

# BECKER COLLEGE

## Department of Nursing Student Handbook



**Spring 2021**

## DISCLAIMER

The faculty of the Becker College nursing program makes every effort to ensure the accuracy of this Handbook at the time of publication. The faculty may be required to correct, revise, delete, or add a policy for the purpose of maintaining compliance with regulatory and/or accreditation requirements and standards; in the event this occurs, the student will be notified by the following methods:

- Becker College email or a written letter from either a College or Nursing Program Administrator/Dean sent via the US Mail.
- Revised nursing program student handbook posted on the Becker College website.
- Written announcement on the nursing course Learning Management System, CANVAS.

### Contacting Students in the Event of an Emergency

It is the obligation of students in the nursing program to inform family members, care providers, etc. of their location so that they can be contacted in case of emergency.

For example:

- Family members trying to reach students on campus should call **Becker College Department of Nursing at (508) 373-9755 or Becker College Operator**. Never leave an emergency message on anyone's answering machine or voicemail.

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## Welcome and Introduction

Dear Nursing Student,

On behalf of the faculty and staff, welcome to the Nursing Department at Becker College! Nursing is a fulfilling and rewarding career choice and the future of nursing depends on those entering the profession. We look forward to working with you during your time studying with us. Our hope is that you will have a gratifying, scholarly journey as a nursing student here at Becker College.

The *Becker College Department of Nursing Student Handbook* has been designed to prepare you with specific information relevant to the nursing programs including policies, guidelines, and procedures. This handbook contains valuable information intended to supplement the Becker College Student Handbook and College Catalogs. For general college policies, students should refer to the Becker College student handbook and the current college catalog. The College's academic policies and resources can be accessed at <http://www.becker.edu/academics/academic-resources/>. It is your responsibility to become acquainted with, understand, and comply with the policies and procedures set forth by the College and the Department of Nursing. You are responsible for knowing and understanding the information and policies found in this handbook. If you have any questions about the information contained in this handbook, please ask for clarification.

The information in the handbook is subject to revision. It is important, therefore, for you to check the announcements within the courses and within e-mail communications from the Nursing Department often. Students will be notified of any changes, revisions to policies, procedures, and curriculum. Notification may be given verbally, distributed in writing and/or posted on the Becker College on-line course management system (CANVAS).

Our goal is to provide an environment in which you will be supported and encouraged to meet your educational goals and reach your full potential. Please take time to let us know what we can do to help you succeed.

Sincerely,

The Becker College Nursing Department

## **Accreditation and Approvals**

Becker College is accredited by The New England Commission of Higher Education, Inc. (NECHE)  
<https://www.neasc.org/colleges-and-universities>

The **Associate Degree of Science in Nursing (ASN)** programs (Traditional day and Evening Weekend Programs) are approved by the Massachusetts Board of Registration in Nursing (BORN) and are accredited by the Accreditation Commission for Education in Nursing (ACEN).

Massachusetts Board of Registration in Nursing  
239 Causeway Street, 5<sup>th</sup> Floor, Suite 500  
Boston, MA 02114  
1-800-414-0168

<http://www.mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/nursing/>

Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
(404) 975-5000  
<http://www.acenursing.org>

The **Pre-Licensure Bachelor of Science (BSN)** program is approved on warning by the Massachusetts Board of Registration in Nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN).

Massachusetts Board of Registration in Nursing  
239 Causeway Street, 5<sup>th</sup> Floor, Suite 500  
Boston, MA 02114  
1-800-414-0168

Accreditation Commission for Education in Nursing, Inc.  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
(404) 975-5000  
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The **RN to BSN** program is accredited by the Accreditation Commission for Education in Nursing (ACEN).

Accreditation Commission for Education in Nursing, Inc.  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
(404) 975-5000  
<http://www.acenursing.org>

**For additional information on Accreditation Commission for Education in Nursing (ACEN) accreditation status please see the link below:**

<http://www.acenursing.us/accreditedprograms/programsearch.asp>

The End of Program Student Learning Outcomes (EPSLOs) are listed below for each of the three nursing programs. Each nursing course (lectures, labs, and clinical practice environment) development is guided by these ten EPSLOs. Program and course objectives rest on the acquisition of knowledge and skills that will prepare students for successful transition to practice.

