

Donna M and Robert J Manning College of Nursing & Health Sciences



Undergraduate Nursing Program Student Handbook

2024-2025 Academic Year

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Program Color Key

TBSN

ABS N

RN BSN

SECTION 1: INTRODUCTION

1.1 Welcome from the Department of Nursing-

Welcome to the Manning College of Nursing and Health Sciences (MCNHS) of the University of Massachusetts Boston. The faculty, administrators, and staff of MCNHS hope your experience as a student is professionally and personally rewarding.

1.2 Purpose of This Handbook

The Nursing Department Handbook of the University of Massachusetts Boston (UMB) is a comprehensive guide for nursing students across various programs. The handbook is a dynamic document subject to periodic updates and improvements. Students are notified of changes through official UMB communication channels, maintaining transparency and accountability. This handbook supplements the online University publications, which contain general information related to student rights, academic policies, registration, financial aid, campus facilities, and course descriptions.

1.3 About the College

The Nursing Department is one of four departments within the Donna M. and Robert J. Manning College of Nursing and Health Sciences.

1.4 Nursing Department Philosophy

The philosophy of the Department of Nursing has been developed by the departmental faculty and is in accordance with the missions and visions of the University and the College. This philosophy contributes to the development of program goals and provides direction for students, faculty, and graduates. The faculty believes that the nursing meta-paradigm concepts include human beings, health, the environment, and nursing and that the nursing discipline can be studied within a systems framework.

Nursing is an art and science with a body of knowledge concerning human beings, their environments, and their levels of functioning in health and illness in interaction with multiple systems- family, health care, community, and society. Nursing knowledge is based on different

types of understanding, including facts (empirics), morals (ethics), personal experience (personal knowing), creativity (aesthetics), and social awareness (sociopolitical knowing). Ethical knowing includes rights and justice, responsibility, integrity, and ethical comportment, and caring as a moral imperative. As an essential human service, nursing responds to the needs of society by implementing culturally sensitive, evidence-based nursing practice. The accumulation of evidence is facilitated by the nursing process and research guided by theory, augmented by knowledge from other disciplines such as the physical, biological, medical, social, and behavioral sciences. Current and historical contexts from political, social, legal, ethical, and economic perspectives are also considered in determining nursing practice.

Entry into the practice of professional nursing requires a baccalaureate degree with a major in nursing. Professional nurses use the nursing process to work with individuals, families, groups, and communities to achieve optimal levels of wellness. Professional nurses are accountable and responsible for their nursing practice, applying leadership and management skills and collaborating with members of the health care team as they apply the nursing process. Advanced practice nurses, who hold earned master's or doctoral degrees in nursing, assume leadership roles in healthcare delivery systems through research, practice, teaching, and/or administration.

The human being is an integral, whole, and open system with biological, psychological, social, developmental, spiritual, and cultural attributes. Humankind is the focus of nursing practice and is made up of diverse multicultural populations. The faculty believes that human beings possess the right and ability to function on their own behalf in health promotion and disease prevention, detection, and management.

Education is a process in which changes, and learning is facilitated through interactions with teachers, learners, and the environment. Learning includes acquiring and generating new knowledge, skills, attitudes and values, and exercising sound clinical judgment, critical thinking, and reflection on actions. Optimal learning occurs when both the teacher and learner are motivated, open, engaged, and actively participate in creative, innovative, and integrative

processes. Learning is fostered by freedom of inquiry in an environment of acceptance, trust, responsibility, and commitment to social justice.

1.5 Mission, Vision, Values, and Goals

The current mission, vision, values, and goals can be found in the table on the following page which demonstrates the connection between the MCNHS College and Department Mission and values, goals, and outcomes.

MCNHS Mission, Values, Vision Statement, and Four Strategic Pillars	Department of Nursing Mission, Values, and Vision Statement	Nursing Department Goals	Undergraduate Nursing Program Objectives
<p>The MCNHS provides an intellectually rich and inclusive environment that fosters innovation in teaching, research, and service, for students, faculty, and staff, advancing systemic solutions for health across the lifespan and equity across populations.</p> <p>Values: Integrity, Transformation, Respect, Accountability, Collaboration, Excellence</p> <p>Vision: MCNHS will be recognized as a premier leader in the education of health innovators committed to achieving optimal population health equity in local and global urban communities is to improve the health of diverse urban populations through the integration of teaching, targeted research, service, practice and health policy in partnership with others.</p> <p>Four Strategic Pillars: EQUITY-QUALITY-INNOVATION- POPULATION HEALTH</p> <p>(Approved CNHS, Spring 2019)</p>	<p>The mission of the Department of Nursing is congruent with the missions and visions of the University of Massachusetts Boston and of the College of Nursing and Health Sciences. The Mission of the Department of Nursing is to create an inclusive, student-centered learning environment that fosters innovation in research, scholarship, education, and service and prepares graduates to promote health equity and quality as professionals working in complex systems.</p> <p>Values: Integrity, Inclusion, Diversity, Transparency, Transformation, Resilience, Relationships, Accountability, Collaboration, Equity, and Excellence. (Approved Spring 2019)</p> <p>VISION: To be the premier leader in educating innovative nursing professionals committed to advancing health equity and achieving optimal population health in local, global and urban communities by the development and evaluation of health policies.</p>	<p>The goals of the Department of Nursing address the community of learners through practice, scholarship, instruction, and service to the university, communities, and the discipline of nursing. The goals are:</p> <ol style="list-style-type: none"> 1. Support implementation of department bylaws. 2. Advance initiatives that align with the CNHS strategic plan. 3. Promote a culture of civility, self-care, and professional excellence. 4. Engage with University and community stakeholders across all missions of the Department of Nursing. 	<ol style="list-style-type: none"> 1. Demonstrate competence & clinical judgement in prioritizing person-centered, culturally sensitive care delivered with a focus on health equity. 2. Integrate best evidence into nursing practice to coordinate and manage health care for individuals, families, communities, and populations across the life span. 3. Analyze effective communication, teamwork, and collaboration strategies to address the concerns of diverse populations within complex healthcare systems. 4. Apply knowledge, skills, and attitudes of promoting wellness and managing illness and chronic conditions to advance health equity and enhance population health in local and transcultural communities. 5. Create a culture of quality and safety within complex healthcare systems to achieve optimal health outcomes across the lifespan for diverse populations. 6. Integrate informatics and technology into contemporary professional nursing practice to achieve desired patient outcomes. 7. Utilize current ethical and legal standards and health care policies to guide nursing practice and improve healthcare outcomes. 8. Demonstrate professionalism and leadership in contemporary nursing practice. <p>Revised and Approved Feb 2021 Undergraduate Program Committee and Department of Nursing</p>

1.6 Professional Nursing Standards

The department identifies the AACN Essentials: Core Competencies for Professional Nursing Education to guide the implementation of its curriculums.

1.7 Shared Governance

Faculty, students, and staff contribute to the evaluation and continuous improvement of the Nursing department and its programs. Students and faculty provide input into program evaluation and improvement through service on program and departmental committees. The College maintains the right to amend published policies, procedures, and requirements at any time to achieve stated missions and objectives.

1.8 Accreditation

The MCNHS Baccalaureate, Master's, and Doctor of Nursing Practice degrees are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791. The baccalaureate pre-licensure program is fully approved by the Massachusetts Board of Registration in Nursing. The University of Massachusetts Boston is accredited by New England Commission of Higher Education (NECHE).

1.9 Organization of MCNHS

The Dean of the College oversees the overall direction and operations of the College, including 4 departments: Exercise and Health Sciences, Gerontology, Nursing, and Urban Public Health. The Dean is supported by an Associate Dean of Academic Affairs, an Associate Dean of Research, and an Assistant Dean for Administration and Finance. The Department of Nursing Chairperson reports to the Dean. The Chairperson is supported by the Assistant Chairperson, Program Directors, track coordinators and their Program Assistants. The Department of Nursing Chairperson and Assistant Chairperson facilitate implementation of curricula and policies developed by the faculty. Undergraduate Program Directors are responsible for implementing curricula and policies with support from the Department of Nursing faculty and Program Assistants. Undergraduate Nursing Program Directors oversee the programs professional staff working therein.

The Office of Student Success and Engagement (OSSE).

This department is supervised by the Senior Director who oversees a team of Academic Advisors, Writing House Online (WHO), and the MCNHS First-Year Scholars program. The Academic Advisors work closely with students on academic success, course registration, and other academic processes.

Contact <https://www.umb.edu/nursing-health-sciences/student-success-engagement/who/>

Writing House (WHO) is MCNHS's dedicated academic writing support center, serving all MCNHS students, in any class, from the first year through graduate level. Schedule a live tutoring session (on-campus or online) or request asynchronous written feedback on your paper via WHO's scheduling system: <https://umb.mywconline.net/>

For more information, please email WritingHouse.CNHS@umb.edu, or call (617) 287-7372.

Please also visit their web page for further information.

The Clinical and Internship Placement Office (CIPO) is led by a Coordinator and supported by Clinical Placement Specialists. The CIPO oversees relationships with clinical agencies as well as the clinical clearance and placement of students within their clinical agency sites for clinical courses, preceptorships, and internships. To maintain partner compliance per our affiliation agreements, the CIPO staff regularly communicates with various outside constituents, such as healthcare partners and their legal counsel, the Office of General Counsel, the Board of Health, the Center for Disease Control, the Massachusetts Centralized Clinical Placement System, and others.

