



UNIVERSITY OF MOUNT SAINT VINCENT

SAINT JOSEPH'S SCHOOL OF NURSING

STUDENT HANDBOOK 2025-2026

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Preamble

The University of Mount Saint Vincent is a liberal arts college rooted in the Catholic intellectual tradition and the mission of its founders, the sisters of Charity, “to share in the ongoing mission of Jesus by responding to the signs of the time and by revealing God’s love in our lives and in our varied ministries with and for all in need, especially the poor.” Built on this foundation, the University is committed to excellence in all things, truth, integrity always, and respect for human dignity in all dimensions of the ethical and moral way of life. This identity is lived out in our faith, academic, and community lives. The University, faithful to the liberal arts tradition, promotes appropriate discussion of questions of meaning and value. It maintains a strong values orientation that is consistent with the spirit of the founders, the Sisters of Charity, and the history of Catholic social thought. In this regard, it is committed to social justice and encourages a spirit of service in all its constituencies. The University expects all its members—faculty, staff, and students—to uphold high ethical standards. Students are encouraged to develop a robust system of values and a vigorous set of ethical principles that will help them make reflective, compassionate decisions, rooted in personal integrity and responsibility toward others. The commitment of the University is further directed to fostering respect for the dignity of everyone through a university-wide effort to build a community that is personally and socially enriching.

History of The Nursing Program

At the beginning of World War II, the College developed a baccalaureate program to meet the needs of a nation at war. In 1957, this well-respected program was discontinued; its original objectives having been met. In the years that followed, there was a perceived need for a private baccalaureate school of nursing program in the Bronx. Following research, a feasibility study and consultation with baccalaureate nurse educators, administrators, and the National League for Nursing, plans for a new baccalaureate program were approved. The new program was designed to focus on Bronx community health. In March 1975, the program received permanent registration from the New York State Education Department. The first class of nursing majors entered college in September 1975 and graduated in May 1979. In the spring of 1988, faculty developed a nursing master's certification in science with a concentration in Family Nurse Practitioner and Post-Graduate certification in Family Nurse Practitioner. Both programs are fully accredited. In 2024, Mount Saint Vincent College became the University of Mount Saint Vincent (UMSV). In the Fall of 2023, the School of Nursing was named Saint Joseph's School of Nursing and formed a clinical partnership with Saint Joseph's Medical Center in Yonkers, NY. Currently, the school of nursing (SON) program offers a traditional Bachelor of Science with a concentration in Nursing (BS) and an Accelerated Bachelor of Science in Nursing (ABSN), which is a 16-month fast track to a nursing career second degree program, and a Master in Science for Family Nurse Practitioner (FNP) and Certificate FNP. UMSV continues to carry out its mission with an awareness of the diversity and needs of our community of interest, offering students a sense of responsibility, critical thinking, open inquiry, and self-respect, while acknowledging the need for lifelong learning. UMSV offers nursing bachelor students the opportunity to explore programs of study at various locations. Our Bronx location is on the main

campus of the University of Mount Saint Vincent, located at 6301 Riverdale Avenue, Riverdale, New York, 10471. Our Yonkers location is located at Saint Joseph Medical Center at 127 S Broadway, Yonkers, NY 10701. Our Queens locations are at 37-02 Queens Boulevard, Long Island City, New York 11101 and 31-00 47th Avenue, Suite 2120D, Long Island City, NY 11101. Our Brooklyn location is at 55 Washington Street, Suite 313, Brooklyn, New York 11201.

Mission of the UMSV, Saint Joseph's School of Nursing

In keeping alive the vision of the Sisters of Charity who founded the University of Mount Saint Vincent (UMSV), our mission is to prepare nurses for lives of accomplishment, leadership, and service. The School of Nursing's aim is to educate and socialize students into becoming caring professional nurses. Baccalaureate and master's graduates are prepared to provide holistic and compassionate care. The UMSV focuses on academic and ethical development in a diverse and collaborative environment. The school cultivates graduate nurses that are respectful, caring, possess integrity, promote a spirit of service, are leaders, and foster a commitment to life-long learning.

Introduction to the Profession

Dear Nursing Students,

On behalf of the Saint Joseph's SON faculty and administrators, I wish to extend a warm welcome to the University of Mount Saint Vincent (UMSV) St. Joseph's School of Nursing students. You have chosen "The Right Place on the River." UMSV is a vibrant community that encourages intellectual curiosity and high academic achievement. Our vision for UMSV Saint Joseph's Nursing Program is rooted in our shared mission—to educate the whole person and to prepare graduates who will serve with compassion, integrity, humanity, and a deep commitment to excellence and the common good. The nursing program(s) innovates and disseminates nurse-driven models of healthcare that increase diversity, equity, and inclusion within the school and the larger community. UMSV nursing education fosters future nurse clinicians and leaders that can achieve a leading role in public health, healthcare systems, social services, and healthcare policies, eliminate health disparities, and achieve health equity. We are committed to leading a program that is academically rigorous, student-centered, and responsive to the evolving needs of healthcare. We believe strongly in preparing nurses who are not only clinically competent, but also grounded in ethical practice, critical thinking, and a commitment to health equity—especially in the diverse communities we are privileged to serve. UMSV's St. Joseph's School of Nursing is an exceptional place for nursing education which celebrates our diverse educational environment where nursing students learn from highly qualified faculty through mentorship, scholarship, and both didactic and clinical experiences at the area's finest New York City hospitals and clinical settings. All Ways Forward Future Nurses!

Shulamite Odogwu, EdD, MSN, RN, CNE, RNC-OB, C-EFM, RNC-MNN

Dean of Nursing

Program Outcomes

1. Integrate knowledge from the liberal arts and sciences into culturally sensitive professional nursing practice.
2. Use leadership concepts to plan, implement, delegate, supervise, and evaluate outcomes of patient care.
3. Demonstrate scholarly, analytical skills to advance the Science of Nursing.
4. Provide respectful, compassionate patient centered care and demonstrate ethical use of information and communication technology to obtain nursing practice data, and to document and evaluate patient outcomes.
5. Advocate for patients and health care policies that address local and global health issues influencing health care and practice, social justice, health equity and population health.
6. Provide evidenced-based nursing in various settings through collaboration with patients and all members of the interdisciplinary health care team.
7. Facilitate health promoting behaviors in patients throughout the life span in a variety of settings.
8. Assume responsibility for professional development.
9. Synthesize current relevant scientific sources and use nursing process to plan, deliver competent, safe, effective evidenced based nursing care that contributes to high-quality patient outcomes.

UNIVERSITY OF MOUNT SAINT VINCENT

SAINT JOSEPH'S SCHOOL OF NURSING

Nursing Program Curriculum (61 Credits)

SEMESTER ONE

NURS 208	Pathophysiology	3 Credits
NURS 220	Health Assessment	4 Credits
NURS 220C	Health Assessment Lab	0 Credits
NURS 230	Fundamentals of Nursing Practice	6 Credits
NURS 230C	Fundamentals of Nursing Practice Clinical	0 Credits
NURS 332	Health Promotion	2 Credits
		Total: 15 Credits

SEMESTER TWO

NURS 110	Professional Nursing Issues	2 Credits
NURS 210	Pharmacology	3 Credits
NURS 327	Adult Health Nursing	8 Credits
NURS 327C	Adult Health Nursing Clinical	0 Credits
NURS 341	Care of the Aging Adult	2 Credits
		Total: 15 Credits

SEMESTER THREE

NURS 323	Nursing Research and Evidence Based Practice	3 Credits
NURS XXX	Nursing Elective (Choice of NURS 330/370/471)	3 Credits
NURS 451	Nursing Care of the Childbearing Family	4 Credits
NURS 451C	Nursing Care of the Childbearing Family Clinical	0 Credits
NURS 453	Nursing Care of the Childrearing Family	4 Credits
NURS 453C	Nursing Care of the Childrearing Family Clinical	0 Credits
		Total: 14 Credits

SEMESTER FOUR

NURS 334	Behavioral Health in Nursing	4 Credits
NURS 334C	Behavioral Health in Nursing Clinical	0 Credits
NURS 410	Leadership and Management	3 Credits
NURS 455	Senior Seminar	6 Credits
NURS 455C	Senior Seminar Practicum	0 Credits
NURS 456	Nursing Care of the Community	4 Credits
NURS 456C	Nursing Care of the Community Clinical	0 Credits
		Total: 17 Credits

Students Admitted to The University Beginning Fall 2024

To progress into the nursing sequence of courses or - in the case of transfer or accelerated students, to be admitted to the college - the following admission and progression requirements must be met:

- 3.0 cumulative GPA
- Completion of TEAS test as stated in the TEAS policy
- Minimum of 'B' or better in all math and science prerequisites
Prerequisite coursework:
 - Anatomy and Physiology, I and II
 - Psychology Across the Lifespan
 - Microbiology
 - Organic Chemistry
 - Lifespan/Developmental Psychology

Only **one** nursing or required science may be repeated. Lifespan Development is excluded. Any course withdrawals from two nursing or required science courses (whether from the same or different courses) equate to one failure. Course withdrawals resulting from an approved leave of absence will not count against the student's progression in the program. Students who are unsuccessful in any two nursing or required science courses will be dismissed from the program.