## **Associate of Science in Nursing (ASN) Program**

Upon completion of the Associate Degree in Nursing Program, the graduate is prepared to:

1. Provide holistic care that recognizes an individual's preferences, values, and needs and respects the patient or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe and effective care. **(Patient-Centered Care)**
2. Demonstrate professional nursing behaviors aligned with accountability for the delivery of standard-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles. **(Professionalism)**
3. Use leadership principles to influence the behavior of individuals or groups of individuals within their environment in a way that will facilitate the establishment and acquisition/achievement of shared goals. **(Leadership)**
4. Demonstrate an awareness of and responsiveness to the larger context of the health care system, and demonstrate the ability to effectively call on work unit resources to provide care that is of optimal quality and value. **(Systems-Based Practice)**
5. Use advanced technology, analyze as well as synthesize information, and collaborate in order to make critical decisions that optimize patient outcomes. **(Informatics and Technology)**
6. Employ effective communication strategies with patients, families, and colleagues, fostering mutual respect and shared decision making, to enhance patient satisfaction and health outcomes. **(Communication)**
7. Function effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, shared decision making, team learning, and development. **(Teamwork and Collaboration)**
8. Demonstrate an ability to minimize risk of harm to patients and providers through both system effectiveness and individual performance. **(Safety)**
9. Apply data to monitor the outcomes of care processes and uses improvement methods to design and test changes to continuously improve the quality and safety of health care systems. **(Quality Improvement)**
10. Identify, evaluate, and use the best current evidence coupled with clinical expertise and consideration of patients' preferences, experience and values to make practice decisions. **(Evidence-Based Practice)**

## **Bachelor of Science in Nursing (BSN) Program**

Upon completion of the Bachelor of Science Degree in Nursing Program, the graduate is prepared to:

1. Manage holistic care that recognizes an individual's preferences, values, and needs and respects the patient or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe and effective care. **(Patient-Centered Care)**
2. Practice with integrity and accountability for the delivery of standard-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles. **(Professionalism)**
3. Apply leadership principles to effect changes in the behavior of individuals or groups of individuals within their environment that results in the establishment and acquisition/achievement of shared goals. **(Leadership)**
4. Evidence an understanding of and responsiveness to the larger context of the health care system, and demonstrate the ability to effectively call on work unit resources to provide care that is of optimal quality and value. **(Systems-Based Practice)**
5. Integrate advanced technology, analyze as well as synthesize information and collaborate in order to make critical decisions that optimize patient outcomes. **(Informatics and Technology)**
6. Interact effectively with patients, families, and colleagues, fostering mutual respect and shared decision making, to enhance patient satisfaction and health outcomes. **(Communication)**
7. Function effectively within nursing and interdisciplinary teams, developing and improving systems for open communication, mutual respect, shared decision making, team learning, and development. **(Teamwork and Collaboration)**
8. Implement solutions to minimize risk of harm for the individual patient, within specific patient populations, and providers through both system effectiveness and individual performance. **(Safety)**
9. Uses data to monitor the outcomes of care processes, and uses improvement methods to design and test changes to continuously improve the quality and safety of health care systems. **(Quality Improvement)**

10. Integrate current research findings and nursing theory coupled with clinical expertise and consideration of patients' preferences, experience and values to make practice decisions. **(Evidence-Based Practice)**

### **RN-BSN Program**

Upon completion of the Bachelor of Science Degree in Nursing Program, the graduate is prepared to:

1. Manage holistic care that recognizes an individual's preferences, values, and needs and respects the patient or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe and effective care. **(Patient-Centered Care)**
2. Practice with integrity and accountability for the delivery of standard-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles. **(Professionalism)**
3. Apply leadership principles to effect changes in the behavior of individuals or groups of individuals within their environment that results in the establishment and acquisition/achievement of shared goals. **(Leadership)**
4. Evidence an understanding of and responsiveness to the larger context of the health care system and demonstrate the ability to effectively call on work unit resources to provide care that is of optimal quality and value. **(Systems-Based Practice)**
5. Integrate advanced technology, analyze as well as synthesize information and collaborate in order to make critical decisions that optimize patient outcomes. **(Informatics and Technology)**
6. Interact effectively with patients, families, and colleagues, fostering mutual respect and shared decision making, to enhance patient satisfaction and health outcomes. **(Communication)**
7. Function effectively within nursing and interdisciplinary teams, developing and improving systems for open communication, mutual respect, shared decision making, team learning, and development. **(Teamwork and Collaboration)**
8. Implement solutions to minimize risk of harm for the individual patient, within specific patient populations, and providers through both system effectiveness and individual performance. **(Safety)**
9. Uses data to monitor the outcomes of care processes and uses improvement methods to design and test changes to continuously improve the quality and safety of health care systems. **(Quality Improvement)**
10. Integrate current research findings and nursing theory coupled with clinical expertise and consideration of patients' preferences, experience, and values to make practice decisions. **(Evidence-Based Practice)**

### **Program Outcomes**

#### **ASN Program Outcomes**

1. 80% of all first-time NCLEX test takers will pass during the same 12-month period.
2. 70% of ASN students admitted into the program will complete the nursing program within 150% of the program length (7 semesters).
3. 80% of graduates who respond to inquiries (email, phone, in person, and survey) will be employed as a registered nurse within 12 months after graduation.

#### **BSN Program Outcomes**

1. 80% of all first-time NCLEX test takers will pass during the same 12-month period.
2. 70% of BSN students admitted into the program will complete the nursing program within 150% of the program length (7 semesters).
3. 80% of graduates who respond to inquiries (email, phone, in person, and survey) will be employed as a registered nurse within 12 months after graduation.

#### **RN-BSN Program Outcomes**

1. 70% of RN-BSN graduates complete the nursing program within 150% of the program length (6 semesters).
2. 80% of graduates who respond to inquiries (email, phone, in person, and survey) will be employed as a registered nurse within 12 months after graduation.

### **Nondiscrimination Statement**

Becker College is an Equal Opportunity/Affirmative Action institution and prohibits discrimination on the basis of age, sex, race, color, religion, ancestry, national origin, disability, gender identification, genetic information, sexual orientation, marital status, veteran status or any other characteristic protected by federal, state or local law. This policy applies to all terms and conditions of employment, admission to and enrollment with the College, including, but not limited to, recruitment, selection, hiring, placement, transfer, promotion, training, compensation, benefits, discipline, termination, educational policies, admission policies, financial aid, scholarship and loan programs, housing, athletic and other College-administered programs and activities. Further, faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation of discrimination. Inquiries regarding non-discrimination policies may be directed to:

Michelle Fatcheric, Title IX Coordinator  
44 West Street, Worcester, MA,  
Telephone- 774.354.0462  
Email- michelle.fatcheric@becker.edu.