The Center for Clinical Education and Research (CCER) is led by a director and houses the Nursing Labs, Simulation Suite, Competency Testing Rooms, Computer Lab, and Academic and Clinical Support Programs. The CCER promotes student engagement in a range of educational activities that will maximize the successful completion of their program of study and transition into practice, including the Plan for Success program, clinical tutoring, and mandatory clinical competency examinations.

SECTION 2: POLICIES AND PROCEDURES

2.1 Admission

Admission to undergraduate nursing is competitive and requires the submission of appropriate application and related documentation. Specific admissions criteria for each program are listed separately on the MCNHS website:

<https://www.umb.edu/academics/program-finder/accelerated-bachelor-of-science-in-nursing-abs-n/>

<https://www.umb.edu/academics/program-finder/nursing-rn-bsn/>

<https://www.umb.edu/academics/program-finder/nursing-bs/>

All newly admitted Traditional (TBSN) & Accelerated (ABSBN) students must attend and complete a mandatory new student orientation before enrolling in classes in the first semester. The MCNHS complies with the UMB policies on admission. UMB prohibits discrimination and harassment based upon a legally defined protected class such as an individual's race, creed, color, national origin, ancestry, age, religion, sex, gender, religion, marital status, veteran status, sexual orientation, gender identity and expression, genetic information, disability, and any other class of individuals protected from discrimination under applicable federal, state or local law, in employment, admission to and participation in academic programs, activities, and services, and the selection of vendors who provide services or products to the University.

2.2 Disability-Related Accommodations

Both the College and University adhere to the Americans with Disabilities Act as Amended (ADAAA) and Section 504 of the Rehabilitation Act of 1973.

The Ross Center for Disability Services approves and coordinates academic accommodations, provides resources, and offers training in assistive technology. If you are a student at UMB and have a disability, you may be eligible for accommodations through the Ross Center. For more information about the Ross Center, including eligibility information and a description of the process for applying for reasonable accommodation for a qualified disability.

<https://www.umb.edu/academics/seas/disability-services/>

Pregnancy, childbirth, pregnancy loss, and early parenting accommodations are provided by the Office of Civil Rights and Title IX. For more information about this process or to seek accommodation. <https://www.umb.edu/crtix/>

While MCNHS will make every effort to work with students with disabilities to accommodate their disability-related needs, MCNHS is not required to provide accommodations that fundamentally alter or waive essential program requirements. Students are expected to meet the technical standards necessary to participate and succeed in clinical education.

Accommodations are made on a case-by-case basis using the American Association of Colleges of Nursing Model Technical Standard for Nursing Education Programs (Appendix A). Individuals interested in applying for admission to the programs should review these standards to develop a better understanding of the skills, abilities and behavioral characteristics required to successfully complete the programs. If you believe you may have a qualifying disability or that you require reasonable accommodations to meet any of these technical standards, you may contact the Ross Center for Disability Services.

2.3 Attendance

MCNHS follows the university policy for attendance.

In addition, MCNHS requests that students who anticipate excused absences for religious observances, university sanctioned activities, or governmental obligations, notify course faculty within the first week of classes so that appropriate arrangements can be made.

In the case of an absence of more than 3 days, students should request a Notice of Absence (NOA) letter from the Deans of Students office.

Attendance in class, clinical, and labs is expected of all students. Students are responsible for meeting all course requirements and learning objectives. Should a situation arise that prevents a student from attending class, clinical or labs, the student is expected to notify the faculty member as soon as possible. The faculty member is not obligated to provide make-up work for absences, and students with excessive absences may be advised to withdraw from the course.

2.4 Advanced Placement of Military Personnel

Policy for Advanced Placement of Military Personnel Eligibility for advanced placement or transfer of military education, training, or service will be determined based on the equivalence

of the military training to the curricular requirements of the UMB pre-licensure nursing programs. Applicants are required to provide official transcripts and supporting documentation such as course descriptions, syllabi, or evaluations related to their military education, training, or service. These documents should be submitted to UMB Admissions for evaluation by the appropriate program option director. Based on the evaluation, individuals who meet the equivalence criteria may receive academic credit or other forms of recognition for their military education, training, or service in accordance with the UMass Boston transfer credit policies. The program option director is responsible for evaluating and determining equivalencies of military education, training, or service. The Office for Student Success and Engagement will provide guidance and support to individuals seeking advanced placement or transfer of military education, training, or service.

Eligibility for advanced placement or transfer of military education, training, or service will be determined based on the equivalence of the military training to the curricular requirements of the UMB pre-licensure nursing programs.

2.5 Interdepartmental Transfers

Nursing students and Exercise and Health Sciences students may apply for an internal transfer from one Department to another. Such a transfer is not guaranteed, and students must meet the same admissions criteria and deadlines for their desired program as new transfer applicants. The undergraduate nursing program is competitive, and transfer is based on academic standing in pre-requisite nursing courses and space availability in the program.

Students who complete their BS in Exercise and Health Sciences are eligible to apply for an Accelerated BS in Nursing, subject to the admissions policies, deadlines, and procedures listed above, and this is considered a Second UMB Degree rather than an interdepartmental transfer. Admission is not guaranteed.

2.6 Transfers Between Nursing Program Options

Since the delivery and structure of educational content is different for the Traditional Option from the Accelerated option, transfers are not allowed between the two program options. Pre-licensure nursing students are not eligible to transfer to the RN-BS program.

Requests to Take Non-UMB Courses during Program

In accordance with university policy, all courses taken after matriculation to MCNHS must be taken at UMB to receive credit. Students with a compelling rationale to enroll in a course at another accredited university or college while matriculating at UMB in good standing must first discuss their plans with their academic advisor and program director. The student then must next seek permission from the Registrar. (NOTE: only the Registrar can grant permission to take a course off campus). The student must use the Transfer Credit Permission Form to obtain permission from the Office of the Registrar.

https://www.umb.edu/media/umassboston/content-assets/documents/pdfs/UndergradTransferCreditPermissionForm_SP22V1.pdf If this request is approved, the student should keep a copy of the approval for their records, register for the course at the location approved and after finishing the course successfully, submit an official transcript to the Registrar's Office as soon as it is available to have credit applied to the official UMB degree audit. It is the responsibility of the student to ensure the completion of this process and that the transfer credit appears on their degree audit.

2.7 Courses Completed Prior to Matriculation

Only courses that fulfill a MCNHS requirement will transfer. Courses must be at least three (3) credits. General education and/or elective course must have been completed with a grade of "C" or better to transfer. Non-science courses do not have a time limit. Three-credit health science courses must have been completed with a minimum grade of "C+" or better and within 10 years of transfer application.

Lab science courses must be four (4) credits and must have been completed with a grade of "C+" or better to transfer. In addition, Nutrition and Growth and Development (Across the Lifespan: Birth to Death) courses taken at other institutions may be awarded credit if the courses are comparable to those at UMB and if they have been completed with a minimum grade of "C+" or better. General Education and/or elective courses taken at other institutions may be awarded credit with a grade of "C" or better. Courses in the natural sciences, e.g., biology and chemistry, must have been taken within ten (10) years before matriculation into MCNHS for Traditional and Accelerated BS transfer students.

2.8 Transfer Policies Transferring Credits to MCNHS

Pursuant to university policy, a maximum combined total of 90 credits may be transferred from other schools. Students may only transfer a maximum of 70 credits from a community or two-year college and are advised to refer to the Office of Undergraduate Admissions for information about college transfer/articulation agreements.

2.9 Educational mobility

Educational Mobility is a process by which individuals complete formal and/or informal educational offerings to acquire additional knowledge and skills. To the extent possible, educational mobility should build on previous learning without unnecessary duplication of that learning and be focused on outcomes (AACN, 1998). To avoid duplication of learning the Undergraduate Nursing Program supports the following:

Transfer Credit Petition for Non-Clinical Nursing and Non-Nursing Courses

Upon transferring to MCNHS, students receive a Transfer Credit Evaluation Report from Undergraduate Admissions that applies previously earned credits to the Program curriculum. Students may request to receive credit for no more than three of the following non-clinical nursing courses taken prior to matriculation that will not automatically transfer:

HLTH 201 Pathophysiology
NU 220 Health Assessment
HLTH 230 Lifespan Growth and Development
HLTH 314 Pharmacology
NU 320 Nursing Research
NU 332 Legal, Ethical and Health Policy Issues

The course description and syllabus from similar courses taken at an accredited program will be reviewed by the program director who will determine if they are equivalent and therefore transferable.

MCNHS offers several options for educational mobility beyond the baccalaureate degree including: BSN-MS, BSN-DNP, BSN-PhD.

Traditional Undergraduate Nursing Students Taking Graduate Level Courses

An undergraduate nursing student in the traditional or RN-BS program who is interested in pursuing graduate education may be eligible to take up to two graduate nursing courses as specified in the policy below:

For those interested in a MS or BSN-DNP (Doctor of Nursing Practice):

Traditional or RN-BS students (who have a GPA of 3.3 or higher, may be allowed to take up to two graduate level nursing courses: Advanced Pathophysiology NUR617 and/or Advanced Pharmacology NUR 634, and/or NUR 618 Health Policy with the permission of the Undergraduate Program Director, Graduate Program Director/ Track Coordinator and Course Instructor

For those interested in a BSN-PhD (research focused degree):

Traditional and RN-BS undergraduate nursing students who have a GPA of 3.3 or higher, may be allowed to take up to two doctoral level nursing courses (from the BSN to PhD curriculum): NU700 (Philosophy of Science), 750 (Contemporary Disciplinary Knowledge), 757/705 (Health Disparities/Social Determinants of Health, 760 (Biostats 1) during their senior year, with the permission of the Undergraduate Program Director, PhD Program Director and Course Instructor.