Test of Essential Academic Skills (TEAS) Policy:

All transfer students interested in the nursing program at the University of Mount Saint Vincent must take the TEAS or the HESI examination. Students must achieve a minimum composite score of 65% on the overall TEAS exam or 75% on the HESI. Students must take the following four (4) sections of the TEAS exam:

1. English
2. Reading
3. Science
4. Math

Transfer students must fulfill this admission criterion prior to acceptance to the University.

Students Admitted to The University

- Admission criteria to UMSV, St. Joseph's SON students must meet the following criteria:
Minimum 'B' in all required science course and Lifespan Development for transfer and accelerated students (C+ for traditional undergraduate students)
- Minimum 3.0 cumulative GPA to enter the clinical phase of the program
- Only ONE nursing or required science may be repeated
- Any two course withdrawals in a nursing or required science course (whether from the same or different courses) equate to one failure
- Course withdrawals resulting from an approved leave of absence will not count against the student's progression in the program
- Students who are unsuccessful in any two nursing or required science courses (below overall course grade 77%, C+) will be dismissed from the program.

Differentiation of Nursing Programs

The traditional and accelerated nursing programs are separate and distinct and are registered as such by official accrediting bodies. Therefore, students enrolled in the accelerated nursing program are not permitted to take nursing courses in the traditional (generic) undergraduate program. Likewise, students enrolled in the generic undergraduate nursing program are not permitted to take nursing courses in the accelerated program.

Grades and Rounding Policy

Grades will not be rounded until the end of the semester. Grades will carry their original numeric value to the hundredth place. The final course grade will be rounded to tenth place after totaling all assignments and exams. The minimal grade required for successful completion of a course is 76.45%. All coursework must be completed by the last day of the semester.

Coursework submitted or completed after the last day of the semester will not be accepted. Nothing in this policy should be construed to mean that students are permitted to submit late work without consultation with the professor or as stated in the syllabus. No course examinations may be re-taken or extra assignments in an effort to seek a higher grade. No request at the end of the semester to 'locate points' on previously submitted work will be honored. Any dispute regarding a course at this juncture must follow the grievance policy within this handbook, subject to the limitations specified therein. Cumulative GPAs are never rounded up.

Professional Decorum

Students must behave in a professional manner toward faculty, staff, fellow students, members of the healthcare team, and patients. This behavior includes courtesy, honesty, ethical actions, and responsible verbal and electronic communication. Behavior that interferes with clinical agency/staff/faculty relationships may be cause for dismissal from the Saint Joseph's School of Nursing, UMSV. Unprofessional behavior or any display of incivility towards University or School of Nursing administrators, faculty, staff, fellow students, or others on campus, in the classroom, or in any clinical setting, will result in a hearing with either the Dean of Nursing, Associate Dean of Undergraduate Nursing, Assistant Dean Off-Site, Dean of Students, Dean of Graduate and Professional Studies, or the Assistant Dean of Nursing for Clinical and Simulation Learning, Director of Simulation. Disciplinary action may result in a warning, probation, or dismissal from the program. A warning is a formal notice of conduct which must be rectified immediately. 'Probation' is a status in which the student is identified as having seriously breached the policies contained in this handbook or has either repeatedly engaged in prohibited conduct or has received warnings before. Students on "disciplinary" probation are not in good academic standing and shall not participate in university or departmental related extracurricular activities or hold other such privileges in nursing or university ceremonies. Such disciplinary action will be noted in the student's permanent academic records. Unprofessional behaviors or incivility include but are not limited to the following and are prohibited:

1. Academic misconduct, including cheating, plagiarism, falsification, and forgery.
2. Disruption or obstruction of teaching, classroom, or educational interactions or use of abusive, aggressive, violence, bullying, rude language or electronic cyberbully

communication or behavior towards the University and/or School of Nursing or its administrators, faculty, staff, fellow students, or others on campus, in the classroom, or in any clinical setting.

3. Unprofessional or dishonorable conduct which may deceive, defraud, or injure patients.
4. Unsafe clinical conduct, violation of safety, substance abuse, impairment, intoxication, and disregard of infection control practices
5. Attending clinical when not in 100 percent clinical compliance on CB is a serious patient safety violation and will result in failure of the clinical course and dismissal from the program.
6. Failure to care adequately for patients or to conform to minimum standards of acceptable practice under the supervision of the faculty or the designee of the facility.
7. Physical, verbal, visual abuse, threats, intimidation, stalking, bullying, or harassment including any conduct based on gender, race, sexual orientation, age, religion, or physical disability.
8. Sexual misconduct or indecent language or behavior. Reference: Sexual Misconduct Policy Title IX UMSV.
9. Use of electronics to make video or photographs of a person on campus where there is a reasonable expectation of privacy or without said person's consent.
10. Failure to comply with the verbal or written direction of staff, faculty, or employees while acting in the performance of their duties.
11. Attempted or actual theft, vandalism or damage of school, hospital, and clinical facilities' property or unauthorized use of the same.
12. Disruption of the peace at university, hospital, or clinical sites.

13. Use, possession, or distribution of alcoholic beverages, illegal drugs, or weapons.
14. Abuse of computer facilities and technological resources or unauthorized entry or use of computers or access codes that could disrupt the normal operations of the school or hospital.
15. Falsifying the school's or hospital's records, knowingly submitting false information, or causing false information to be submitted to school or hospital officials.
16. Interference with or misuse of fire alarms, elevators, or other safety and security equipment or programs.
17. Posting pictures containing any HIPAA information to any public or private platform.
18. Attempting or actively influencing, intimidating, interfering, or coercing others to commit an abuse of the student code of conduct, school, or hospital's policies.
19. Violation of any policy, rule, regulation, publication, or standard of practice of the school, hospital, or clinical facility.

Class Attendance

Students are required to be present, prepared, and on time for each class session. Students are responsible for all missed work. An absence is defined as any situation in which a student does not attend class or is present for less than 75% of the scheduled class period. Students are expected to attend the entire class session. Any student who leaves before the professor concludes the session shall be considered to have departed early. Two early departures equal one unexcused absence unless a valid extenuating circumstance occurs with appropriate documentation at the discretion of the faculty and administration. Students that have unexcused

absences for quizzes or exams will receive a 0 for the missed quiz or exam. Students late for quizzes or exams will NOT be given extended time to complete a quiz or exam, will not be permitted to take the test, and will receive a grade of 0. Course faculty are under no obligation to provide make-up quizzes or examinations or to extend deadlines. Any student medically unable to attend class (including pregnancy, childbirth, and related conditions) must notify their course faculty and academic advisor before class time and provide appropriate medical documentation for this to be considered an excused absence. If a student misses a class without appropriate documentation, it will be considered an unexcused absence. Over two unexcused absences from class will result in the student being unable to meet course outcomes. In such cases, the student will be unsuccessful in the course and receive a grade of C-. For excused absences, a student will be granted two weeks' absence from class and clinical rotations for documented health conditions or other circumstances requiring them to seek medical care. Any student requiring more than two weeks' absence must take a medical withdrawal from all courses. This withdrawal shall not count against the student for progression purposes. Upon their return to school, the student must submit a letter from a healthcare provider stating that they are cleared to resume class and clinical duties with no limitations. In the discretion of the Saint Joseph's School of Nursing administration, certain exigent circumstances may be covered under this policy. See University's Policy on birth-related leave.