### **Overview of the Nursing Department**

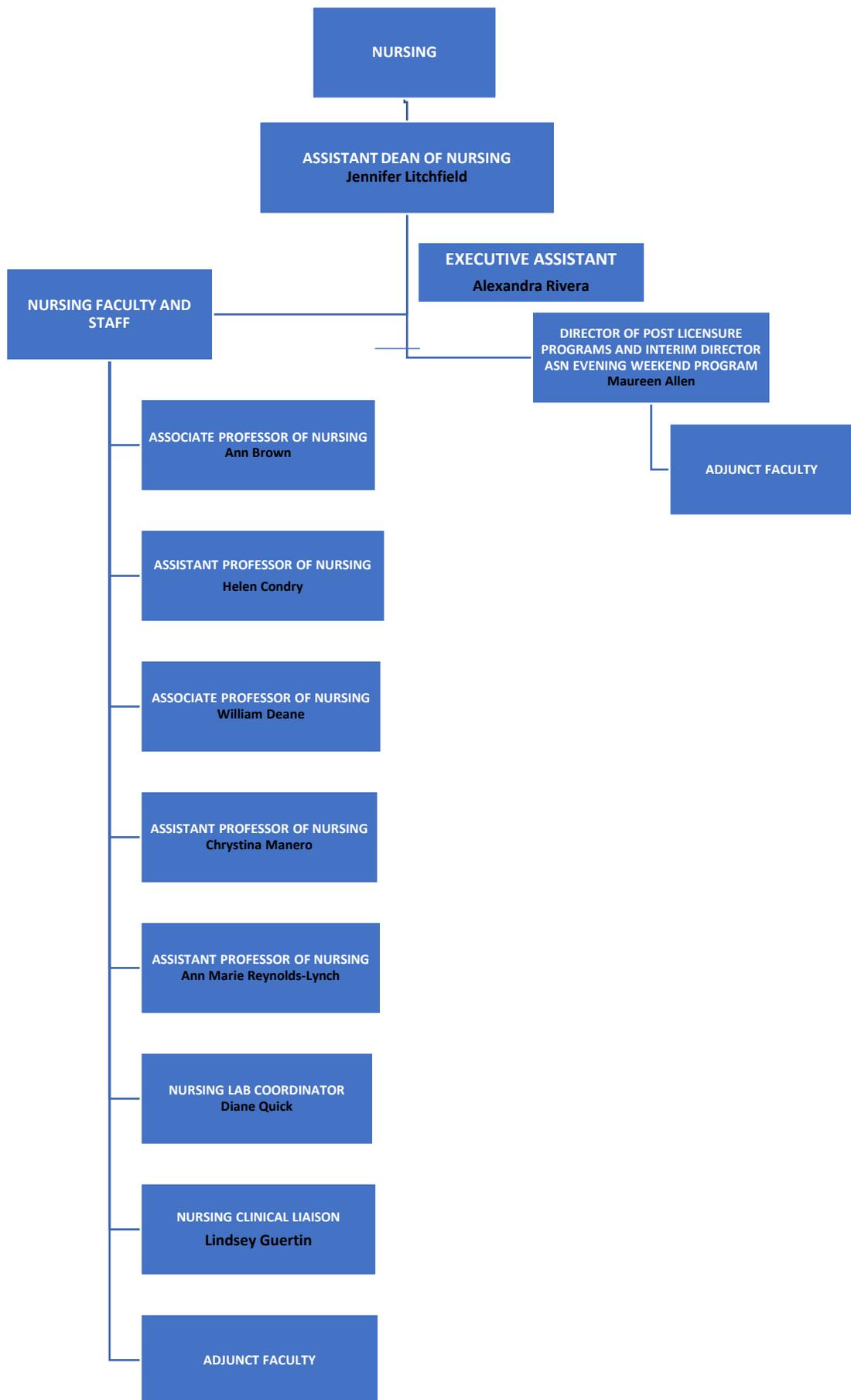
The Nursing Department was established in 1982 with the Associate Degree in Nursing (ASN) on the Leicester campus. Program growth and proximity of clinical learning sites necessitated relocation of the program to the Worcester campus in 1988. In 2000, the ASN program moved into the newly constructed Health Science Building (HSB), on the Worcester campus, which accommodated current growth and allowed for future expansion. The clinical simulation lab was established in 2005. In 2007, the first RN-BSN class was admitted. The Department has since expanded laboratory/nursing practice space within the HSB to accommodate the changing needs of nursing education. In the spring 2011, the redesigned and expanded Clinical Simulation Lab was opened. The first pre-licensure BSN class was admitted in 2012. The RN to BSN Program recently received approval from the ACEN to go fully online in Spring 2019. In Spring 2021, we expanded our traditional day ASN program to offer an ASN Evening Weekend option.

<b>Becker College Nursing Department</b>			
<b>Associate of Science in Nursing (ASN) Program</b>	LPN Advanced Placement options for Licensed Practical Nurses	<b>Bachelor of Science in Nursing (BSN) Program</b>	<b>Online Registered Nurse (RN) to BSN Program</b>
Evening Weekend Associate of Science in Nursing (ASN) Program	Part-time Evening Weekend Associate of Science in Nursing (ASN) Program	Evening Weekend LPN Advanced Placement options for Licensed Practical Nurses	

### **Nursing Program Structure**

The foundation of all nursing programs are the faculty and staff. Becker College has expert clinicians and knowledgeable educators who are responsible for delivery of the curriculum and ensuring academic excellence through innovation and teaching and learning. The Assistant Dean provides leadership to the Nursing Department, and the Director of Post-Licensure program manages the RN-BSN program, and ASN Evening Weekend Program. All are dedicated to supporting students in the achievement of learning and program outcomes.