2.10 Course Exemptions

Students who have previously completed the MassTransfer Block or Associate degree at a Massachusetts institution of public higher education are exempt from First Year Seminar (FYS), Freshmen English (FE), and Arts/Humanities (AR/HU) requirements.

Students who hold a prior baccalaureate degree from an accredited, four-year College or University are exempt from the FYS, FE, AR/HU, World culture/World language (WC/WL) and Writing Proficiency requirements.

2.11 Incomplete Grades for Courses (INC)

See policy on incomplete grade at the following link:

<https://www.umb.edu/registrar/policies/incomplete/>

1. A student must complete at least two-thirds of course activities including assignments, exams and other requirements to request an incomplete from an instructor. Grades of Incomplete are granted entirely at the discretion of that course faculty member in consultation with the Program Director. If the faculty member agrees, they will draft an Incomplete Contract, which specifies the outstanding assignments needed to be completed, as well as an agreed upon timeframe for completion, not to exceed one calendar year from the last day of the course.
2. The agreed Incomplete Contract should be signed by both faculty member and student, and it must then be approved and signed by the Program Director. The nursing student is entirely responsible for adhering to the terms of the Incomplete Contract. If the contract requirements are unfulfilled within the one-year time limit, the result is a final course grade of "F."
3. Nursing students must complete any incomplete grade BEFORE entering any subsequent nursing course for which the incomplete course is a pre-requisite.
4. Once a student completes the course requirements, the faculty should initiate a Change of Grade process in collaboration with the Program Director. When the Change of Grade Form is submitted to the registrar, the student and faculty can see that the grade was changed in WISER.

2.12 Withdrawal

Undergraduate nursing students should follow the University's general Academic Regulations regarding course withdrawal. Nursing students are also expected to be aware of withdrawal policies and deadlines, which are available from the Student Withdrawal from BSN or Pre-requisite Courses.

Withdrawal from a clinical course or course with co-requisites should be discussed with academic advisors and program director, as progression is based on fully meeting these requirements. Students must note that they are responsible for program costs if they withdraw from the program after the Add/Drop deadline.

Registration in a clinical or lab course in a subsequent semester is based on space availability.

2.13 In-Semester Deadline Waiver and Retroactive Withdrawals

At certain times, emergency personal and/or medical situations may occur which prevent a nursing student from meeting the published add/drop/withdrawal deadlines. When such situations occur, students may either a) proactively seek a waiver of in-semester deadlines, or retroactively withdraw from a prior semester in its entirety. Students enrolled in the ABSN program understand that many of their courses only run through part of the term. Students enrolled in the ABSN program agree to follow the full-term dates and deadlines as it relates to academic decisions and financial responsibility.

2.14 First-time Withdrawals

Upon matriculation, undergraduate nursing students may withdraw, i.e., receive a semester grade of "W" without penalty from two required nursing, science, or health science pre-requisite courses for the entire duration of their academic career. Students withdrawing from these courses should meet their academic advisor (and notify your faculty) prior to withdrawing to ensure that such a situation does not occur again. Please note students are unable to withdraw from these courses through WISER until the hold is removed (once approved by the faculty or academic advisor).

2.15 Subsequent Withdrawals

A pattern of withdrawals from nursing, science, and/or health science pre-requisite courses puts a student at risk for dismissal from the nursing program. Students will be dismissed from the nursing program in the following academic circumstances:

Three withdrawals from nursing, science, and/or health science pre-requisites.

Two grades of "C" or below in nursing, science, and/or health science pre-requisites.

2.16 Voluntary Withdrawal from MCNHS

Students who consider withdrawing from the College or taking a leave of absence from the University should first discuss their situation with their faculty or academic advisor. If a faculty advisor has not been assigned, discuss the situation with an Academic Advisor or the Program Director.

If the student then decides to withdraw, they must first meet with a member of the OSSE office to obtain a signature from the Senior Director of Student Success & Engagement (a withdrawal

form should be printed from the UMB website for this purpose). Once signed, the student must bring the completed form to the Registrar. Student Services will request completion of an exit survey by any student who withdraws from the program.

Any student who voluntarily withdraws from MCNHS in good academic standing, with the intention of returning, should apply for readmission by contacting an Academic Advisor as soon as possible. Nursing students who “stop out” from MCNHS for more than four consecutive semesters are subject to the regulations, policies, and procedures of their program currently in force on the date of their application for readmission. The student’s readmission application will be assessed by the Standards and Credits and/or Admissions Committee.

2.17 Readmission to MCNHS Nursing Programs

Students seeking readmission to MCNHS must Apply for Readmission.

Students who leave or left the nursing program in good academic standing with a cumulative GPA of 2.5 or better will be considered for readmission on a space available basis. Regardless of academic standing, students who seek to return are expected to adhere to readmission deadlines posted on the MCNHS website. Students seeking readmission to MCNHS should first obtain a re-enrollment form from the Office of the Registrar's website.

Instructions for readmission can be found here:

Readmission after an absence of two (2) or more years requires approval of the MCNHS Standards and Credits Committee. If readmitted, students will be subject to curriculum requirements as well as college and university policies in effect at the time of readmission. If readmission is granted, an individual program of study may be developed to accommodate any curricular changes.

2.18 Filing for Graduation

Information on planning and applying for graduation can be found on the registrar’s page:

<https://www.umb.edu/registrar/graduation/>

To graduate with a Bachelor of Science in Nursing, MCNHS students must:

Complete a minimum of 30 residency credits at UMass Boston. (Students who hold a previous bachelor's degree from UMB must complete a minimum of 30 residency credits in addition to their first degree).

Complete credits (54 credits for ABSN, 123 for TBSN) as reflected on the Degree Audit Report or Transcript and following the Curriculum Plan in effect when the student matriculated.

<https://www.umb.edu/academics/program-finder/accelerated-bachelor-of-science-in-nursing-abs-n/>

<https://www.umb.edu/academics/program-finder/nursing-bs/>

Clear all restrictive "holds" listed in their WISER account, including outstanding balances, immunization records, and/or advising holds.

Apply for Graduation online through WISER. This is listed on the UMB Commencement web page and Academic Advisors send out periodic reminder emails.

2.19 Nationally Recognized Predictive Exam Policy

a. The MCNHS utilizes a nationally normed standardized predictive exam to demonstrate the learner's readiness to take the NCLEX RN®. All pre-licensure nursing students will be required to take these exams throughout the curriculum as well as a NCLEX preparation course

TBSN

All pre-licensure senior level-nursing students will take Predictive Exit Exam while enrolled in Leadership and Professional Development (NU456). The Exit Exam will be utilized for NU 456. The first Exit Exam will not be graded and used as a practice exam. The second Exit Exam will be graded and worth 10% of the course grade. Students scoring lower than 850 on the Exit 2 Exam will be required to take a third exit exam. The third Exit Exam will not be graded, and students will need to score 850 or above. For students scoring below 850 on Exit 3 remediation will be required as outlined in the syllabus to meet the course requirements. Approved UGPC 11/23. Upon graduation, pre-licensure nursing students are required to complete a specified external NCLEX-RN® review course prior to taking NCLEX-RN®. Approved UGPC 9/15

NOTE: License application procedures may be delayed pending adherence to requirement

ABSN

The predictive NCLEX assessments are administered in the last semester of the program, specifically, in the NU471 course. Students are required to complete comprehensive practice predictor assessments and demonstrate weekly remediation based on their practice assessment performance. Specific remediation expectations are outlined in the course syllabus. Both

comprehensive practice assessments and the intensive remediation of those assessments must be complete to sit for the proctored comprehensive predictor assessment. Upon completion of the program, pre-licensure nursing students are required to complete a specified external NCLEX-RN® review course prior to taking NCLEX-RN®. Attendance is mandatory. Approved UGPC 9/15

NOTE: License application procedures may be delayed pending adherence to requirement

2.20 Academic Integrity

Students are expected to adhere to the Code of Student Conduct, including policies about academic integrity, delineated in the University of Massachusetts Boston.

<https://www.umb.edu/academics/academic-integrity/>

2.21 Professional & Ethical Conduct Maintaining Professional Standards of Conduct

MCNHS endorses the American Nurses Association Standards for Excellence as a foundation to our professional standards of conduct: <https://www.nursingworld.org/practice-policy/nursing-excellence/>

Additionally, MCNHS endorses the American Nurses Association Standards for Excellence as a foundation to our professional standards of conduct. Civility is an essential attribute of UMass Boston MCNHS students. As representatives of the College and University, MCNHS students are expected to:

1. Accept responsibility for one's actions and attitudes,
2. Develop and maintain appropriate personal and professional relationships and boundaries,
3. Demonstrate a respectful, sensitive, and non-judgmental manner with others, e.g., peers, faculty and staff members, clients, families, and the public, regardless of race, culture, ethnicity, religion, work experience, gender, age, difference of ability, and sexual orientation,
4. Demonstrate personal and professional honesty and integrity and are expected to adhere to the testing policies and guidelines listed in the course syllabi. Should a faculty member suspect a student of academic dishonesty, the faculty member will follow the policy for academic honesty.
5. Complete assignments as required and scheduled, providing prior notification to faculty of any emergencies which might interfere with this completion,
6. Participate in classroom, lab, and group/team activities, arriving on time and prepared,

7. Display professional appearance and presentation in all MCNHS-related activities,
8. Use good judgment in all decision-making and provide sound rationale for actions,
9. Respect others during classroom and lab activities, i.e., no talking while others are talking, silencing cell phones, and avoiding inappropriate use of computers,
10. Maintain confidentiality of client information in conversation, electronic, and written means.