Course Withdrawal & Repeat Procedures

When a student withdraws from or is unsuccessful in a nursing course, they will need to attempt/repeat the course in the next available term that the course will be offered, pending space and availability. Withdrawing from or repeating a course will result in an inevitable delay in the student's anticipated graduation. Not all courses are offered every semester; some are only

offered in alternating semesters or alternating years. The Saint Joseph's School of Nursing is not responsible for accommodating students who fall behind in their regular program sequence due to a course withdrawal or failure. (See registration forms:

<https://mountsaintvincent.edu/academics/resources/registrar/commonly-used-forms/>)

Additional Course Withdrawal and Repeat Procedures for Accelerated Nursing

Students

When a student in the accelerated nursing program needs to repeat a course or complete a course from which they withdrew, it will result in part-time enrollment for the following term and an adjustment of the student's tuition plan. The student must complete an Accelerated Nursing Course Repeat Memo, which will be provided to the student by Saint Joseph's School of Nursing. Along with the Memo will be an updated progression/graduation plan that is specifically tailored to the student. The student is responsible for reviewing both documents and providing their signature. Both documents will be submitted to the Offices of the Registrar, Financial Aid, and Student Accounts. The student's progression plan cannot be amended until the appropriate forms are signed and submitted.

Leave of Absence Procedures

Nursing students who need a leave of absence from the program must send written notification to faculty, nursing faculty advisor, Undergraduate Associate Dean, and Provost of College. The student will also need to complete a Leave of Absence Request Form (available online at UMSV under frequently used forms) as per university policy. A leave of absence taken during the semester will result in 'W' grades in all courses for that term. To formally request a return to the program, the student must send written notification to the Dean of the University,

Provost of the University and their Nursing academic advisor. Thereafter, the student's request to return will be reviewed and decided upon by the Dean of Nursing. A student who takes an extended leave of absence may be subject to repeating some or all clinical courses upon their return to the program. This decision will be at the discretion of the Dean of Nursing. A student may take two consecutive leave of absence. A student may take no more than three total leaves of absence while in the program.

Medical Leave Policy

Any student requiring more than two weeks' absence must take a medical withdrawal from all courses. This withdrawal shall not count against the student for progression purposes. Upon returning to school, the student must submit a letter from a licensed healthcare provider stating that the student is cleared to safely resume course and clinical duties without limitations (if taking a clinical course). If the student requires reasonable accommodation in order to return, the student should contact the Office of Accessibility Service (OAS). Students who need special accommodation related to pregnancy or childbirth should contact the OAS. It is important to begin planning for any absence or special needs early, so students should contact OAS as soon as they become aware that a pregnancy may affect their attendance.

Religious Observance Policy

The Saint Joseph's School of Nursing will excuse, without penalty, students who are unable to attend classes or clinicals due to religious observances. Students are responsible for providing timely notification of impending absences due to religious obligations directly to their course and clinical instructors. The student is responsible for making up missed course work, exams, quizzes, etc., and clinical hours. The student and instructor(s) will develop a reasonable, agreed-upon plan for completing missed work.

Pregnant & Parenting Policy

Pregnant and parenting students attending institutions of higher education have rights under the Education Amendments of 1972 (Title IX) 20 U.S.C. 1681 et seq. This is a federal civil rights law that prohibits discrimination on the basis of sex—including pregnancy and parental status in educational programs and activities. All public and private schools, school districts, colleges, and universities receiving any federal financial assistance must comply with Title IX. The full policy is located on the UMSV Website at <https://mountsaintvincent.edu/campus-life/campus-services/human-resources/employment-practices-and-procedures/sexual-misconduct-policy/>.

Nursing Course Residence Policy

The University of Mount Saint Vincent does not accept nursing courses previously completed at other institutions. All nursing courses must be completed in residence. Furthermore, under no circumstances will matriculated students be permitted to take a nursing course at another institution in an attempt to apply that course and corresponding credits to their UMSV nursing degree.

Nursing Academic Advisement & Registration Procedure

Upon entering their first semester of clinicals, all nursing students (generic and accelerated) will be assigned to a Nursing Faculty Advisor. The Advisor can assist students with general academic advisement inquiries including semester registration, program progression, core and major requirements, transfer credits, graduation auditing, change of major facilitation, and general University policies and procedures. The Nursing Faculty Advisor is the student's direct point of contact to discuss and seek guidance with academic difficulty in nursing courses, career exploration within nursing, graduate school opportunities, and professional letters of

recommendation.

Registration Procedures

All nursing students will be assigned a nursing block schedule and registered accordingly by the School of Nursing. Once registered, students may not change their assigned block schedule, nor request to make a change, nor “swap” schedules with another student. Students cannot request specific clinical days, times, or sites. Students' clinical day can be any day in the block schedule designated for clinical. Additionally, students can be assigned to any facility for clinical rotations. No requests will be granted. The Saint Joseph's School of Nursing reserves the right to cancel any under-registered blocks and reassign affected students to a different block schedule. Once a student enters the clinical phase of the nursing program, any outstanding non-nursing courses i.e. cores, electives, or courses in fulfillment of a minor must be taken during the summer or winter intersession. A student can consider registering for an outstanding non-nursing course in the fall or spring term only in consultation with their Nursing Advisor and Associate Dean of Nursing.

Nursing Exam Administration and Review Policy

Students will adhere to the following conditions when taking an exam in nursing courses:

ATI Exam Policy:

Overview: The Saint Joseph's School of Nursing has implemented the Assessment Technologies Institute (ATI) as the testing platform for all nursing courses. ATI is a secure, computer-based testing environment providing students with an experience similar to the NCLEX-RN exam.

Student Responsibilities for ATI use include:

1. Students are expected to have access to a fully functioning laptop computer. Please note that

access to ATI is not possible with an iPad.

2. Prior to the start of the nursing program, students are expected to register for an ATI account.
3. Students are expected to arrive at the testing session with a fully charged laptop computer device. Each classroom will have differing levels of access to electrical outlets. Electrical outlets can be used as available.
4. The Office of Accessibility Services should be contacted by students with documented disabilities who are requesting testing accommodation. Students must provide documentation to the course coordinator/faculty member as soon as possible and at least three working days PRIOR to the first examination. Students seeking information on the process and eligibility should contact the Office of Accessibility Services through the Academic Resource Center at (718) 405-3718 or oas@umsv.edu.
5. All students are expected to follow the University's Academic Integrity policy as stated in the Nursing Handbook.
6. All students are expected to follow the Testing Session Procedure as stated in the Nursing Handbook.

Testing Session Procedures

1. Students must arrive on time (15 minutes early) for testing sessions and be seated and ready to test at the designated start time. Students must download the Respondus lockdown browser prior to taking ATI tests or quizzes. Students who go to any other browser will be shut down and a ZERO (0) grade will be issued.
2. All personal belongings should be placed in the front of the room or in a designated area determined by the faculty. This includes all bags, coats, hats, phones, watches, electronic devices and any other items at the discretion of the faculty.

3. All cell phones, apple watches, or other electronic devices must be turned off. Cell phones may not be visible to the student or the exam proctor.
4. Students should use the restroom prior to the testing session. Restroom use is restricted during the testing session and will be allowed only in emergency situations.
5. Students will not be permitted to leave the classroom during testing except in the case of an emergency.
6. Only a computer and mouse (as needed), UMSV identification, and a pencil will be allowed on the desk during the testing session.
7. The faculty will provide scratch paper for each student. Students will be required to write their name on the paper and return it to the faculty at the conclusion of the examination.
8. No food or beverages will be allowed at the desk during testing sessions. Talking during the exam is not permitted unless an emergency occurs.
9. No questions will be answered during the examination unless related to an error/typo on the examination or a technical difficulty. Raise your hand for assistance if this occurs.
10. Do your own work. Any evidence of cheating will be subject to the University's Academic Integrity Policy.
11. Students are required to submit the examination as soon as the examination is completed or when testing time has expired. Students should not leave the testing session without confirming an examination submission with the proctor.
12. When the student leaves the testing session after the completion of the examination, the student will not be allowed to return to the testing session until all students have completed the examination.