## **Becker Nursing Program Organizational Chart**



## **Our Contact Information**

### **Leadership**

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**BECKER COLLEGE**  
**Becker Nursing Program Mission, Philosophy,**  
**and Curriculum Framework**

**Mission of the Becker Nursing Program**

The mission and purpose of the Becker Nursing Program at Becker College is to provide a high-quality education that includes the knowledge and skills required for registered nurse practice in a supportive learning environment. The mission of the Becker Nursing Program is congruent with the mission of the College.

**Philosophy of the Becker Nursing Program**

The philosophy of the Becker Nursing Program at Becker College is congruent with the philosophy of the College and is planned within its mission to deliver to each student a transformational learning experience anchored by academic excellence, social responsibility, and creative expression that prepares graduates to thrive, contribute to, and lead in a global society. The Agile Mindset is an approach that values learning over knowing and adaptability to complement planning and process with competencies in: empathy, divergent thinking, entrepreneurial outlook, and social and emotional intelligence. Throughout the educational process, students are encouraged to grow intellectually, socially, and personally by presenting the world of knowledge, ideas and imagination in a stimulating manner. The active exchange of views among students, faculty and administration is promoted. The College and Becker Nursing Program share a commitment to the belief that an educated person should thoroughly understand an area of knowledge or practice; should possess an understanding of science, social science and the humanities; should be sensitive to ethical and moral issues; should be competent in oral and written communications; should demonstrate analytical and problem-solving ability; and should have a commitment to the value of continued learning.

**Curriculum Framework of the Becker Nursing Program**

The nursing faculty developed a curricular framework that blends the concepts in the nursing program philosophy based upon the paradigm of nursing and principles from the natural, social, and applied sciences, and humanities. The organizing frameworks are derived from the core competencies for quality and safety in nursing education (QSEN) and the Massachusetts Department of Higher Education Nursing Initiative, Nurse of the Future (NOF) Nursing Core Competencies. The curriculum is built on the concepts of healthcare consumer, environment, health, nurse, and nursing education. All the concepts defined by faculty are presented below. These concepts are introduced in the first nursing course and built upon throughout subsequent nursing courses. As nursing students' progress through the program, they will consider these concepts in the context of their relationships to each other and to patient populations.

**Person**

A health care consumer may be a single person, family, group, or community, who are the recipients of health care services, including nursing care. Depending upon the location and purpose of health care, the health care consumer may be referred to as a patient, client, or resident. Human diversity, cultural factors, and life experiences combine to make each person and care-giving situation unique. As a culturally diverse holistic being, the health care consumer has the potential to meet his/her basic needs in today's society within the complex environment of changing knowledge, increased technology, scientific and medical advancements, and decreased human resources. Each person has the right to self-direction in health and related activities. Every recipient of nursing care has the right to quality, individualized health care across the lifespan including the right to death with dignity.

**Environment**

The environment is any setting in which human interactions take place. Within this context, the environment is composed of and influenced by anything capable of affecting personal or community health and/or the quality of interactions between the nurse and the health care consumer. The nurse assists in creating a healing environment by collaborating with the person, family, group, or community in establishing mutual goals that support the

attainment of optimal health and well-being in every dimension of health.

### **Health**

Health is a dynamic state-of-being that encompasses the physiological, psychological, socio-cultural, developmental, and spiritual dimensions of a person's life. The state of health for individuals, families, groups, and communities is multi-dimensional and ever changing, ranging from high-level wellness to extreme illness and impending death. The meaning of health is different for each person dependent upon cultural and psychosocial influences. The goals of nursing related to health are to promote, restore, and maintain health, prevent disease, and support a peaceful death.