In addition to the University and College Code of Conduct, as a registered nurse, there are national standards of ethical conduct provided by the American Nurses Association.

American Nurses Association. (2001). Code of Ethics for Nurses with Interpretive Statements. <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

2.22 Plagiarism and Cheating

Should a faculty member suspect a student of plagiarism or cheating, the faculty member will notify the nursing student in writing of the charges and inform him/her of his/her rights and responsibilities as outlined in the University's "Procedures for Academic Dishonesty":

<https://www.umb.edu/academics/academic-integrity/>

Before reporting a suspicion of academic dishonesty, the faculty member may discuss the matter with the student and/or the faculty member's chairperson. If the faculty member determines after such consultation and investigation that academic dishonesty did not in fact occur, no formal charge of academic dishonesty will be made.

To initiate formal proceedings, a faculty member who suspects a student of academic dishonesty must inform the student in writing of that fact within ten (10) business days of the discovery of the alleged violation. Details of the process can be found:

https://www.umb.edu/media/umassboston/content-assets/learningdesign/pdf/FINALUMBCode9-5-18-Appendix_B_V2.pdf

Students may appeal the academic dishonesty sanctions. Details can be found:

<https://www.umb.edu/academics/provost/academic-integrity/student-guidance/#d.en.742984>

Academic advisors in OSSE can work with students throughout this process.

2.23 Breaches of Ethical Conduct

Should a member of MCNHS faculty or administration suspect a nursing student of a breach of ethical conduct unrelated to discrimination or harassment, including sexual harassment, as defined in either the UMB Code of Conduct or the ANA Code of Ethics, that person will notify the student of the alleged breach in writing describing the concern in full using evidence of the alleged breach and ask to meet with the student within ten (10) school days of the date of the alleged occurrence.

The student can and is encouraged to seek guidance and support from the Senior Director of the Office for Student, Support, Success, and Engagement (OSSE) or their academic advisor. The student can invite the Senior Director of OSSE or academic advisor to the meeting. Likewise, the faculty member can invite the Program Director or the Department Chairperson to the meeting. If the issue is resolved, the faculty member will inform the student in writing within ten (10) days and no documentation against the student will be issued.

If the issue is not resolved at this meeting, the faculty member will notify the nursing student in writing within ten (10) days of the meeting identifying the alleged violation and the recommended sanction that should be imposed or not imposed with circumstances identified. A copy of this notification will be sent to the Undergraduates Studies Director, Dean of Students or Dean of Graduate Studies, Senior Director of Student Support, Success & Engagement (OSSE), Program Director, Department Chairperson, and MCNHS Dean. Sanctions for breaches of ethical conduct may include, but are not limited to, a zero (0) for the assignment, course failure or other sanctions up to dismissal from the nursing program, per university policy. Often these sanctions are stipulated in the course syllabus but at times may not be syllabus bound in the case of professional behaviors (ANA Code of Ethics) or other criminal activities.

2.24 Intolerance

The University denounces intolerance, particularly that based on ethnicity, culture, religion, race, or sexual orientation which interferes with those rights guaranteed by law and insists that such conduct has no place in a community of learning. See the University's policy on intolerance at <https://www.umb.edu/campus-life/current-students/policies/intolerance/> and <https://www.umb.edu/campus-life/dean-of-students/student-conduct-process/> .

At all times, the process described above will be kept private. Faculty and administrators should not share the event and process with anybody outside of those adjudicating the situation. The

student will be notified regarding next steps in the process by the Office of Undergraduate Studies.

2.25 Electronic Communication & Social Media Policies

All those who represent MCNHS are expected to exercise respect, sensitivity, discretion, and politeness in all forms of communication, including verbal, nonverbal, written, and electronic.

Students are expected to behave in accordance with the ANA Code of Ethics and to demonstrate sound judgment and Good Moral Character when communicating online or through email with clients, peers, faculty, and staff members and/or when participating in social media.

Review the University Policy on social media: <https://www.umb.edu/marketing/social-media/>

All MCNHS faculty students and staff are expected to act in accordance with the Health Insurance Portability and Accountability Act (HIPAA) and need to be aware of the potential consequences of disclosing patient-related information via social media or other electronic media. MCNHS has the right to take appropriate academic and/or legal action up to and including dismissal from the school for any and all HIPPA violations.

It is university policy to exclusively use students' UMass Boston email addresses to communicate with students. It is each student's responsibility to set up his/her account and check it a minimum of twice weekly. ABSN students are encouraged to check their email daily to keep up with the fast-paced nature of the program. For more information, please visit www.umb.edu/it/getting_services/email. Students who experience problems with their UMB email account should contact the IT Service Desk at ITServiceDesk@umb.edu, 617-287-5220, or the 3rd floor of the Healey Library during regular business hours (Monday-Friday, 8AM-6PM, excluding holidays).

The MCNHS website includes a faculty/staff directory with contact information to facilitate communication between students, faculty, and staff: There is also an Offices & Directory listing on the University website. However, before contacting faculty or staff members, be sure to

review appropriate information on the MCNHS website and this Handbook, as many of your questions will be answered there.

2.26 Student Rights and Grievances

All concerns will be handled in accordance with written policies of the University of Massachusetts Boston and MCNHS.

The college encourages direct communication for resolution of the concern. Concerns may relate to, but are not limited to, the course expectations, the overall program of study, faculty, classmates, college staff, or other college activities.

Note: communication below refers to BOTH the complaint in writing AND the person-to-person meeting.

For Course-related concerns or complaints, the course faculty member will serve as the student's first resource and primary contact for communication.

For Program-related concerns or complaints, the Program Director will serve as the student's first resource and primary contact for communication.

For College-related concerns or complaints, the Senior Director of Student Support, Success, and Engagement (OSSE) will serve as the student's first resource and primary contact for communication.

Should grievances or concerns arise as part of the educational experience students have the right to due process by following the steps outlined below.

The following Grievance Procedure applies to all undergraduate and graduate degree programs.

- Directly address the concern with the faculty member or staff member concerned.
- If there is no resolution, let the faculty or staff member know your concern is unresolved and contact the course coordinator, if applicable.
- If no resolution, let the course coordinator, if applicable, know your concern is unresolved and contact the Program Director or Track Coordinator.
- If there is no resolution, let the Program Director or Track Coordinator know your concern is unresolved and contact the Senior Director or the Office of Student Success, Support and Engagement (OSSE).

- If there is no resolution, let the Senior Director or the Office of Student Success, Support and Engagement know your concern is unresolved and contact the Nursing Department Chairperson.
 - For grade appeals, the nursing department chairperson's decision is final.
- If no resolution, let the Nursing Department Chairperson know your concern is unresolved and contact the Associate Dean for Academic Affairs.
- If there is no resolution, let the Associate Dean for Academic Affairs know your concern is unresolved and contact the Dean.

2.27 Appeals of Grades Received

Students who dispute a grade received for a paper, examination, or course must first meet with the involved faculty within two weeks of receiving the grade. Discussion should focus on understanding the evidence for the grade. Students are also encouraged to meet with their faculty advisor or academic advisor for support and guidance. If a mutually accepted understanding is not reached, either party may ask to meet with the Program Director. The Program Director will try to help parties involved reach a mutually accepted understanding. If a satisfactory resolution is still not reached, students may appeal to the Nursing Department Chairperson, whose decision will be final.

In addition, the following University-wide offices are the appropriate venues to raise specific concerns:

Ombuds Services is a confidential resource for any member of the UMass Boston community experiencing a university-related problem, conflict, or concern. The Ombuds can help you think through complex issues, understand your options, and consider next steps. Where appropriate the Ombuds can provide practical assistance toward a resolution. As a confidential, informal, impartial, and independent third party, the Ombuds is unbiased and "off-the-record." Call 617-506-9449 or email ombuds@umb.edu to schedule a phone, Zoom, or in-person appointment.

<https://www.umb.edu/ombuds/>

Concerns related to discrimination or harassment, including sexual harassment, should be reported to the https://cm.maxient.com/reportingform.php?UMassBoston&layout_id=2

2.28 Dismissal from MCNHS Programs

Students who are applying for readmission after being dismissed from the program or those who left when they were not in good academic standing will be reviewed by the Standards and Credits Committee before a decision is made. Appeals of dismissal from MCNHS must go before the Standards and Credits Committee (SCC). Students are advised to make an appointment with the Program Director to discuss their appeal.

The student filing the Appeal must submit a letter of appeal along with:

- A copy of the documentation received from MCNHS, which outlines the reasons for dismissal.
- A statement of the student's rationale and evidence supporting why they should not be dismissed.
- A copy of the student's unofficial UMB transcript.

Letters of support from course faculty and/or other supporting documentation encouraged, but not required, to help the committee understand the circumstances that led to the dismissal.

After the SCC committee meets the students will be notified in writing of the decision of the Standards and Credits Committee. Students whose appeals are successful should contact their advisor soon after they receive notification of their appeal to discuss how to improve their academic performance. Students dismissed by the SCC will be directed to The Academic & Career Engagement and Success Center for assistance in selecting a new program.