Continuity of Test Administration

1. Students must take exams on the date, time, and location specified by the course coordinator.
Permission to take an exam or quiz at any time other than scheduled can only be granted by the course coordinator.
2. Students are to notify the instructor by voicemail or email prior to the time of examination or quiz if they are unable to take the examination. If the student does not notify the course faculty of their absence prior to the examination, the opportunity for a make-up exam will not be granted.
3. Unexcused absences will result in a zero on the exam and/or quiz. Situations of a medical or situational crisis on the day of the exam (e.g., car accident) will be considered a potential excused absence with appropriate documents (e.g., police report). Students that arrive more than 15 minutes late for a quiz or exam will not be permitted to take the test and will receive a grade of 0. Heavy traffic and other such circumstances are reasonably foreseeable events and are not an affirmative defense against this policy.
4. All personal items are to be stored in a faculty designated area of the room during the exam and test review. Failure to adhere to this policy will result in a failure of the exam.
5. The only items permitted on the testing surface during exams are a piece of scratch paper and pencil. The student must submit the piece of scratch paper to the Proctor upon completion of the exam.
6. Test item content and responses are confidential and are not to be discussed with others except during test review.
7. Sharing of exam content via electronic means (texting) or by verbal exchange is cheating and will result in a zero on the exam or quiz.

8. Exam results will be posted in the Learning Management System within one week for all students across all sections taking the exam.

Continuity of Test Review

1. Faculty, at their discretion, may elect to provide exam review in the format of group test review sessions. This may take the form of a concept review or a review of test questions and answers.
2. Exam review is an opportunity to enhance student understanding of the material and will be conducted accordingly.
3. Students are not permitted to tape record, take snapshots, take screen shots, take notes during test reviews, or to in any way copy or transmit exam content or answers. Failure to adhere to this policy will result in a zero on the exam/quiz and be reported to Academic Affairs for breach of the Academic Honesty policy.
4. As per the testing procedure, students are required to leave all electronic devices and personal belonging in a faculty-designated area.
5. Test review is to take place within ten (10) days for all students across all sections taking the exam.
6. There will be no review of final exams.

Exam Makeup

1. Should permission for a makeup exam be granted by the course instructor, then: an arrangement for the makeup exam should occur within two (2) business days upon return to school.
2. The makeup exam is to be completed within five (5) business days of returning to school.

Safe Medicate Policy

SafeMedicate is a required component of some clinical courses. Each student will independently complete the required self-study/practice modules as assigned per semester prior to the assessment (examination). Before the student may take any examination, the student must complete the assigned module. There are three (3) Authentic Diagnostic Assessments (ADA), one (1) Practice Authentic Assessment, and one (1) Authentic Assessment. The ADAs are practice opportunities for the students to learn from their mistakes and gain mastery over these important skills. The Practice Authentic Assessment is a mock exam while the Authentic Assessment is the real exam in which the student must obtain a 90% minimum. The Authentic Assessment exam must be taken in person by the third week of each semester. Prior to beginning the SafeMedicate modules in the first semester, each student is required to take a foundation numeracy examination. A grade of 90% or higher is recommended for success with the SafeMedicate modules. A grade of less than 90% indicates a fundamental arithmetic problem. If you receive less than 90% on the foundation numeracy examination, it is recommended that you seek tutorial assistance at the ARC before continuing to the SafeMedicate modules. Each student must achieve 90% on the specific SafeMedicate assessment prior to advancing into the next clinical course and/or administering medications in the clinical setting. The course lists

SafeMedicate as a pass/fail activity. To pass, the student must achieve 90% on the specific SafeMedicate assessment or the student will fail the course and must repeat it the next time it is offered. The student will have two chances to achieve a 90%. If the student does not achieve 90% on their first attempt, the student is to meet with their course faculty, and a remediation plan will be initiated. The student must complete this remediation before the next scheduled examination date. Proof of completion of modules and a 100% on a practice assessment is required prior to taking the assessment for a second time. If the student is unsuccessful in obtaining a score of 90% on the specific SafeMedicate exam after the second attempt, the student will receive a grade of 'C' in this course, notwithstanding the performance in the course otherwise and the student will not be able to progress in the nursing program. A meeting with the student, the student's course faculty, and the Associate Dean of Undergraduate Nursing will be scheduled.

Semester Modules	
Semester 1	
Self- study modules to be completed at home	<p>Foundation Numeracy Assessment FNS Essential Skills Modules</p> <ul style="list-style-type: none"> • Introduction • Prescriptions & S.I. Units • Tablets • Capsules • Liquid Medications • Injections • IV Infusions <p>Practice Your Skills: Choose: Authentic Diagnostic Assessment- Adult- Tablets- Capsules, Liquid Medications- Injections</p>
Required Assessment (must achieve 90%)	<p>FNS Essential Skills Assessment (AA) to be completed before semester 2 (Adult)</p> <ul style="list-style-type: none"> • Introduction • Prescriptions & S.I. Units • Tablets • Capsules • Liquid Medications • Injections • IV
Semester 2	
Self-Study modules to be completed at home	<p>Review/remediate all FNS Essential Skills Modules as needed</p> <ul style="list-style-type: none"> • Introduction • Prescriptions & S.I. Units • Tablets • Capsules • Liquid Medications • Injections • IV Infusions <p>FNS Advanced Skills- BWC (AA) to be completed prior to semester 3 (Adult and Child)</p> <ul style="list-style-type: none"> • Introduction • Single Dose • Body Surface Area • IV Infusions <p>Practice Your Skills- Choose: Authentic Diagnostic Assessment- Adult/Child- Liquid medications- Injections- IV infusions</p>

Required Assessment (must achieve 90%)	<p>FNS Advanced Skills- BWC (AA) to be completed prior to semester 3 (Adult and Child)</p> <ul style="list-style-type: none"> • Introduction • Single Dose • Body Surface Area • IV Infusions
Semester 3	
Self-Study modules to be completed at home	<p>FNS Advanced Skills- Injectable Medicines Therapy (Midwifery/Neonate and Child)</p> <ul style="list-style-type: none"> • Introduction • Slow IV Injections • Continuous Infusions <p>Practice Your Skills- Choose: Authentic Diagnostic Assessment- Midwifery/ Neonate and Child – Slow IV injections – Intermittent infusions – Continuous infusions FNS Advanced Skills-IMT-AA to be completed prior to semester 4</p>
Required Assessment (must achieve 90%)	<p>FNS Advanced Skills- Injectable Medicines Therapy (Midwifery/Neonate and Child)</p> <ul style="list-style-type: none"> • Introduction • Slow IV Injections • Continuous Infusions <p>Practice your Skills- Choose: Authentic Diagnostic Assessment- Adult- Slow IV injections- Intermittent infusions- Continuous infusions</p>
Semester 4	
Self-Study modules to be completed at home	<p>FNS Advanced Skills- Word Problem Skills</p> <ul style="list-style-type: none"> • Introduction • Slow IV Injections • Intermittent Infusions • Continuous Infusions <p>Practice your Skills- Choose: Authentic Diagnostic Assessment- Adult- Slow IV injections- Intermittent infusions- Continuous infusions</p>
Required Assessment (must achieve 90%)	<p>FNS Advanced Skills Assessment- Word Problem Skills (Adult)</p> <ul style="list-style-type: none"> • Introduction • Slow IV Injections • Intermittent Infusions • Continuous Infusions

Saint Joseph's School of Nursing Chain of Communication (Chain of Command) Policy

Students are to observe the chain of command as outlined in the Saint Joseph's School of Nursing Table of Organization (see Appendix). When discussing course/class issues, students are to address issues as follows:



Students are to observe the chain of command as outlined in the Saint Joseph's School of Nursing Table of Organization (see Appendix). When discussing Simulation learning issues, students are to address issues as follows:

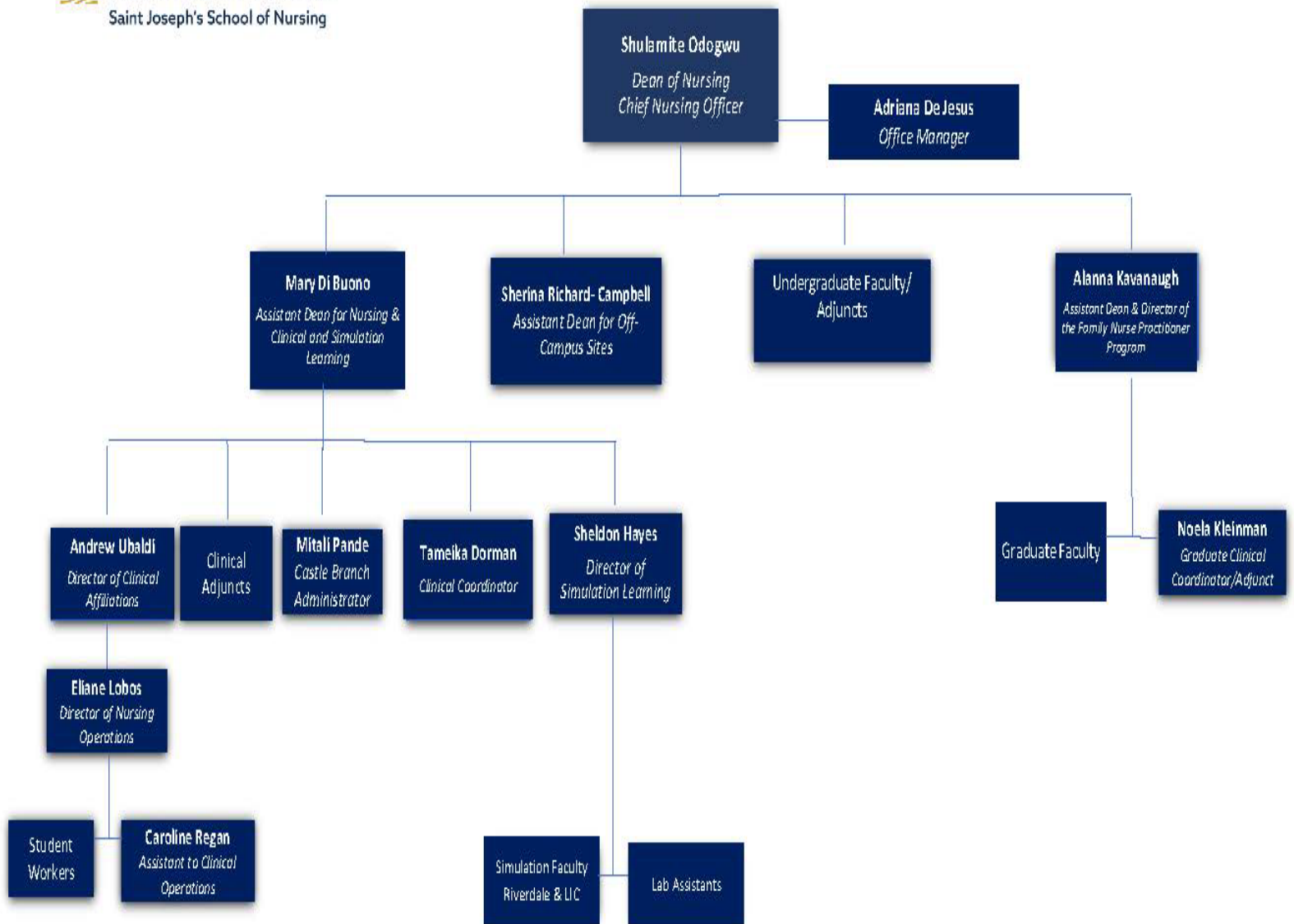


Students are to observe the chain of command as outlined in the Saint Joseph's School of Nursing Table of Organization (see Appendix). When discussing clinical issues, students are to address issues as follows:



Students practicing in a clinical setting are the responsibility of The University of Mount Saint Vincent, not the clinical agency. Students must follow the policies of The University of Mount Saint Vincent and our clinical partners.

Organizational Chart



Saint Joseph's School of Nursing Grievance and Procedure Policy

Students who believe that Saint Joseph's School of Nursing policy has not been accurately followed may initiate a grievance process. Prior to initiating a grievance, the student must attempt to resolve the issue following the Chain of Command (see above). Students may grieve a course or clinical grade under the following circumstances:

- An error in grade calculation
- A decision rendered that was not part of the syllabus OR a policy that was on the syllabus that was not followed
- A final grade that does not reflect grades earned during the course
- A clinical decision that is arbitrary

Procedure

1. Students will follow the Chain of Command in the order below:

Step 1: Clinical Instructor

Step 2: Didactic Instructor

Step 3: Course Coordinator

Step 4: Associate Dean of Undergraduate Nursing

A formal grievance can only be filed after the Chain of Command has been followed, and only pursuant to the four conditions outlined above and section 2 (b) of this grievance policy.

2. The procedure to file a formal grievance is:
 - a) A request to file a grievance must be made in writing to the Dean of Nursing within ten (10) days (about one and a half weeks) of the grade/clinical decision for traditional undergraduate or graduate FNP students. In the Dean's absence, the grievance must be made to the Associate Dean of Undergraduate Nursing, Associate Dean of Graduate Nursing, or the Dean

of Graduate Health Sciences.

- i. Grievances must be presented in writing.
- ii. The request for a grievance hearing must include:
 1. Concise fact- (evidence-) based material
 2. Documentation of efforts to resolve the issue at each level of the process
3. Any written documents and/or written communications between the student and other members of the faculty/professional staff involved in the process
- b. The following issues may not be grieved:
 - i. Items on exams
 - ii. Grades on papers or assignments
 - iii. Safety-based clinical decisions
 - iv. Policies within this handbook
- c. The Dean of Nursing or Associate Dean of Undergraduate Nursing, if so designated, will review the grievance request within 72 hours (about six days) of receipt.
- i. If the grievance request is approved:
 1. A panel will be convened consisting of one member of the professional staff selected by the student, one faculty member selected by the student, and one faculty member selected by the Dean. The Dean or Associate Dean of Undergraduate Nursing, if so designated, will serve as the Chair of the Grievance hearing.
 2. The decision of the grievance team within Saint Joseph's School of Nursing is final; students may opt to bring a formal grievance to the University Provost. The decision of the provost is final.
 - The team's decision will be communicated within 14 business days of the grievance

hearing.

Clinical and Simulation Education Policies and Procedures

Students in all clinical courses must complete health clearance requirements as determined by the University of Mount Saint Vincent, facility administrators, and new state-mandated medical requirements for all healthcare facilities. The Saint Joseph's School of Nursing uses Castle Branch to facilitate the clearance process. Please refer to the separate Castle Branch handout for further instructions and details on how to register for Castle Branch (CB). Go to www.Castlebranch.com and enter code:

- Code for Undergraduate Generic Students – **CJ94**
- Code for Accelerated Undergraduate Students – **CJ94AC**

If you need assistance, please contact Castle Branch at 888-723-4263 Ext 7149.

Upon entering the clinical component of the program (generic/transfer students, accelerated students) all students will receive a clinical onboarding packet. Attendance in clinical is a requirement for each clinical course and for graduation. All students receive onboarding information for their assigned facility from the Clinical Team. Each facility has stringent deadlines and will make no exceptions or extensions to these deadlines. This packet contains all required clinical and medical regulations necessary to attend a clinical facility. This packet will indicate a deadline for all medical regulations on Castle Branch for first semester clinical students. Thereafter, all students are required to ensure that their CB account remains in compliance throughout the program, including summer and winter breaks. CB sends multiple notifications to students regarding this. Do not ignore these alerts. Any student whose account is not in compliance will not be permitted to attend clinical by their assigned facility as patient safety is their priority, and they must abide by all DOH medical regulations (CB). There will be

no exceptions, extensions, or exemptions to this deadline or to all medical regulations. Failure to ensure that your Castle Branch account is in 100% compliance throughout the program will result in the inability to attend clinical and therefore withdrawal from the clinical course. It is the student's responsibility to ensure that their Castle Branch account is in 100 percent compliance throughout the program. Any student that attends clinical with expired items commits a serious patient safety violation, resulting in failure of the course and dismissal from the program. Also, all students attending clinical must comply with their assigned Facility onboarding requirements. This may include online modules or documents attesting to adherence to facility policies. If at any time during the program a student's Castle Branch account is out of compliance, a \$100 reactivation fee will be assessed, and the student's clinical experience will be delayed until corrective action is complete and until a clinical opening occurs the following semester. Failure to proceed to a clinical assignment due to noncompliance of Castle Branch, therefore, will result in withdrawal from the clinical and didactic course and will delay time to the student's graduation. Due to healthcare facility caps and stringent deadlines, a student cannot be relocated. Therefore, all students need to ensure that their accounts are and stay in compliance throughout the program. If not, a student cannot proceed to clinical as the nursing staff must attest and send this information to all healthcare facilities. All paperwork for Fall, Spring and Summer clinical sessions is required weeks prior to the session by facilities. Any student whose CB account is not in compliance will not be permitted to attend by the facility. Therefore, if a student cannot attend clinical, they cannot continue in the clinical course as clinical is a requirement. Failure to proceed to the assigned clinical due to noncompliance of facility onboarding documentation within the specified deadline will result in withdrawal from the clinical course as no facility will permit a student to attend that has not complied with their mandatory onboarding.