### **Nursing and Nursing Education**

Nursing is an art, a science, and a humanistic service that assists individuals, families, groups, and communities to meet their unique health needs. Nursing is rooted in caring and its connections to others. To deliver safe and effective, quality care, the nurse needs foundational knowledge in science, humanities, and nursing, critical reasoning to apply knowledge (nursing judgment), clinical nursing and communications skills, as well as the ability to establish and maintain interpersonal relationships. Nursing is practiced with quality assurance, as well as attention to personal, ethical, legal, and regulatory accountability. The practice of nursing including the application of critical reasoning and skills are operationalized through the nursing process, by planning care in conjunction with health care consumers, and practicing within the scope of nursing practice.

## **BECKER COLLEGE**

### **Nursing Program Policies**

### **ADMISSION**

#### **ASN Admissions Requirements (Traditional day and Evening Weekend Options)**

The Pre-Licensure Associates of Science in nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved Massachusetts Board of Registration in Nursing (BORN).

##### **Academic Requirements:**

- Applicants are required to provide satisfactory evidence of secondary school graduation (official high school transcript), or its equivalent (official GED or HiSET with scores included).
- G.P.A of 2.5 or better.
- It is required that science courses be completed within five years prior to admission with a grade of C or better.
- Complete a three-credit college course in College Algebra or Statistics within five years with a grade of C or better.
- Algebra I, II and Geometry are required for freshman applicants.
- The ATI Test of Academic Skills (TEAS) (must be taken within the last 5 years) is required for all ASN applicants, earning a proficient score. Only two attempts to achieve the minimum benchmark score will be allowed within a calendar year. The Department of Nursing accepts original TEAS documents only.

#### **BSN Admissions Requirements**

The Pre-Licensure Bachelor of Science in nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN) and on approval with warning Massachusetts Board of Registration in Nursing (BORN).

##### [BSN Approval with Warning FAQ's](#)

##### **Pre-Licensure BSN Applicants:**

- Applicants are required to provide satisfactory evidence of secondary school graduation (official high school transcript), or its equivalent (official GED or HiSET with scores included).
- G.P.A of 2.5 or better.

- It is required that the nursing program science courses be completed within 5 years prior to admission with a grade of C or better.
- Complete a three-credit college course in College Algebra or Statistics within 5 years with a grade of C or better. Algebra I, II and Geometry are required for freshman applicants.
- All nursing applicants (freshman, transfer, or current Becker students) must successfully complete either the ACT/SAT exam or the TEAS exam (must be taken within the past 5 years). Students who have an ACT composite score below 19 or SAT score below 900 on the SAT Critical Reading and Math sections, must take and score proficient or higher on the TEAS exam as part of their application. Note: scores are subject to change. SAT or ACT scores are required for freshman applicants

**Pre-licensure BSN moving into Year Three, First Semester Nursing Admission/Course Work Requirements:**

- Successful criteria to progress to the third year (first semester of year 3/fall semester) includes:
- An earned College cumulative GPA of 2.5 or better.
- Successful completion of pre-licensure BSN curriculum plan science courses, with a final of C (2.0) or better for each science course, with only one allowed retake of each science course.
- MATH2200 Statistics must be successfully completed with a grade of C or higher prior to the scheduled NURS4005 Research and Evidence-Based Practice in Nursing course.
- Achievement of a final course grade of C+ or higher in NURS1200 (The Nurse as Scholar and Clinician).
- Successful completion of all courses (61 credits in the first 2 years of the published pre-licensure BSN nursing program curriculum).

**RN to BSN Program:**

**Admissions Requirements**

Students seeking admission to the Becker College RN to BSN program must meet the following requirements:

- Complete an [RN to BSN application form](#).
- A 2.0 GPA.
- An earned diploma or associate degree in nursing from a state approved, nationally accredited nursing program.
- Hold a current, unencumbered registered nursing license.
- Becker College will honor the [Massachusetts Department of Higher Education Nursing Education Transfer policy](#).