2.29 Policy Exception Requests

Under extenuating circumstances, a student may petition to allow a policy exception such as taking a course out of sequence, without a co-requisite. Petitions are reviewed on a case-by-case basis. Nursing students must first review their request with the Senior Director of Student, Success & Engagement (OSSE) or academic advisor who will consult with the Program Director. The student must submit a formal, typed letter of petition that clearly outlines the requested exceptions and the rationale for the request. This letter of petition should be sent at a date that is provided by the OSSE Senior Director or Academic Advisor via email to CNHSstudentservices@umb.edu or mail to MCNHS Student Services, University of Massachusetts Boston, 100 Morrissey Blvd., Boston, MA 02125. The letter should include the student's rationale and supporting evidence for the policy exception request. Students will be

notified of the Committee decision after it meets. The policy exemption letters are reviewed by the Program Director and/or Standards and Credits Committee. If the extenuating circumstance involves the student's disability the Ross Center will be consulted regarding the petition. If the extenuating circumstance involves sexual harassment, pregnancy related conditions, or other forms of legal prohibited harassment or discrimination CRTIX will be consulted regarding the petition. The student will be informed of the decision via email by the Academic Advisors.

2.30 Student Understanding of Handbook

MCNHS students, faculty, and staff members are responsible to read this handbook and familiarize themselves with applicable policies and requirements outlined herein, and all are expected to refer to the most current version of the Handbook available on the MCNHS website. Students understand that some of the policies are unique to MCNHS and may differ from the University policies.

Failure to stay informed of published policies, procedures, and requirements is not an excuse for non-adherence. Electronic attestation of receipt and review of the handbook by students will be required each year. The Office of Student Success and Engagement (OSSE) will initiate the attestation process at the New Student Orientation.

SECTION 3: UNDERGRADUATE NURSING PROGRAMS

The Manning College of Nursing offers an undergraduate program leading to the Bachelor of Science degree and is comprised of three tracks:

Traditional four-year Bachelor of Science in Nursing (TBSN)

Accelerated Bachelor of Science in Nursing (ABSN) for second-degree students

Online RN to Bachelor of Science

As an accredited program of the Commission on Collegiate Nursing Education (CCNE), the UMB Bachelor's Program uses the American Association of College of Nursing (AACN) The Essentials: Core Competencies for Profession Nursing Education (2021) as the foundation for the curriculum.

3.1 MCNHS Undergraduate Programs

The Undergraduate Programs have directors that are responsible for oversight of the program. They are supported by program assistants and advisors from the Office of Student Support and Engagement

Traditional BSN Julianne Mazzawi, PhD, RN

Program Assistant Joann Berrouet

Accelerated BSN Kimberly Sykes, DNP, RN, CCRN

Program Assistant Allison Christianson

RN to BSN TBD

Program Assistant Belinda Clanton

Program assistants are the first point of contact and will help guide you and answer questions.

3.2 Program Outcomes

Each course in the curriculum retains a direct connection to the Nursing Programs Outcomes. Within each course, session objectives are connected to the course objectives which are connected to the level objectives and the nursing program outcomes. These course and level objectives are created in accordance with the professional nursing standards set forth by the American Association of Colleges of Nursing's Essentials of Baccalaureate Education for Professional Nursing Practice, the American of Nursing Association's Standards of Clinical Practice, Code of Ethics, and Social Policy Statement, and the Commonwealth of Massachusetts general laws and Board of Registration in Nursing regulations. Program effectiveness is periodically evaluated by students, alumni, and employers; data is utilized by program faculty in assessing, analyzing, and determining action for ongoing program improvement.

The outcomes of the undergraduate nursing program are:

1. Demonstrate competence & clinical judgement in prioritizing person-centered, culturally sensitive care delivered with a focus on health equity.
2. Integrate best evidence into nursing practice to coordinate and manage health care for individuals, families, communities, and populations across the life span.
3. Analyze effective communication, teamwork, and collaboration strategies to address the concerns of diverse populations within complex healthcare systems.

4. Apply knowledge, skills, and attitudes of promoting wellness and managing illness and chronic conditions to advance health equity and enhance population health in local and transcultural communities.
5. Create a culture of quality and safety within complex healthcare systems to achieve optimal health outcomes across the lifespan for diverse populations.
6. Integrate informatics and technology into contemporary professional nursing practice to achieve desired patient outcomes.
7. Utilize current ethical and legal standards and health care policies to guide nursing practice and improve healthcare outcomes.
8. Demonstrate professionalism and leadership in contemporary nursing practice.

3.3 Curriculum

The curriculum plans can be found here:

TBSN <https://www.umb.edu/academics/program-finder/nursing-bs/>

ABSN <https://www.umb.edu/academics/program-finder/accelerated-bachelor-of-science-in-nursing-abs-n/>

RN BSN <https://www.umb.edu/academics/program-finder/nursing-rn-bsn/>

3.4 Writing Proficiency Requirement/Exams (WPR/WPE)

Fulfilling the WPR/WPE is a requirement within all Baccalaureate degree programs at the University. Nursing students who have a previous bachelor's degree and some transfer students (who have over 90 credits) are eligible to waive the Writing Proficiency Requirement. The Writing Proficiency Office can answer questions related to the waiver process. Further information on these requirements can be found at the Writing Proficiency website:

<https://www.umb.edu/academics/seas/undergraduate-studies/writing-proficiency/>

3.5 Early Alerts, Competency Testing, and Warning Notices

The Undergraduate Nursing Program participates in the University Academic Early Alert System. An Early Alert is a type of mid-term "grade" that is being submitted in WISER. You may see green (satisfactory), yellow (caution), or red (in danger of failing) grades. If you receive a yellow or red

alert, talk with your professor and academic advisor for guidance. If you receive a green alert, keep up the good work.

3.6 Progression

Students in the Undergraduate Accelerated Bachelor of Science in Nursing program option (ABSN) must successfully complete all four co-requisite courses each semester. Failure to achieve the benchmark grade of 77 or greater, failure to demonstrate competency of the identified skills, and/or failure in clinical will result in a failing grade for the course(s). In MCNHS, the first grade of "C" or below in a required Nursing (NU) will result in academic probation. Probation status also occurs if the GPA falls below 2.5.

3.7 Grading

The passing grade for all undergraduate nursing courses is "C+" or higher. A cumulative GPA of 2.50 or higher is also required for academic progression from one semester to the next. The following scale applies to all MCNHS courses.

Grading System is consistent across all MCNHS undergraduate programs.

NOTE: Although a student may pass all nursing and health science prerequisites at the C+ minimum, the resulting GPA should meet the 2.5 cumulative GPA requirement

3.8 Pass/Fail (P/F)

In accordance with, only one course per semester may be taken pass/fail.

If the minimum cumulative GPA of 2.50 is maintained, there is no specific limit to the number of general education courses which may be taken Pass/Fail. Students should remember that grades of "P" neither add to nor significantly reduce the quality points used to calculate their GPAs (Grade Point Average); however, a grade of "F" is treated the same in all conditions and is likely to significantly reduce a student's overall GPA. 2.9

For **TBSN** and **RN BSN**

Only general education courses may be taken as Pass/Fail. Health science pre-requisite and required HLTH 212, 230 and 314, and all nursing courses may NOT be taken as Pass/Fail

For ABSN

The only “Pass/Fail” component of the curriculum is the on-ground clinical and simulation components of didactic clinical courses. Students must receive a “pass” on these components to pass the clinical didactic course. The courses within the ABSN curriculum may NOT be taken as Pass/Fail.

3.9 Academic Progression Undergraduate

Students must adhere to the following policies to progress through the 123 credits of the Traditional Undergraduate Nursing Program Option and 54 credits of the Accelerated BSN Undergraduate Program Option. All undergraduate students shall:

- Attend all New Student and Clinical Orientations, as scheduled, in order to gather the information necessary to undertake the program and maximize potential for success.
- Complete the University's General Education requirements.
- Complete core nursing requirements outlined on the Curriculum Plan specific to the program of study.
- Maintain a cumulative GPA of 2.50 or higher every semester for the program duration. If the cumulative GPA falls below 2.5 (after completion of the 1st semester of the nursing program), the student will be dismissed from the program.
- Receive a grade of "C+" or higher in all required Science courses (A&P I and II, Chemistry, Microbiology and Nutrition), HLTH courses (212 Health Promotion and Teaching, 230 Growth and Development, 201 Pathophysiology), and all Nursing courses. Students in the accelerated nursing program must receive a grade of "C+" or higher in all Health Science pre- requisite courses and Nursing courses. A grade less than "C+" in any of the listed courses is considered a failing grade and will result in being placed on probation.
 - Students who receive a grade of "C" or below for the first time in any Nursing course will be placed on probation.
 - Students who receive a grade of "C" or below for the second time in any required HLTH, nursing or science course will be dismissed from MCNHS.

- If a student fails either a clinical or lab portion of a nursing course, the student fails the entire course and must repeat ALL the course components.
- Complete all mandatory examinations, including but not limited to class exams, competency testing, the Writing Proficiency Exam (not applicable for ABSN students), standardized Exams and Clinical Medication Administration and Calculations Examinations. Completion of standardized examinations and NCLEX Prep course is required for preparation for the NCLEX exam.
- Manage their academic career by reviewing their Degree Audit Report and student account on WISER and meeting periodically with an academic advisor and/or Faculty Advisor.
- **For TBSN students:** Complete all general education requirements and electives prior to the beginning of the 8th semester. Only NU455 and NU456 can be taken during the 8th semester.

Students will be dismissed from the nursing program in the following academic circumstances:

- Three withdrawals from nursing, science, and/or health science pre-requisites.
- Two grades of “C” or below in nursing, science, and/or health science pre-requisites.

Students will be cleared for graduation and application for the RN licensure examination when all graduation requirements of the Department and University have been met, including the completion of NCLEX readiness programming.