If students have any holds on their account for any reason, and are not registered, the Clinical Team will not know who they are. Students that are NOT registered for their subsequent semester clinical courses during the registration period need to send ALL the following information to the Assistant Dean of Nursing Clinical and Simulation Learning, Mary DiBuono at mary.dibuono@umsv.edu to ensure they receive a clinical placement:

- Your legal name from your Mount email address
- What clinical courses you are taking in the subsequent semester
- If you are an accelerated or generic student
- If accelerated, which campus you are taking the clinical courses at and whether you are in seat or taking the online course block (Riverdale Only).

Throughout the program, maintenance and compliance of all health clearance information is a professional, legal, and ethical responsibility of all nursing students to ensure the safety of patients, colleagues, and themselves. All clinical facilities will make absolutely no exception, exemption, or extension to these medical regulations that ensure the safety of all their patients. Additionally, in order to permit students to attend clinical, the college has attested to every facility the medical compliance of all students. The Saint Joseph's School of Nursing will be performing random audits to ensure all remain in compliance. Please note that any student that attends clinical without being in complete compliance is in direct violation of the medical regulations of the assigned healthcare facility and will be removed from the clinical setting and the course, receiving an unsuccessful grade in the course (C-). Students in violation of this policy face dismissal from the program.

Clearance documents include:

- Annual yearly physical
- COVID vaccination and boosters as in accordance with CDC guidelines
- Two-step PPD testing (or QuantiFERON Gold blood test)
- Immunizations and titers:
 - Measles
 - Mumps
 - Rubella
 - Varicella
 - Hepatitis B and C
 - Tetanus (TDaP)
- Annual Influenza
- CPR
- Fit test
- Health insurance
- Background check
- Drug test

Refer to the Castle Branch handout that reviews all required medical documentation needed in depth. Failure to comply with the medical clearance mandates will result in a student being administratively withdrawn from the clinical course. Falsified medical documents will result in immediate disciplinary action from the University and serve as grounds for dismissal from the Saint Joseph's School of Nursing Program and University.

Positive Drug Test Policy

Students who test positive on a drug screen may request a retest if the student disputes the findings. The student must cover any costs associated with this retest. The student must first consult with the Assistant Dean of Nursing for Clinical and Simulation Learning or their designee. The repeat drug test must be “negative” for the student to return to clinical practice. A “negative dilute” or any other equivocal result is considered to be an inadequate specimen. The student must meet with the Assistant Dean of Nursing for Clinical and Simulation Learning or their designee within 48 hours of the positive result, or there will be no further recourse. Any retest granted arising out of a dispute must be done within 48 hours of this meeting. Failure to retest within 48 hours (about 4 days) of the meeting will be considered untimely and will be treated as if the student had retested positive. If the student does not dispute the results of the first test or if results of a drug screening are positive on a second test or determined to be “negative dilute,” the student will not be permitted to attend any clinical rotations or any classes. For those nursing students whose drug screenings remain positive, actions may include but are not limited to:

1. Mandatory leave of absence
2. Dismissal from the program.

Uniform Policy

While in any clinical agency or simulation lab, students are mandated to be in the School Nursing Uniform. Students need to arrive at clinical in full school nursing uniform:

- a. White uniform top with University of Mount Saint Vincent patch and navy-blue uniform pants from Flynn & O’Hara. No other uniform substitutes will be accepted.

- b. For religious observances, students are permitted to wear a blue or white scrub skirt that should be knee length or longer but not floor length as this is a tripping hazard
- c. Black leather lace sneakers
- d. University of Mount Saint Vincent student ID and facility ID
- e. Students should come prepared with a stethoscope, pen light, and watch second hand. No “smart watches” permitted (i.e. Apple Watch, Fitbit, etc.).
- f. All tattoos must be covered and facial piercings removed
- g. Jewelry is limited to one plain wedding band and one set of stud earrings
- h. Bracelets, necklaces, hoops or dangling earrings are not allowed
- i. Long hair past the shoulders should be tied up neatly in a ponytail or bun
- j. Facial hair is to be neat, trimmed, and cleaned
- k. No hair scarves or covers are permitted except in the case of religious obligations
- l. No artificial nails or long nails. Nails must be clean without any nail polish, and nails should be short and well-trimmed, with the free edge less than 0.5 cm ($\frac{1}{4}$ inch) to prevent pathogen accumulation and glove puncture
- m. Minimal makeup (no excessive eyelashes, contour, bright colored makeup, etc.)
- n. No perfumes or colognes are permitted

Students who do not follow the uniform policy will be dismissed from clinical for the day, which will result in an unexcused absence.

Identification

The following identification must be worn and clearly visible in every clinical setting:

- 1. UMSV student ID should be worn on your nursing uniform.
- 2. An institutional ID badge should be worn in any facility that requires and provides one.

Clinical and Simulation Attendance

Students are required to be present, prepared, and on time for each clinical day. This includes all simulation and nursing skills sessions.

Trajecsys Policy

All students must register for Trajecsys, an online system used to manage and track clinical activities in Nursing programs. Students attending clinical sites and the Simulation lab must sign in and out on the Trajecsys clinical/simulation attendance log system at <https://www.trajecsys.com/programs/registration.aspx>. Any student who is ill and unable to attend clinical must notify their clinical instructor, note the absence in Trajecsys's system, notify the Course Coordinator prior to the absence, and submit appropriate valid medical documentation. Any student that alters their actual attended clinical hours on Trajecsys will face disciplinary action and possible dismissal from the program. Any student that signs in and/or out for another student on Trajecsys will face disciplinary action and possible dismissal from the program. Students are only to sign in and out for themselves on Trajecys and never sign in and out for another student. Students with a clinical absence must complete a clinical make-up day in the Nursing Simulation Lab. Information regarding signing up for the make-up is on the Nursing Simulation Canvas site. Unexcused clinical absences makeup sessions incur a student cost of \$400 for 6 clinical hours and \$800 for 12 clinical hours. The day and time of the make-up will be determined by the School of Nursing. All costs associated with the makeup session are solely the student's responsibility.

Clinical Attendance

Students are permitted two documented excused absences in the 15-week clinical courses

and one in the 7-week courses. These clinical absences must be made up in the simulation lab. To make up for one missed clinical, you will need to register for one clinical makeup session in the simulation lab. The makeup session will consist of a variety of clinical skills practice and refresher activities with our Simulation Team. Excused, documented medical absences that exceed 2 in the 15-week clinical courses and 1 in the 7-week clinical courses will result in a medical withdrawal from the course because the student is unable to complete required learning objectives. A medical withdrawal will not count against the program's course withdrawal policy. Any unexcused absence will result in failure of the course.

Clinical Make-Up Policy

Students with a clinical absence must complete a make-up day in the Nursing Simulation Lab. Instructions for signing up are available on the Nursing Simulation Canvas site. Unexcused absences incur a student fee of \$400 (6 hours) or \$800 (12 hours). The School of Nursing sets the date/time of make-up sessions. Costs are the student's sole responsibility.

Inclement Weather

If the University is closed due to inclement weather, then the clinical day is canceled. If the University has a delayed start, the clinical has the same delayed start time. If the University is open but it is unsafe for the instructor and students to travel to the site, then the instructor will notify students directly.

Cell Phone Policy

Cell phones must be off and put away at all times during the clinical day. There is a zero-tolerance policy for cell phone usage during clinicals. Violators will face disciplinary action,

which may result in failure of the course and permanent suspension of clinical privileges by the facility.

Social Media Policy

Students are not permitted to post anything pertaining to clinical, university classroom, and the healthcare facility on any social media platform. Any reference to any experience at a clinical agency is a violation of patient privacy and federal law. Violators of this policy will face disciplinary action, which may result in failure of the course and dismissal from the program.

Appropriate Professional Behavior Expectations

Unsafe and unprofessional behavior includes, but is not limited to:

- Performing activities beyond the scope of preparation and ability
- Ignoring instructor and staff advice regarding client care
- Refusing a patient care assignment
- Leaving clinical unit without notifying the instructor
- Failure to report significant observations to the appropriate staff and instructor
- Failure to prepare adequately and appropriately for clinical sessions
- Failure to establish and maintain appropriate communication and interaction with
staff/faculty at the clinical site and the University
- Cell phone usage

- Posting on social media or violating the patient privacy
- Insubordination
- Uncivil behavior

Students that observe and/or suspect and/or have knowledge of any verbal or physical abuse or negligence of patients by any staff members or other students or who observe and/or suspect and/or have knowledge of unsafe practices are ethically and legally required to report these behaviors immediately to their clinical instructor to ensure the patients' safety.

