is approved.

Repeating a Course

A student may ONLY repeat two courses. Only courses in which the student earned a grade below B may be repeated, and a course may be repeated only once and with the written permission of the relevant program director. When a course is repeated, the lower grade remains on the transcript but is no longer calculated into the student's GPA (credit is only awarded once). Repeating a course may affect financial aid eligibility. Therefore, students are encouraged to speak with their student financial services counselor prior to registering. Note that a student is **required** to repeat a course in which a grade of F is received, which falls under the Academic Warning, Probation, and Dismissal policy. Students in the graduate nursing program must earn a B or better in all graduate program courses.

Social Media

Nursing students may not video or audio record at any time in a practicum setting or synchronous sessions. In addition, they may not post any material that could potentially violate patient confidentiality on social media sites. Students may be subject to disciplinary action by the school and the practicum agency for comments that are either unprofessional or violate patient privacy. In addition, HIPAA and FERPA regulations apply to comments made on social networking sites, and violators are subject to the same prosecution as other HIPAA and FERPA violations.

There has been an increase in electronic communication and social media methods   within businesses, healthcare environments, and academic learning institutions. When using these types of communication methods, it is important to be mindful of the consequences of their use. See below for a list of guidelines.

- Recognize obligation to maintain privacy and confidentiality.
- Do not disseminate information that will degrade or embarrass the patient.
- Do not transmit patient-related information.
- Do not post information that could reasonably identify the patient.

- Do not refer to patients in a disparaging manner.
- Do not take photos or videos of the patient.
- Maintain professional boundaries.
- Consult employer policies.
- Report breaches of confidentiality of privacy
- Be aware of employer and hospital policies on the use of computers, cameras, and other electronic devices.
- Do not post disparaging remarks about students, faculty, or staff member.

Special Needs
Please contact Learning Services in the Academic Support Services Center (315-792-3032), in order to determine eligibility for services and to receive an accommodation letter. Any accommodation must be submitted in written documentation at least four days in advance or it will not be considered for the exam. We will work with you to help you in your efforts to master the course content in an effective and appropriate way.

Student Conduct
As an institution, Utica University is committed to providing a safe and secure living and learning environment for all community members. Therefore, Utica University expects each student to uphold our community's values, norms, and expectations. Therefore, Utica University's Student Conduct program emphasizes each student's responsibility for themselves and other members of their community.

Integral to the Code of Student Conduct and our Student Conduct program is the connection to the University's core values. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this University community. The goals of the Student Conduct program include a commitment to fostering a sense of community that allows every member to comfortably live, work, and study in an atmosphere of mutual respect, providing a conduct process in which there is the opportunity for participants to experience personal growth and appreciation for the responsibilities of living in a community and assisting students in developing alternatives to inappropriate behavior. As a result, students will be held accountable for behavior that violates our Code of Student Conduct. Utica University follows the Utica University Code of Student Conduct. Please see this link https://www.utica.edu/student-conduct. Due to the high licensing standards of professional programs in nursing, the Master of Science in Nursing program at Utica University has additional academic demands than those presented in the graduate catalog of Utica University. Failure to meet these additional standards can result in probation or dismissal from the MS of Nursing program.

Student Conduct: Points System
It is expected that students will be respectful and professional in all participation and communication. Therefore, you are expected to maintain professional conduct and speech in all aspects of this course. Professional behavior demands a responsible and mature attitude in your approach to your course, both in-person and online. Disrespectful, unethical, unsafe, and or

unprofessional behaviors will not be tolerated within the nursing program and can result in course failure and or dismissal from the Utica University Nursing Program.

The Utica University Department of Nursing (Utica University DON) upholds the Utica University Student Code of Student Conduct. Utica University follows a Student Conduct Point System www.utica.edu/student-conduct. Utica University has developed a point system for sanctioning students who are found responsible for violations of the Code of Student Conduct. This point system is designed to provide clarity, predictability, and consistency in the sanctioning process. Assigned point values reflect the level of severity for each possible violation of the Code of Student Conduct. The system also tracks a student's conduct history. If a student continues to violate the Code of Student Conduct, their point total rises to reflect their conduct history. Point totals are cumulative within a single incident and over a student's academic career at Utica University. Therefore, an incident may result in multiple violations within the Student Conduct Point System. The graduate nursing program does not allow forgiveness of points.