3.10 Independent Study - TBSN

An Independent Study (NU405) for 1-3 credits may be permitted on a case-by-case basis depending on faculty willingness and availability. After determining a content area or activity of study and level of credits, a nursing student is expected to meet with the Program Director. The Program Director may then solicit other MCNHS faculty in a related research/interest area who might serve as advisor for the independent study in consultation with the Program Director. Nursing students should submit a written proposal to the Program Director and/or assigned faculty member, at least one month before the semester begins, which includes: • a brief description of the proposed area of study • objectives and learning activities • evaluation

methods • time frame and number of credit hours per week (1-3) The Program Director/faculty member, in collaboration with the student, may revise the proposal and collaborate with the Department Chairperson if needed. The Program Director inputs grades for nursing students registering for independent studies.

3.11 Requirements for Writing Papers

Papers should follow the Publication Manual of the American Psychological Association (APA), latest edition guidelines. The default format for nursing papers is typed, double-spaced, using APA guideline-approved font, with one-inch margins all around. Individual faculty will present their own specific guidelines to follow in preparation and submission of papers for courses. If you have any questions, consult the course syllabus and make an appointment to discuss your paper with the course faculty. All third-party material and information included in the papers should be properly attributed and cited.

Please refer to university policy regarding plagiarism, academic dishonesty, and their related consequences. Students may consult the Writing House Online or other writing resources on campus for writing support. It is the student's responsibility to utilize available university resources to support their writing skills.

3.12 Research Opportunities for Undergraduate TBSN Nursing Students

Undergraduate nursing students are encouraged to participate in research projects to advance the science of nursing, health care, and nursing education. Information about research opportunities can be obtained through a UMB website, faculty advisor, the MCNHS Office for Research, or through affiliated health agencies and professional organizations.

SECTION 4: UNDERGRADUATE CLINICAL POLICIES

The Department of Nursing offers clinical experiences in a variety of settings. The Clinical Internship and Placement Office (CIPO) maintains valid and current contractual agreements with these numerous facilities and agencies. Nursing students must meet the expectations of both UMB department of nursing and the assigned clinical agencies regarding professional conduct,

attire, health clearance, background checks and other requirements. Individual clinical agency policies may supersede UMB and MCNHS policies. Both the College and students must adhere to all applicable clinical agency requirements within the identified dates and timelines, or the placements cannot be secured for clinical experiences.

Students who register after the published deadline for clinical courses will not be guaranteed a space and will be enrolled based on space availability. For all courses in the traditional nursing option, both classes and clinical end on the “last day of classes” as indicated in the academic calendar.

All undergraduate nursing students must attend a required Orientation Session before the beginning of their first clinical course. This session will provide students with an orientation to expectations for clinical courses and will review all clinical pre-requisites that must be fulfilled so that students are eligible to begin clinical coursework.

The MCNHS undergraduate nursing program reserves the right to determine students’ clinical placements. A student who is not matriculating and is delayed in one of the clinical courses will be able to register in the needed clinical courses based on space availability. Students may not matriculate based on the curriculum guide if they withdraw from a clinical course, fail to receive a grade of C+ or higher in a clinical nursing course, fail to meet course pre-requisite or co-requisites requirements based on curriculum guide, or interrupts the sequence of clinical courses for any reason.

NOTE: MCNHS CANNOT assure a student a clinical placement in a clinical course if the student does not observe above procedures, including failure to complete required course prerequisites with a grade of C+ or higher, failure to attend a mandatory clinical orientation, or if a student has an outstanding UMB “hold” preventing registration and clinical clearances.

4.1 Good Moral Character

All MCNHS students, faculty and staff are expected to read, understand, and comply with the College's policy regarding Essential Nurse Competencies and Good Moral Character (GMC). Prior to receiving a clinical placement, students must sign an acknowledgement of this policy. This policy rests on the assumption that pre-licensure nursing students will become eligible for

licensure as registered nurses. The professional nature of these experiences requires that nursing students fulfill requirements related to Essential Nursing Competencies and GMC. Violations of either Essential Nurse Competencies and/or GMC standards may be addressed through the Undergraduate Nursing Program Director or the MCNHS Standards and Credits Committee.

In addition to an acceptable CORI and NBC history for licensure, the Commonwealth of Massachusetts Board of Registration in Nursing (BORN) requires compliance with its Determination of Good Moral Character policy. The Board of Registration in Nursing in the Commonwealth has determined that certain conduct demonstrates the absence of the Good Moral Character essential for safe and competent nursing practice. Examples of conduct which demonstrate GMC include honesty, trustworthiness, integrity, accountability, reliability, distinguishing right from wrong, avoidance of aggression to self and others, and taking personal responsibility for one's own actions.

Absence of GMC includes: hostile or destructive conduct toward self and others; disregard for the welfare, safety or rights of others; disregard for honesty, integrity or trustworthiness; inability and/or unwillingness to maintain professional standards of behavior; inability to control personal stress, mental or emotional dysfunctions, and/or interpersonal difficulties which interfere with professional competency; inability and/or unwillingness to acknowledge and address identified impairment; failure to report absence of GMC evidenced by self or others; clinical or chemical substance abuse, and other violations of federal, state, or local laws.

Applicants for Massachusetts RN licensure who have criminal convictions or disciplinary actions will have their records reviewed by the BORN prior to being identified as eligible to take the national licensure examination. Certain criminal offenses may permanently disqualify one from obtaining a Massachusetts nursing license. Check the BORN website for additional information: <https://www.mass.gov/info-details/good-moral-character-requirements-for-nursing-licensure>

Students who will apply for licensure with Boards of Registration in Nursing (BORN) outside the state of Massachusetts are responsible to check the respective state BORN website for specific regulations regarding Good Moral Conduct and handling of criminal convictions or disciplinary actions.

4.2 Clinical Placement Requirements

Students receive information about clinical clearance requirements at Clinical Orientation, prior to beginning their first clinical experience. Clinical clearance requirements of undergraduate nursing students include the following:

- CPR Certification
- CORI and National Background Checks
- Health and Insurance Clearance
- Medication Administration and Clinical Calculation Competence
- Updated/Current Resume or CV Agency-specific onboarding documents Training modules
- Additional background check
- N95 mask fitting

Clinical clearance documents must be submitted according to the procedures specified by their option director and the CIPO representatives. Deadlines will be provided and failure to meet these deadlines may result in administrative withdrawal from the clinical course. Students are responsible for checking their email during Summer and Winter breaks as these are the clinical onboarding periods. Students are fully responsible to complete and submit clinical clearance requirements and agency onboarding requests correctly and on time. Following initial clearance, it is the students' responsibility to remain in compliance with clinical requirements. Nursing students are responsible for all costs related to required immunizations, tests, certifications, insurance, illness, and/or hospitalization.

4.3 Cardiopulmonary Resuscitation (CPR) Certification

Effective April 2024, all nursing students entering NU226 will enroll in the RQI 2025 Health Care Provider course for CPR certification. Once the online portion of the HeartCode course has been completed, users practice and test their skills by using the self-directed course with the HeartCode voice-assisted-manikin (VAM) system in the CCER. The card received from RQI will indicate a two-year certification. As learners complete each quarterly activity, their certificate expiration date is extended for an additional 90 days.

All other students must hold Basic Life Support Provider certifications from either the American Red Cross or American Heart Association. CPR certifications must remain active throughout the semester; therefore, any certification expiring mid-semester must be renewed by dates established by CIPO representatives.

4.4 Criminal Offender Record Information & National Background Check (CORI/NBC)

Students accepted into a MCNHS undergraduate nursing program must undergo a Criminal Offender Record Information (CORI) and National Background Check (NBC) in order to participate in the clinical component of their program. The College is authorized and certified by the Commonwealth of Massachusetts Criminal History Systems Board (CHSB) to access CORI and other national background records including convictions and pending criminal cases; students will be screened by an authorized CORI Administrator. A copy of the College's CORI policy is freely available to students upon request.

4.5 Initial Screening

All pre-licensure nursing students must submit completed CORI and NBC release forms with a copy of a valid form of identification prior to their first clinical experience and at subsequent intervals as requested. Students who do not consent to a CORI/NBC will be administratively withdrawn from the nursing program. Students with a positive CORI or other criminal history may be excluded from a clinical experience at a particular agency at the discretion of the College Administration.

4.6 Subsequent Notice of Violation(s)

If an MCNHS student is cleared for a clinical experience and MCNHS subsequently discovers a record of violation(s) from any state or territory, the student will be immediately removed from the clinical experience pending further investigation, which may include a delay in a return to the clinical setting, probation, and/or dismissal from the College. MCNHS students who receive a new violation on their record while in a clinical experience must notify the CIPO within five (5) business days of the violation, and they may be subject to disciplinary actions including, but not limited to, probation and/or dismissal from the College.

4.7 Disputes/Discrepancies Regarding CORI/NBC Results

Applicants challenging the accuracy of the CORI shall be provided with a copy of CHSB's Information Concerning the Process in Correcting a Criminal Record. If the CORI record provided does not match the identification information provided by the applicant, MCNHS will make a

determination based on a comparison of the CORI record and documents provided by the applicant. MCNHS may contact CHSB and request a detailed search consistent with CHSB policy. If necessary, CIPO will ask the Associate Dean to convene a CORI Committee, which will be comprised of CORI authorized individuals. The committee will review each case individually to determine a plan of action. If we reasonably believe the record belongs to the applicant and is accurate, then the determination of eligibility for practical experience will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but are not to be limited to the following:

- a. relevance of the crime to the practical experience
- b. nature of the work to be performed
- c. time since the conviction
- d. age of the candidate at the time of the offense
- e. seriousness and specific circumstances of the offense
- f. number of offenses
- g. existence of pending charges
- h. any relevant evidence of rehabilitation or lack thereof
- i. any other relevant information, including information submitted by the applicant or requested by the CNHS CORI Committee.