Clinical Registration Placements and On-boarding Process

Students can be placed at any of the facilities with whom the program has a clinical contract. Students may have to travel in excess of 30 miles of the University campus to fulfill the clinical portion of their education. Students are not/will not be placed according to their area of residence or means of transportation or any other preference due to family obligations, or work obligations. Student requests for specific clinical days, times, or sites cannot be granted as it is logistically impossible. Students are responsible for travel, gas, and any parking fees. All Clinical placements are nonnegotiable, including Health Assessment lab assignments. Students must be available for every day that clinical is planned on their block schedule and for the entire day. Religious obligations will be honored to the best of the ability of the clinical team and must be communicated to the clinical team one semester in advance during the registration period. Students are not permitted to leave clinical early for evening classes. When clinical placements are finalized, they will be posted via NURS Clinical Central on Canvas. Separate onboarding emails will be sent to students by the clinical team members in regard to their specific placement. It is the sole responsibility of the student to review and complete all necessary facility

onboarding paperwork and assignments on time. Failure of the student to comply accordingly will result in forfeiture of placement, and a new placement will not be secured. Failure to comply with the facility onboarding requirements within the specified deadline will result in withdrawal from the clinical course.

Simulation Success Day Clinical Skills

Simulation Success Day and Clinical Skills modules are considered clinical days, and all clinical policies apply. Preparation:

- Attend in School of Nursing uniform with a stethoscope and a watch with second hand.
- Complete all assigned pre-work before arrival
- Arrive at least 5 minutes early
- Students arriving >10 minutes late will be marked unexcused absent
- Students unprepared (missing items, incomplete pre-work) will be asked to reschedule
- Students must remain for the entire session
- Sessions must not conflict with other course times

Participant Guidelines

- A minimum of 2 participants is required. Students may be rescheduled if only one participant attends
- Each session has a maximum capacity. Students registering beyond the limit will be removed and rescheduled

Integrity in Simulation

- Students must not share details of simulation scenarios outside of their session
- Courtesy and respect toward peers are expected
- The Simulation Lab is a no-judgment zone. Mistakes are learning opportunities

Cancellations

- Last-minute cancellations are prohibited
- In emergencies or documented illness, students must notify the Simulation Faculty and Course Instructor immediately
- All mandatory sessions must be completed before the end of the semester

Clinical Skills Modules

- Students are required to complete additional Clinical Skills Modules throughout the course
- Module requirements and scheduling are outlined in each course of the syllabus

Grades and Index

GRADE		QUALITY POINTS
A	93-100	4.0
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	60-66	1.00
F	0-59	0
P	Passing	
W	Withdrew before deadline	
F	Failure	
FX	Failure due to a violation of the College's Academic Integrity Policy	
I	Incomplete (Must be cleared no later than the fourth week of the	
NC	No Credit	
IP	In-Progress (Nursing clinical courses only)	

Academic Honesty and Student Conduct

Part One: *Definitions of Academic Honesty Violations*

1. Plagiarism: Plagiarism is the misrepresentation of someone else's words, ideas, or data as one's own work. Students should be advised to state the source of ideas when these are known, since this lends strength to their answers and is part of the ethics of scholarship.

The following acts constitute plagiarism. No student shall:

- Present AI-generated writing as one's own work as this is considered academic dishonesty.
- Intentionally represent as one's own work the work, words, ideas or arrangement of ideas, research, formulae, diagrams, statistics, or evidence of another.
- Paraphrase, quote, or "paste in" material without citing the source in the text.
- Submit a copy of or the actual work of another person as one's own, either in part or in entirety, without appropriate citation (e.g. term-paper mill products, internet downloads, etc.)
- Reproduce another professional or student's work so closely that any reasonable person would conclude plagiarism had occurred
- Share computer files and programs or written papers and then submit individual copies of the results as one's own individual work
- Copy another student's test answers
- Copy, or allow another student to copy, a computer file that contains another student's assignment, homework, lab reports, or computer programs and submit it, in part or in its entirety, as one's own
- Submit substantially the same material in more than one course without prior

authorization from each instructor involved

- Take sole credit for ideas that result from a collaboration with others

The following do not constitute plagiarism:

- The use of ideas which are judged to have become common knowledge. It would, however, constitute plagiarism if the student, being aware that the idea was not his or her own, expressly claimed authorship for the idea.
- Instances in which the idea came from informal discussions with other members of the academic community which were not initiated with the deliberate intent of providing information on the topic in question. However, if the source of an idea is remembered, the source must be acknowledged.
- Instances when students are specifically instructed by the instructor of that course that borrowing another's or others' work is considered appropriate.

2. Cheating: Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he/she has mastered knowledge on a test or evaluation that he/she has not mastered. No student shall:

- Knowingly procure, provide, or accept examination materials or descriptions of such materials, except when authorized by the instructor.
- Complete, in part or in total, any examination or assignment for another person.
- Knowingly allow any examination or assignment to be completed, in part or in total, for himself or herself by another person (e.g., take-home exams which have been completed in full or in part by someone else)

- Copy from a nearby student's test, paper or lab report.
- Use unauthorized sources of information such as crib sheets, answers stored in a calculator, or unauthorized electronic devices.
- Store answers in electronic devices and allow other students to use the information without the consent of the instructor.
- Employ aids excluded by the instructor in undertaking coursework.
- Look at another student's exam during a test or use texts or other reference materials (including dictionaries) when not authorized to do so.
- Alter graded class assignments or examinations without the full knowledge and consent of the instructor and then resubmit them for regrading or reconsideration.

3. Fabrication: Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive. The following cases constitute fabrication:

- Citing data or information not actually presented in the source indicated.
- Listing sources in a bibliography not used in academic exercises.
- Submission in a paper, lab report, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
- Submitting any academic exercise (e.g., written work, printing, sculpture, etc.) prepared totally or in part by another as one's own.
- Taking a test for someone else or permitting someone else to take a test for you.

- Providing fraudulent excuses for absences.
- Claiming that work was “lost” by a faculty member when it was never completed.

This list is not intended to be an all-inclusive list of offenses. Students should consult their instructor if in doubt about the honesty of an action.

Part Two: *What Constitutes Proof of Plagiarism?*

Plagiarism can be detected via supported documentation, e.g. turnitin.com, a Google search that provides citation references, or a copy of the original document that functioned as the source of the plagiarism.

Part Three: *Penalties for Academic Honesty Violations*

First Offense:

- Failing Grade on Assignment*
- Report Filed with the Dean of the University
- Required meeting with the Dean of the University
- Required meeting with professor or advisor regarding the underlying reasons for the offense

*Exception: If the grade-weight of the specific assignment is not significant enough to affect the student’s final grade, a heavier penalty may be assessed.

Multiple Offenses: (Prior offense has been reported and is part of the student’s record/or multiple offenses are reported simultaneously.)

- The student will be given an FX grade* in the course indicating failure due to a violation of the University’s Academic Integrity Policy
- Report filed with the Dean of the University
- Required conference with the Dean of the University

➤ Loss of Honors

*REMOVAL OF X: During the final semester of enrollment at the University, the student may petition that the X designation be removed from the transcript. Undergraduates petition the Academic Review Committee, which will establish conditions that the student must meet for the X to be removed. When the Committee is satisfied that the student has met the stipulated conditions, it will notify the Dean of the University who will see that the X is removed. The F will remain on the transcript. Removal of the X designation does not indicate that the violation did not occur but rather acknowledges that the student has come to understand the importance of academic integrity and should not carry the X designation on the transcript in perpetuity.

Third Offense:

- Dismissal from the University. A student will not be allowed to Withdraw from a course in which there is a charge of violating the university's Academic Integrity Policy. A documented academic integrity violation by a graduate student or a student in the Accelerated Bachelor of Science in Nursing program will result in academic dismissal from the University.

The Dean of the University has the authority and responsibility to enforce the plagiarism policy of the University.

Part Four: *Preventing Academic Honesty Violations*

Key elements in Preventing Academic Honesty Violations. Campus Culture:

1. A culture in which all violations are reported, and penalties are levied consistently is crucial. Professors should be sure to follow the official policy rather than simply confronting students on their own so that penalties are not seen as arbitrary when they are handed out.