Student Code of Conduct Violation Procedure

1. The faculty will complete an Academic Alert in Banner Web. See this link https://www.utica.edu/directory/center-student-success/academic-alerts

2. The faculty will follow the procedure outlined by the Utica University Student Conduct Policy. See this link https://www.utica.edu/student-conduct

3. Faculty will notify the Program Director of the Student Code of Conduct Violation in writing

4. Depending on the area(s) of concern, reasonable efforts will be made to support the student's learning. When specific concerns are noted, a learning contract may be used as one option.

5. If the student does not meet the criteria for continuation after being offered an opportunity for remediation, the student may be dismissed from the practicum site and or graduate nursing program. If a student is dismissed from a practicum site, they will receive an F grade for both components of the course.

Student Code of Conduct; Progressive Discipline Policy

1. The progressive discipline process will apply to any violation of the student code of conduct as outlined in the Student Handbook for non-academic issues.
2. Prior to issuing any disciplinary action, the faculty will check Utica University Navigate system to identify any previous violations.
3. When the nature of the incident requires a verbal warning, it will be documented as such.
4. A verbal or written warning will be issued by the faculty based on the incident that occurred or past violations.

5. Following the written warning, the student may progress to non-academic probation when a subsequent issue warrants further discipline.
6. Utica University's Nursing administration reserves the right to apply the most appropriate disciplinary action for the offense committed, inclusive of dismissing the student from the clinical setting, probation, or dismissal from the program.
7. Discipline/Probation document to include a summary of the verbal or written incident. The faculty and student will sign the document. A copy of the form is provided to the student.
8. All completed progressive disciplinary documentation will be scanned into the student's file in Navigate and will remain there until program completion.
9. Progressive discipline actions continue in effect throughout the student's enrollment in the program. Actions will be sequential and/or appropriate for the offense committed.

Taking Courses at Another Institution

Matriculated Utica University students must obtain prior written approval from the program director or chair before taking courses at another institution for credit at Utica University via the Permission to Study at Another Institution Form. Approval is not granted if the same or an equivalent course is offered at Utica University. Students who undertake such a study must meet all graduation requirements for the program they are matriculated in. In addition, for a course to be transferred, the student must have achieved a grade of B or better in the course.

Technology

It is the student's responsibility to make sure that they have the proper technology (i.e. computer, webcam). Furthermore, reliable access to the Internet prior to synchronous sessions and exams to complete course work. If a student anticipates a technology issue prior to any of these situations, their Instructor and Student Support should be notified proactively. A copy of the support ticket must be forwarded to the faculty in the event of a technology issue with assignments, exams or quizzes, synchronous sessions, or presentations. If the student does not send proof of technological issues from the ITs department, a zero will be assessed for that activity or assignment. Exam retakes are not allowed. Students should contact Student Support immediately if there is a technology issue during an exam. Students should not copy, paste, or photograph unsecured quizzes or exams when given the opportunity to review the questions and answers; this is considered a breach in academic honesty. All these situations will be reviewed by the Course Faculty and Program Director.

Transfer Credit

As an institution of higher learning, Utica University strives to protect the integrity of its degree offerings. A maximum of six graduate credits graded B or higher from a regionally accredited institution may be applied to a Utica University graduate program at the time of matriculation. The credits must have been completed within six years of the initial date of matriculation at Utica University and must be equivalent to the courses being replaced. The program director or chair and the school dean must give written approval to accept transfer credits via the Graduate Transfer Credit Form. Students who have already transferred six hours of credit from another University may appeal to the Dean of Graduate Studies for an additional three hours of credit. Appeals will be granted only under exceptional circumstances.

Uniform Policy

As representatives of the Utica University graduate nursing program and the nursing profession, students are expected to behave and dress in an appropriate manner. The instructor and the agency have the prerogative to send students away from a practicum site if they do not meet the appropriate dress criteria. The practicum site reserves the right to stipulate the attire required at the practicum setting/organization.

The purpose of the uniform policy is to identify personnel in agencies and to promote safety for both student and client in the prevention of cross-infection. The uniform is a representation of the Utica University Department of Nursing and therefore should be worn in all professional settings. All students should have a minimum of one (1) white lab coat, and a set of non-skid closed toe shoes.

The student uniform: white coat and student photo ID must be worn and visible when in the practicum area. It is understood that the white coat is clean, has no stains, and is not wrinkled. Most agencies allow a white lab coat to be worn over the street clothes. Check the uniform policy for the agency. Students may wear street clothes which portray a professional image with the University photo ID and flat, close-toed shoes. Jeans, "low-rider" pants, shorts, cut-offs, tank tops, or any other tight-fitting clothing that exposes the torso or under clothing is not acceptable.