4.8 Health and Insurance Clearance

In accordance with MCNHS policy and Massachusetts state law, all students are required to provide proof of required immunizations https://www.umb.edu/bursar/health_insurance and health insurance.

Students should have insurance sufficient to cover all medical expenses related to injuries incurred while in clinical or academic settings.

Professional and General Liability: Nursing students who provide direct patient care as part of their clinical work must be covered by a professional liability policy. The College holds a blanket professional and general liability policy which covers students enrolled in clinical courses serving in their capacity as MCNHS nursing students.

4.9 Medication Administration and Clinical Calculation Competency

Safe Medication Administration Policy

TBSN

Safe Medicate is a web-based program utilized to achieve competence in clinical calculations and accurate technical measurements of medications administered. Students entering NU226 will receive a safe Medicate access code that will be used for the duration of the undergraduate nursing program. Students must complete the required self-study modules assigned and reach the 100% benchmark on the Clinical Calculation Exam every semester as indicated in course syllabus. As students' progress in the program, the exam is summative and will include content covered in previous semesters. Math proficiency and accurate technical measurement are required and essential first steps to administer medications safely. Under no circumstances will students be allowed to pass (i.e., give) medications in a clinical setting prior to passing the Safe Medication Clinical Calculation Exam with 100%. Each exam will be 60 minutes, include 20 items and rounding hints. Additional time will be added to Safe Medicate accounts for students who provide documentation from the Ross Center to their clinical coordinator. The following is a sample of operations that will be on each exam:

On the home page of safeMedicate, there are instructions and **Student Support Videos** (<https://authenticworld.zendesk.com/hc/en-us/sections/360002155578-Student-personal-user-support-if-you-have-access-to-FNSmodules>) .

All exams will be cumulative, covering material from all past semesters.

Clinical Course	safeMedicate Module	Domains Covered on Exam
NU226 Fundamentals	FNS Essential Skills	Tablets & Capsules, Liquid Medications, Injections
NU310 Adult Health	FNS Bodyweight & Body Surface Area Calculations	Liquid Medicines, Injections
NU335 Maternity	FNS Bodyweight & Surface Area Calculations	IV Infusions
NU 435 Pediatrics	FNS Injectable Medicines	Slow IV Injections, Intermittent Infusions Continuous Infusions
NU455 Synthesis	Cumulative of all prior semesters	

Students who do not test on the scheduled dates will earn a zero on the missed attempt. Course faculty and clinical coordinators will be notified of student results after each exam. Students who do not meet the 100% benchmark after Exam #1 will receive a remediation plan from the course clinical coordinator to be completed prior to the student taking Clinical Calculation Exam #2. Students who do not meet the 100% benchmark after Clinical Calculation Exam #2 will be

placed on clinical warning and will be notified they are at risk for a clinical failure. These students are required to complete a face-to-face remediation (including hands-on skills and achieving 100% on a practice assessment) after Clinical Calculation Exam #2. Students will be scheduled to take a third clinical calculation exam.

*Inability to achieve the required 100% benchmark on Exam #3 will put the student at risk for clinical failure beginning in NU310 in Traditional program option. Students who fail Exam#3 should meet with the course clinical coordinator and course faculty STUDENT SERVICES, ADVISING, AND STUDENT LIFE 37 to discuss their options. This failure will be applicable only to the assigned courses in the chart above.

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ABSN

Upon entry to level one of the ABSN program, students will receive access to ATI Dosage Calculation and Safe Medication Administration learning modules and assessments. The Dosage Calculation 3.1 assessments consist of eleven assessments in the following content areas: Fundamentals, Adult Medical Surgical, Nursing Care of Children, Mental Health, Maternal Newborn, and Critical Care. Each proctored assessment consists of 25 scored items and 10 unscored items related to the appropriate dosage calculation of medications. The time allowed for each assessment is 90 minutes. Math proficiency is required to administer medications safely in the clinical setting beginning in level two.

Students must complete the dosage calculation learning modules and practice dosage calculation assessments associated with their didactic clinical course prior to sitting for the proctored assessment. These requirements will be listed within the course syllabi.

Level/Course	Proctored Assessment	Associated Learning Modules
Level One: NU272	Fundamentals	<ul style="list-style-type: none"> • Safe Dosage • Medication Administration • Oral Medications • Dosages by weight • Powdered medications
Level Two: NU372	Adult Medical-Surgical	<ul style="list-style-type: none"> • Parenteral (IV) medications • Injectable medications
Level Three: NU472	Critical Care	<ul style="list-style-type: none"> • Critical care medications

Students must reach the 100% benchmark on the Dosage Calculation 3.1 Proctored Assessment every semester. Students are allowed to take the proctored assessment up to three times to achieve the 100% benchmark. Students who have not achieved 100% on the proctored assessment after their second attempt must schedule an appointment to meet with their clinical course faculty member and level coordinator to develop an intensive remediation plan prior to taking their third attempt. If benchmark is not met during level one, the student will begin level two with a clinical warning. *In levels two and three of the program, inability to achieve the required 100% benchmark on Exam #3 will put the student at risk for clinical failure and subsequently failure of the associated didactic clinical course.*

4.10 Expectations for Clinical Performance and Conduct

1. At all times, students' conduct must follow all clinical agency policies and requirements, as well as those specified by the University, College, Program, and Course.
2. Students are expected to follow the Professional Attire of Nursing Students guidelines during all clinical duties.
3. No personal use of electronic communication devices or social media is permitted within clinical settings. Students must set smartphone and tablet devices to "airplane mode" or "silent," so that the device receives no signal while at the clinical site. If an instructor asks a student to access information appropriate to clinical responsibilities on their device, the student should do so outside of public view, in order to avoid misunderstandings among patients, visitors, and agency staff.
4. Student engagement in online communication, social media or filming and photography of any kind are prohibited within the clinical setting.
5. Any unexcused clinical lateness and absences are a great concern to the ability of students to meet course objectives and pass the clinical requirements. Students should strive to notify clinical faculty prior to any lateness or clinical absence caused by unavoidable or emergency circumstances. Habitual lateness or unexcused clinical absences (i.e., three or more in the TBSN and two or more in the ABSN) may result in failure of the clinical and therefore the course. Nursing students seeking an excused absence from clinical attendance should follow the process outlined by the Dean of Student's Office

6. Nursing students who fail to meet clinical criteria as measured by the Clinical Evaluation Tool and/or course syllabus will fail the clinical component and thus fail the entire course.
7. Any nursing student at risk of clinical failure will receive a written notice of Clinical Warning. A Clinical Warning should be taken seriously and a plan for improvement will be included to maximize the chances for student success. A total of three Clinical Warnings in the same clinical course will lead to clinical failure and consequently course failure.
8. If a nursing student's clinical practice is determined unsafe, unprepared, or inappropriate at any time during the semester by nursing faculty or clinical agency staff, the student will be removed from a clinical placement. Removal from clinical placement under these circumstances will result in a notice of Academic Warning and possible clinical failure. Unsafe, unprepared, or inappropriate practice may result in additional consequences, up to and including dismissal from the College.

4.11 Professional Attire of Nursing Students

In clinical courses where a uniform is appropriate, nursing students will wear the UMB uniform purchased from the designated supplier. Professional attire in clinical courses where a uniform is not appropriate must also meet certain standards as described below.

4.12 Professional Attire with Uniforms

A short-sleeved blue scrub top with a UMB emblem on the left sleeve, a UMB name pin, and navy-blue scrub pants or a navy-blue skirt (mid-knee and mid-calf in length) is required. A navy-blue jacket with a UMB emblem on the left sleeve may be worn as part of the uniform for warmth or must be worn alone over street clothes when direct care is not being given. Students must be in full clinical attire when entering the clinical area.

Other Uniform Requirements:

- Clean, standard white (no trim or colors) nursing shoes or plain white or black leather athletic shoes are acceptable (i.e., no high tops, trim colors, or open toes or open heels).
- A watch with a second hand, stethoscope, bandage scissors or other equipment may also be required depending on the clinical course

*Please Note: Designated components of the Uniforms/Attire must be purchased from MCNHS' designated supplier.

4.13 Professional Attire When a Uniform is Not Appropriate

1. Professional attire is neat and clean, and not overly casual or dressy. Slacks, skirts and dresses may be worn.
2. Jeans, stretch/stirrup pants, sweatshirts, sweatpants, tee shirts, sneakers, and sandals are too casual. Revealing clothes, mini-skirts or shorts are not to be worn.
3. A UMB name pin must be worn at all times, regardless of attire, when functioning in a clinical educational activity or as directed by faculty.

Whether wearing a UMB nursing student uniform or professional attire when a uniform is not appropriate, all nursing students are expected to adhere to the following professional appearance requirements:

4.14 Jewelry, Hair, Nails and Beards

Policies related to jewelry, hair, nails, and beards take into account infection control policies and decrease the risk of inadvertent transmission of microorganisms among patients and the students themselves.

1. No jewelry except a watch, one (1) band ring, and one pair of small stud earrings.
2. Earrings are advised to be small stud earrings or flesh tone gauges.
3. Hair must be worn off the collar and may not hang in the nursing student's face.
4. Nails must be clean and cut to a reasonable length. Artificial nails and chipped nail polish are not allowed.
5. Students must be clean shaven, or beards and mustaches must be neatly trimmed (beards) close to the jawline
6. Students are expected to be neatly groomed for all clinical experiences.