**Transfer Evaluation Criteria (RN-BSN)**

- [Nursing Education Transfer Policies](#).
- Upon review and evaluation by the Nursing Department, nursing credits awarded will be applied to the pre-admission requirements.
  - In order for previous nursing course work to be awarded credits, the applicant must be compliant with [Nursing Education Transfer Policies](#).
  - Their Pre-licensure nursing program official transcripts reviewed for comparability and relevance to the Becker College ASN required nursing courses.

\*Recent ASN or diploma program graduates, providing they meet all other admission criteria, may be conditionally accepted, and allowed to enroll into the courses offered in the first semester of the RN to BSN program. However, a current unencumbered RN license is necessary to be accepted into the RN to BSN program and to progress into the second semester.

\*Recent ASN or diploma program graduates, providing they meet all other admission criteria, may be conditionally accepted, and allowed to enroll into the courses offered in the first semester of the RN to BSN

program. However, a current unencumbered RN licensure is necessary to be accepted into the RN to BSN program and to progress into the second semester.

### **LPN ADVANCED PLACEMENT**

Licensed Practical Nurses will be considered for advanced placement in the undergraduate Associate of Science in Nursing (ASN) degree program provided they:

Complete the application process through the Office of Admissions.

Hold an unencumbered Massachusetts license as a Licensed Practical Nurse (LPN).

Graduated from another regionally accredited, post-secondary institution, pre-licensure program recognized by the Department of Higher Education and be a program fully approved by the Board of Nursing.

Complete the ATI Test of Academic Skills (TEAS) exam earning a proficient score (TEAS must be taken within the past 5 years).

Option 1: Pre-admission standardized tests are required for the program. Admission is competitive, the scores listed below are the minimum scores considered.

The ASN program requires an overall score of 75% on the Nursing Acceleration Challenge Exam ACE (NACE) I PN-RN: Foundations of Nursing Test. Only two attempts to achieve the minimum benchmark scores will be allowed within a calendar year. More information regarding the NACE exam can be found at <https://www.mometrix.com/academy/nursing-ace-practice-test/>.

The ASN program requires an overall score of Proficiency Level II on the Assessment Technology Institute (ATI) PN Adult Medical Surgical Proctored Exam (must be taken within the past 5 years). Only two attempts to achieve the minimum benchmark scores will be allowed within a calendar year. More information regarding the ATI PN Adult Medical Surgical Proctored Exam can be found at [www.atitesting.com](http://www.atitesting.com).

After completing the above requirements, the student would transfer into NURS 2201 Nursing III.

Option 2: A pre-admission standardized test is required for the program. Admission is competitive, the scores listed below are the minimum scores considered.

The ASN program requires an overall score of 75% on the Nursing Acceleration Challenge Exam ACE (NACE) I PN-RN: Foundations of Nursing Test. Only two attempts to achieve the minimum benchmark scores will be allowed within a calendar year. More information regarding the NACE exam can be found at <https://www.mometrix.com/academy/nursing-ace-practice-test/>.

After completing the above requirements, the student would transfer into NURS 1105 Nursing II.

Option 3: A pre-admission standardized test is required for the program. Admission is competitive, the scores listed below are the minimum scores considered.

Complete the ATI Test of Academic Skills (TEAS) exam earning a proficient score (must be taken within the past 5 years). Only two attempts to achieve the minimum benchmark scores will be allowed within a calendar year. The nursing department accepts original TEAS documents only.

Candidates determined eligible for option 3 are required to take all nursing courses as detailed in the Becker College's Nursing Associate Degree Curriculum.

#### **Academic Requirements:**

- G.P.A. of 2.5 or better.
- It is required that the science courses be completed prior to admission with a grade of C or better.
- All nursing applicants (freshmen, transfer or current students looking to change their major to nursing) must successfully complete either the ACT/SAT exam or the TEAS exam. Students who have an ACT Composite score below 19 or a SAT score below 900 on the SAT EBRW and Math sections must take

and score proficient or higher on the TEAS exam (must be taken within the past 5 years) as part of their application. Note: scores are subject to change.

- Official high school transcript(s) showing evidence of high school graduation, or the equivalent with passing GED or HiSET scores.

### **TRANSFER ADMISSION:**

Prerequisite courses are assessed by the college for transfer ability.