Uniform Policy: Jewelry
- A watch with a second-hand must be worn with the uniform.
- A plain wedding band may be worn, but in some settings must be removed when caring for patients in isolation and when working in the operating room, delivery room or nursery.
- Only small post-type earrings are acceptable (limited to 2 per ear). No hoop or pendant earrings. Other body-piercings (eyebrows, nose, lips, tongue) are not acceptable.
- No other jewelry is worn with the uniform; it has the potential for scratching clients and for harboring bacteria.

Uniform Policy: Grooming
- It is assumed that high standards of personal appearance, neatness, and hygiene will accompany wearing of the uniform.
- All hair must be off the collar and neat. Unnatural hair color (orange, blue, green, purple) is not allowed.
- No nail polish or false fingernails (including acrylic or gel nails) may be worn.
- Fingernails may not extend beyond the fingertips; otherwise, they can scratch clients and impede manual dexterity.
- Make-up is to be moderate and unobtrusive.
- Fragrances (perfume, cologne, after-shave) are not to be worn since they may induce discomfort, nausea, or an allergic reaction in clients.
- Tattoos must be covered.

Safety and Performance

The student may be dismissed or sent home from the practicum, immersion weekend, synchronous sessions, lab, or simulation experience for being unprepared, unprofessional, or unsafe. Dismissal from any of these activities is considered an unexcused absence, and the student will receive an academic alert and or a Summary Dismissal.

Students must attend practicum well-rested and ready to assume practicum responsibilities for their patients. Therefore, students may not work in the overnight hours (i.e., 11:00 p.m. – 7:00 a.m.) on the night before a morning practicum experience.

Students may not exceed twelve hours in a practicum practice setting on the same day.

Students may not participate in practicum learning experiences if they have taken prescription narcotic medication less than eight hours prior to the start time of their practicum experience.

As individuals completing practicum rotations in area hospitals or practicum sites, students should consider the health and well-being of patients. In the case a student becomes ill, it is vital that they do not compromise the health of their patients. If there is any doubt about whether or not to attend practicum, the student should consult with their Practicum Faculty prior to attending practicum. Conditions that may warrant a practicum absence include but are not limited to the following:

- Skin lesions or rash, especially if lesions are weeping or fever is present.
- Non-intact skin or dermatitis
- Conjunctivitis or "pink eye."
- Diarrheal illness
- Cough of more than two weeks (unless explained by a non-infectious disease). Prolonged cough may be a symptom of tuberculosis or Pertussis.
- New onset of jaundice
- Exposure to TB, COVID-19, Measles, influenza, or any other contagious condition
- Any diagnosis of a communicable disease by the student's primary care provider. These conditions include but are not limited to COVID-19, measles, chickenpox, scabies, lice, TB, impetigo, mumps, streptococcal pharyngitis, staphylococcal skin infections, and influenza.

Student Representation on Department of Nursing Committees

Students are invited to participate in the decision-making process in a variety of ways, one of which is to become a member of the Department of Nursing Committee. Student representatives are needed on the following committees: Curriculum, Assessment, and Resources, as well as on the Nursing Advisory Board. Please contact the program coordinator if you are interested in participating on any of these committees.

Student Resources: Get Help

If you are having difficulty or need help with your written assignments or any part of the course, it is your responsibility to contact your instructor to get help. Do not wait until late in the semester if you are struggling. Get help—the sooner, the better.

Student Resources: Success Websites

- **Utica University Main Website:** http://www.utica.edu

- **Utica University IITS Help Sheets:** Helpsheets | Utica University

- **Utica University Computer Help Desk**: For computer-related problems and password issues: phone: (315) 792-3115; available from 0830-1700 Monday- Friday. OR: helpdesk@utica.edu.

- Course Delivery Support is available under the help corner. To contact support, click the 'Get Assistance with Your Course' link. This message will be sent to the course delivery support person. Use this support regarding questions on course delivery, i.e., you cannot access the quiz, or you find a broken link.

- **Engage Learning Management System** support is available 24/7 through Engage support hotline or Chat with Engage Support located under the help link.