4.15 Fragrances and Gum Chewing

In order to promote a safe and healthy clinical environment and accommodate individuals who are medically sensitive to the chemicals in scented products, students should refrain from wearing scented products, including but not limited to colognes, after-shave lotions, perfumes, scented deodorants, body/face lotions, hair sprays or similar products on days you may be in clinical. Gum chewing is not permitted.

The agency or unit policies may be more restrictive, for example long sleeves may not be allowed on maternity units. Students must fully comply with all agency and unit policies.

4.16 Professional Attire in the Center for Clinical Education and Research (CCER)

Professional Attire in the Center for Clinical Education and Research (CCER) The professional attire policy (as stated above) is applicable to the CCER setting. Students are expected to follow the Professional Attire of Nursing Students guidelines while participating in activities that take place within the CCER. Clinical uniform (UMass Boston scrub top, pants or skirt, and name pin) is required in the CCER. The UMass Boston uniform jacket may be worn as part of the uniform for warmth. Students must comply with the dress code and wear a clinical uniform to participate in the following activities: • Course simulation • On-campus clinical (For example, NU226 and all clinical orientation and Skills Practice Sessions) • Clinical referral • Competency testing Students are not required to be in clinical uniform for tutoring appointments, open lab, NU220 lab or during academic referral sessions. Students must present a clean, professional appearance

4.17 Missed Clinical Day Make-up

Each semester, if more than one clinical day is missed due to the university being closed for a snow day, or clinical instructor absence, those clinical hours must be made up with an appropriate clinical assignment approved by the clinical and course coordinator. Students who are absent from a scheduled clinical day must make up for their absence with an appropriate clinical assignment approved by the clinical and course coordinator.

4.18 Health and Safety Concerns

Faculty may temporarily remove a student from a clinical experience due to practice, safety, or health concerns. If a student is removed from a clinical experience due to practice, safety, or health concerns the faculty member will notify the Program Director who will determine what if any actions are necessary prior to returning the student to a clinical setting. Actions may include a clinical practice readiness assessment, a referral to University Health Services, or other action. Students can contact the Ross Center for Disability Services or the Dean of Students' Office regarding new or ongoing personal issues, disability related accommodations, and/or health concerns that may implicate their ability to safely practice in a clinical setting.

4.19 Pregnancy

Pregnancy, pregnancy loss, pregnancy related conditions, and pregnancy recovery do not prevent a student from progressing into clinical placements. A pregnant student can ask for academic and clinical accommodation from the Office of Civil Rights and Title IX (CRTIX) due to the pregnancy, childbirth, lactation, or related medical conditions. This covers instances of such a student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from a pregnancy related condition. CRTIX has the authority to determine that pregnancy accommodations are necessary and appropriate, and to work with faculty members to adjust academic and clinical parameters accordingly. Information about pregnant students' requests for accommodation will be shared with faculty and staff only to the extent necessary to provide reasonable accommodation. Faculty and staff will regard all information associated with such requests as private and will not disclose this information unless necessary. Students are encouraged to work with their faculty members to implement the accommodations identified by CRTIX, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible. CRTIX will assist with plan development and implementation as needed.

4.20 Incidents of Illness/Injury in Clinical or College Settings

Nursing students who become ill or injured while in clinical or at MCNHS may receive emergency treatment in the agency or, if it occurs on campus, at UMB. The Agency's and University's designated forms must be completed by the nursing student and faculty if necessary. The nursing student is expected to pay for services rendered, through their medical coverage.

Nursing students should obtain medical advice from their own primary care provider, or the UMB Health Service, if they become ill or are exposed to an infectious disease. Faculty should consult with the Program Director and Clinical Placement Specialist about all incidents occurring in the clinical areas and required reporting. A Clinical Incident Report must be completed and submitted to the CIPO.

Nursing students who have been ill or injured for longer than two (2) clinical days due to illness, injury, disability, or pregnancy will be required to obtain documentation from the appropriate clinician indicating clearance to return to a clinical setting. The final decision regarding when a nursing student may return to the clinical setting is made by the clinical faculty member and course coordinator responsible for the nursing student's clinical experience in consultation with the Program Director and Clinical Placement Specialist.

4.21 Transportation to/from Clinical Placement

Sites Nursing students are expected to provide their own transportation to and from clinical settings. Please plan for access to transportation as needed. MCNHS cannot guarantee placement based on transportation or other personal needs. Not all clinical sites are accessible by public transportation.

4.22 Clinical Evaluation and Grading Policy

To pass a clinical nursing course, students need to PASS the clinical component and earn at least 77% in the didactic component of the course. A PASS is provided by attaining a satisfactory evaluation on the Clinical Evaluation Tool; thus, showing that the student met the clinical objectives of the course. The course grade will be determined by the grade earned in the didactic component of the course.

A student who earns a passing grade in the didactic portion of a course (i.e., 77% or higher) but does not meet the clinical criteria (as measured by the Clinical Evaluation Tool as satisfactorily passing), thus failing the clinical portion of a course, will receive a course grade of "C-".

4.23 Clinical/Lab Warnings and Failure

If, at any time during the semester faculty deems a nursing student's clinical, and/or lab performance to be unsatisfactory, the student will be issued a written Clinical/Lab Warning. The nursing student must work toward achieving all the required improvements, utilizing all available resources to support success. The student should also meet with the academic and/or faculty advisor for further guidance and support. Warnings and At-Risk of Failure notices may not be appealed. Clinical failure will result in course failure. The MCNHS holds students to a higher standard than that of the University due to the requirements of public health and safety elements of nursing education. The Standing at the University is noted as follows: 1. Good Standing 2. Alert 3. Warning. 4. Probation 5. Extended Probation 6. Suspension 7. Dismissal.

4.24 Withdrawing from Clinical Courses

A "Leave/Return to Clinical Student Action" form must be completed when a student meets with a student services specialist to withdraw from a clinical or a lab course. When a student withdraws from a clinical course with an average less than 77% and/or an active Warning status, the student must meet with that clinical course coordinator to set up an appropriate assessment and remediation plan to be carried out prior to re-admittance to that clinical course. The student must carry out the action plan and present evidence of completion to the Undergraduate Nursing Program Director before considering re-entry to a clinical course. Returns to a clinical course will be considered on a space available basis, provided that all necessary clearance requirements are met by the specified deadlines.

4.25 Re-entry to Clinical Courses

As a condition of re-entry to a clinical course following a stop out of greater than one semester, pre-licensure nursing students must have their nursing knowledge, and clinical skills refreshed and must demonstrate at least a minimum level of competency required for progression in the clinical nursing courses. The specifics of the remediation process will be determined by the Undergraduate Nursing Program Director and will likely include skills testing in the Center for Clinical Education and Research (CCER), at a minimum. For pregnancy-related re-entries reasonable effort will be made to effectively reinstate the student to the same status as was held when the leave began.

Intent to return to clinical courses from stop out must be declared during the registration period for the subsequent semester.

Skill competency testing is required for any student who has stopped out of the program for greater than a semester, or for any student admitted with clinical course transfers. The skills competency testing must be successfully completed prior to semester return date.

If the returning student is unable to demonstrate a minimum level of competence, their re-entry status will be re-evaluated by the Standards and Credits Committee. Regardless of the rationale for program interruption, re-entry or readmission to MCNHS does not guarantee a student can immediately register for clinical nursing courses. The start date for a student's return to clinical courses is determined by the program director based upon several factors including, but not limited to amount of time spent away from studies, reasons for stopping out, academic record, recommendations by the Standards and Credits Committee, knowledge and skills assessment/remediation, and space availability guidelines for clinical nursing courses. Students seeking program re-entry or readmission following absences related to pregnancy and/ or childbirth will be granted a leave of absence for so long a period of time as is deemed medically necessary by the student's physician. Following this period, a reasonable effort will be made to reinstate the student to the same status as when the leave began.

4.26 Verification Procedure for CNA/PCA Position

Procedure for Requesting Verification of Academic and Clinical Status as MCNHS student for CNA/PCA or other positions

Once you have successfully completed NU 226 (TBSN) or Level 1 (ABSN) and remain a student in good standing, you are eligible to request a letter to verify Academic and Clinical status. To have a letter sent to the agency of interest, please adhere to the following instructions.

Please note the following: this is not a certification; this is a verification of your status of completion of a fundamentals' course.

1. Please email the program assistant for all CNA/PCA requests for verification. Once processed an email will be sent to the student.

- When submitting your request, send an email with the subject line: CNA/PCA verification request,

2. The email must include the following information:

- All contact information of the agency to which you are applying (including mailing, email and fax number).
- Name and address of agency personnel to whom the business letter should be addressed
- The agency's specific form (if there is one).
- If letter is from the Red Cross, please include the address of the office where the letter is to be sent. Also include the Department of Public Health Nurse Aide Training Waiver application form with your request. Your Red Cross application will be delayed without it. You will be notified when to pick up your letter.
- Unofficial transcripts as a pdf attachment – sent via email. No faxes please.

IMPORTANT: After you have submitted this information, the agency rep must VERIFY that you have applied to the agency and an interview has been scheduled. It is preferred this is done via email, to ensure proper documentation.

Additional information

- If you are applying to more than one agency, be sure to send all the information for each agency and an email from each agency must be sent.
- We are not able to provide any additional information, i.e., TB results, transcripts, copies of clinical evaluation tools or other information other than verification. You will need to provide any additional information directly to the agency.
- After processed, all letters will be sent directly to the agency via mail, fax or email. No letters will be given to the student.
- In the case of the American Red Cross, students will receive their letter in a sealed envelope.
- If you have any additional questions about the process, contact the program assistant.