2. FYE 101 lecture and discussion of plagiarism helps ensure that all understand the policy.
3. Classes should devote time early in the semester in order to reinforce the students' understanding of the definitions, ethics, and consequences of plagiarism.
4. Professors in all courses should reinforce the message by including a reference to the academic honesty policy on their syllabi and clarifying the specific standards and requirements of the discipline.
5. All course syllabi clearly state the University's academic honesty expectations, and students should be mindful of the full policy when assigned papers.
6. Providing frequent short writing assignments as well as requiring preliminary steps (abstracts, drafts, annotated bibliographies, outlines, etc. ...) at earlier stages will help students avoid last-minute panics and ease the transition from preliminary work to final paper, as well as helping professors recognize students' writing, which will discourage plagiarism.
7. Working with students individually (via conferences) to help them choose and develop topics for their papers will help to prevent plagiarism by helping to foster ownership in their ideas and arguments.
8. Faculty have the option to require student papers in both hard-copy and electronic formats so that the latter may be used at the instructor's discretion, e.g., in conjunction with turnitin.com. Annual demonstrations in the use of turnitin.com should be conducted. The Undergraduate Academic Honesty and Student Conduct Policy can be found here: <https://mountsaintvincent.edu/academics/resources/registrar/undergraduate-academic-policies/academic-honesty-and-student-conduct/>

Graduation Policy

Students are to follow the university's policies pertaining to graduation and degree conferral: <https://mountsaintvincent.edu/academics/resources/registrar/undergraduate-academic-policies/graduation-procedures/policies/graduation-procedures/>

Students in the last semester of the nursing sequence are eligible to complete the application to take the NCLEX-RN examination and to pay the currently charged fee for taking that exam. Completion of the program does not automatically allow the student to take the NCLEX-RN exam. The graduate must conform to the legal description of eligibility.

<https://www.nclex.com/register.page>

Awards and Recognitions

Leadership Award: The Leadership Award is reserved for graduating seniors from an undergraduate nursing program who:

- Demonstrates leadership in a way that prepares, motivates, and impacts other students as leaders
- Participates in community activities and gives back to others
- Mentors' fellow students
- Promotes activity in nursing organizations
- Creates opportunities for engagement and involvement
- Makes a significant contribution to the overall excellence of the school
- Creates a positive working environment
- Embodies the ethics and values of nursing

Academic Excellence Award: The Academic Excellence Award is reserved for graduating

seniors from an undergraduate nursing program who:

- Have a minimum cumulative GPA of 3.75

Clinical Recognition Award: The Clinical Recognition Award is reserved for graduating seniors from an undergraduate nursing program who:

- Demonstrates excellent interpersonal, teamwork, and collaboration skills
- Demonstrates excellence in the clinical setting
- Demonstrates initiative to improve client care

ATI Green Light Award: This award is presented to the first student to achieve the ATI green light prior to graduation.

DAISY Award for Extraordinary Nursing Students: The DAISY Award for Extraordinary Nursing Students was created to recognize and celebrate nursing students for the above-and-beyond care and compassion shown to patients and their families.

DAISY Award for Extraordinary Faculty: The DAISY Faculty Award was established to honor nursing faculty who inspire their students to always remember that nursing is much more than tasks and technology. These faculty help ensure that the art as well as the science of nursing are brought to every patient's experience.

Asynchronous Online Class Policy

Asynchronous online courses are restricted to students in the accelerated, second-degree baccalaureate program. Students taking online courses are expected to adhere to the same policies, standards, and other expectations as outlined for students taking in-seat courses as stated in this handbook and other college handbooks, policies, and memos. Students can expect to receive communication from faculty teaching these courses within 24-48 hours (about 4 days). Online course offerings include:

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1. NURS 110A Professional Nursing Issues
2. NURS 220A Health Assessment
3. NURS 210A Pharmacology
4. NURS 323A Nursing Research and Evidence-Based Practice
5. NURS 332A Health Promotion
6. Nursing Elective: NURS 370A Topics in Nursing or NURS 330A Holistic Health
7. NURS 471 Independent Study (generic)
8. NURS 410A Leadership and Management in Nursing
9. NURS 455A Senior Seminar (Hybrid)

Students who are unsuccessful in one of the online asynchronous courses must repeat the course before progressing into courses in the subsequent semester. Students may switch into or out of the asynchronous online program once. This change in status may occur only at the end of the semester. No such change in enrollment into or out of the asynchronous program shall occur:

1. After the Saint Joseph's School of Nursing established deadline to opt into or out of the asynchronous online courses or
2. After the first day of class (in the case of students admitted to, enrolled into, or returning to the college after the above referenced deadline)

No student shall switch between online asynchronous and in-seat classes during add/drop.



Student Nurse Agreement

I have read the contents of the University of Mount Saint Vincent Saint Joseph School of Nursing Student Handbook and will adhere to its rules and regulations. I understand that I am responsible for my own acts of negligence and malpractice, and I will always behave professionally. I also understand that any failure on my part to meet these criteria will subject me to immediate reconsideration and dismissal from the program.

I understand that the University of Mount Saint Vincent Saint Joseph's Nursing Department reserves the right to make changes to the policy and the Undergraduate Handbook. As a student, I understand that it is my responsibility to review the handbook annually.

Student's Name (Please Print): _____

Student's Signature: _____ Date: _____

Revision:12/10/2025



Waiver of Responsibility

I, the undersigned, do agree to assume full and complete responsibility, financial and otherwise, for injuries or illnesses, loss of income, pain and suffering, or any other types of damage while involved in nursing clinicals/labs in any facility having an agreement with the University of Mount Saint Vincent.

University of Mount Saint Vincent or its Board of Trustees and/or employees and any cooperating agencies will not be held responsible for accidents or injuries involved in any lab or clinical training. I am fully informed of the risks involved in that I will be exposed to many types of infectious diseases and injuries, including but not limited to; needle sticks and injuries, hazardous medications, radiation exposure, Covid, Influenza, Hepatitis A, B, and C; HIV Virus, AIDS, and Herpes Simplex 1 and 2; and this waiver shall extend to each of the above, but not limited to them solely.

Student's Name (Please Print): _____

Student Signature: _____ Date: _____



Respondus LockDown Browser and Monitor

What is Respondus LockDown Browser + Monitor?

LockDown Browser is a locked browser used when taking ATI proctored assessments. It prevents students from copying, printing, visiting another URL, or accessing other applications during a test. A student cannot access the Respondus Lockdown browser directly or from another LMS. When a student launches a Respondus assessment from the ATI student portal, the Respondus Lockdown browser will open automatically. The Monitor records the student during the exam. The record will only be reviewed if there is a reason to believe the test protocol has been breached. For institutional UMSV-owned devices, the IT department will update Respondus on all devices. For student-owned devices, students will update their version through the remote proctoring dry run process. Contact UMSV IT department for assistance if needed at <https://mail.google.com/mail/u/0/tab=rm&ogbl#search/respondus/FMfcgzGwJcgmmXkdNgBGSwRzvLnRljq?projector=1&messagePartId=0.2>.

I understand that all ATI proctored assessments, testing exams and quizzes will use Respondus. It is my responsibility to download the browser onto my computer prior to all testing, making sure to dry run the process. If a student is determined to have left the Respondus Lockdown Browser during an exam, a grade of zero (failure) will be issued.

Student Name (Please Print): _____

Student Signature: _____ Date: _____



Chromebook Policy

UMSV SON will be supplying Chromebooks for all ATI testing. Chromebooks will be provided at the LIC and Brooklyn sites in the absence of a computer lab at these sites.

Chromebooks are to be used solely for ATI exams and will be distributed by the student's instructor before each testing. There is no need to download RESPONDUS to Chromebooks.

- **Check in:** Once a student enters the classroom, ID will be collected, and a Chromebook will be handed to each student. Students will be provided with assigned seating. Seats are numbered to match the Chromebook you will be receiving.
- **Check out:** Once a student completes their exam, the Chromebook will be handed to the instructor, and their ID will be returned. Students are not allowed to leave the testing area with Chromebooks.
- **Chromebook storage:** Chromebooks will be stored on a docking station cart where they will remain charged at all times. This cart will remain in a locked room with only staff access.

Chromebooks are to be handled with care. Absolutely no food or water is allowed.

Chromebooks are not for personal use. They are only for testing purposes. Do not attempt to download any material or access additional sites, as IT security is continuously monitoring use, and your access will be immediately terminated.

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Student Name (Please Print): _____

Student Signature: _____ Date: _____