- **Library Resources:** http://www.utica.edu/academic/library/resources/resources.cfm

- **Tutoring Resources:**
  - **Smarthinking** is an online tutoring service available to all UU students free of charge. It provides tutoring in various subjects, some available 24 hours a day, seven days a week. Some services are live interactions, while others are asynchronous, where questions or papers can be submitted, and a response received in ~24-48 hours. Graduate students may find the Writing Lab very helpful, where they can submit a portion of a paper and specify the area of assistance needed (e.g., grammar, punctuation, transitions).
  - **FNP Tutoring Sessions:** https://engage.utica.edu/learn/course/view.php?id=10735&section=7

  - **Read and Write Gold** is software to help you read, write, study, and research and can be found at: https://www.utica.edu/student/development/learning/rwgold/

  - **Grammarly Subscription:** https://www.grammarly.com/signin

- **Up-to-date Membership:** https://ezproxy.utica.edu/login?url=https://www.uptodate.com/contents/search?unid=%5E u&srcsys=EZPX533206

- **MS-Community Shell:** https://engage.utica.edu/learn/course/view.php?id=10735

Family Nurse Practitioner Sample Plan of Study

Core Courses (26 Credit Hours)		D1 D2	D1 D2	D1 D2	D1 D2	D1 D2	D1 D2	D1 D2
NUR 588 Organizational Leadership & Role	D1	X						
NUR 603 Quality Improvement & Safety in HealthCare	D2	X						
NUR 604 Advanced Pathophysiology	D1		X					
NUR 614 Statistical Analysis & Scholarly Inquiry Practice	D2		X					
NUR 608 Epidemiology & Population Health	D1			X				
NUR 609 Nursing Research and Evidence Based Practice	D2			X				
NUR 611 & 995 Residency Immersion Advanced Health Assessment I	D1				X			
NUR 615 Advanced Pharmacology I	D2				X			
NUR 616 Advanced Pharmacology II	D1					X		
NUR 621 Health Promotion and Primary Care I	16W					X		
NUR 612 Advanced Health Assessment II	D1						X	
NUR 622 Health Promotion & Primary Care II	16W						X	
NUR 613 Health Policy & Advocacy	D1							X
NUR 625 Health Promotion & Primary Care III	16W							X
NUR 634 NP Culminating Seminar	D2							X

This is a generic plan of plan of study and does not describe every student's possible plan of study

Nursing Education Sample Plan of Study

Core Courses (26 Credit Hours)		D1 D2	D1 D2	D1 D2	D1 D2	D1 D2	D1 D2	D1 D2
NUR 588 Organizational Leadership & Role	D1	X						
NUR 603 Quality Improvement & Safety in HealthCare	D2	X						
NUR 604 Advanced Pathophysiology	D1		X					
NUR 614 Statistical Analysis & Scholarly Inquiry Practice	D2		X					
NUR 608 Epidemiology & Population Health	D1			X				
NUR 609 Nursing Research and Evidence Based Practice	D2			X				
NUR 611 Advanced Health Assessment I	D1				X			
NUR 615 Advanced Pharmacology I	D2					X		
NUR 613 Health Policy & Advocacy	D1					X		

NUR 607 Curriculum Development & Implementation	D2					X		
NUR 618 Test Construction & Analysis	D1						X	
NUR 617 Instructional Design & Teaching with Technology (3 credits didactic & 1credit practicum/ **16W** population specific)							X	
NUR 623 Assessment & Evaluation in Nursing Education **D1**								X
NUR 624 Teaching Learning Practicum (2 credits didactic with 1 credit practicum/institution specific) **16W**								X

This is a generic plan of plan of study and does not describe every student's possible plan of study

Nursing Leadership: Sample Plan of Study

**This is a generic plan of plan of study and does not describe every student's possible plan of study

Core Courses (17 Credit Hours)		D1 D2	D1 D2	D1 D2	D1 D2	D1 D2	D1 D2
NUR 588 Organizational Leadership & Role	D1	X					
NUR 603 Quality Improvement & Safety in HealthCare	D2		X				
NUR 614 Statistical Analysis & Scholarly Inquiry Practice	D1			X			
NUR 608 Epidemiology & Population Health	D2			X			
NUR 609 Nursing Research and Evidence Based Practice	D1				X		
NUR 613 Health Policy & Advocacy	D2				X		
NUR 627 Organizational Theory & Human Relations Management	D1					X	
NUR 628 Innovation Leadership in Health Care	D2					X	

NUR 633 Healthcare Finance & Budgeting	D1					X	
NUR 631 Nursing Leadership Theory & Practice I (2 credits didactic with 1 credit	16W					X	
NUR 637 Mediation, Conflict Resolution & Negotiation	D1						X
NUR 632 Nursing Leadership Theory & Practice II (2 credits didactic with 1 credit	16W						X