- Nursing courses do not transfer in the BSN program.
- Nursing courses do not transfer in the ASN program.
- New RN to BSN students may transfer up to six credits into the Becker RN to BSN online program from state approved nationally accredited nursing programs at the discretion of the Director of Post-Licensure programs.
- Please refer to the nursing department LPN to RN Advanced Placement for Transfer Admission.

\*\* If a student is enrolled in the Advanced Placement for Licensed Practical Nurse Option transfer credits are accepted per the Nursing Departments Advanced Placement for Licensed Practical Nurse Policy.

New RN to BSN students may transfer up to six credits into the Becker RN to BSN online program from state approved nationally accredited nursing programs at the discretion of the Director of Post-Licensure programs.

### **Change of Major Between or Into a Nursing Program**

Students who wish to change between Pre-Licensure Nursing programs (AS.NURS to BS.NURS or BS.NURS to AS.NURS) or to change from any other academic program to a Pre-Licensure Nursing program, must complete a *Nursing program change of major form*. This form can be obtained by contacting the student's advisor from the Center for Career Education and Advising (CCEA). Deadlines for submitting the change of major form are outlined below and on the form. The change of major form requires documentation of meeting the requirements detailed below, which will be verified by the student's advisor from the Center for Career Education and Advising (CCEA).

In the event that at least one requirement is not met at the time of submission of the change of major form, the student's major may be temporarily changed to AS.UNDE-W (academic track to AS.NURS) or BS.UNDE-W (academic track to BS.NURS) until all requirements are met. When a student is following a AS.UNDE-W or BS.UNDE-W major track, it is the responsibility of the student to document all requirements have been met by submitting an updated Nursing change of major form to their advisor by the deadlines listed below.

Deadlines:

- The deadline to submit the change of major form to enter the ASN or BSN program **is four weeks prior to the scheduled orientation**. Students should contact their advisor for information about the scheduled orientation date.

- The deadline to submit the change of major form to enter the BSN program is prior to registration in NURS 1200: Nurse as Scholar and Clinician in the sophomore year, spring semester of the BSN program.

Requirements:

- Becker College cumulative GPA of 2.5 or higher
- MATH 1200: College Algebra or MATH 2200: Statistics passed with a grade of C (73) or higher
- BIOL 2503: Anatomy & Physiology 1 passed with a grade of C (73) or higher (no more than 1 repeat)
- ASN: Proficient TEAS score of 58.7% or higher overall required for all ASN applicants \*visit [www.atitesting.com](http://www.atitesting.com) for test centers and information about the TEAS
- BSN: SAT (EBRW and MATH) score of 900 or higher, or ACT composite score 19 or higher, or Proficient TEAS score of 58.7% or higher overall

If a nursing course was previously attempted and not passed, a remediation plan completed under the supervision of a faculty member must be completed before a major change is approved.

Clinical and health requirements must be **MET PRIOR TO THE FIRST NURSING COURSE.**

### **Health and Immunization Requirements**

Nursing students matriculating into the nursing program must be compliant with Massachusetts' Department of Public Health's (MDPH) Adult Occupational Immunizations recommendations and requirements.

- **Physical Exam:** completed no earlier than 1 year before the start of classes. Student must be medically cleared without restriction to participate in the Nursing Program. Physical form must be signed/dated by Health Care Provider.
- **Immunization Record:** Signed/dated by Health Care Provider
- **3-shot series Hepatitis B and (+) Hepatitis B Surface Antibody Blood Test Lab Report**
- **2-shot series MMR OR (+) Lab Reports** (proving immunity against all 3 diseases)
- **2-shot series Varicella OR (+) Lab Report** proving immunity against chicken pox
- **1-shot Tdap Must be updated every 10 years (Tdap required not Td)**
- **Meningococcal Vaccine** (1 dose after age 16) OR signed Meningitis Waiver Form
- **2-step PPD Test OR T-Spot blood test lab report to assess tuberculosis status.** 2-Step PPD testing requires 2 separate TB Skin Tests completed 1-4 weeks apart for entry. Then 1 PPD skin test or T-Spot blood test is required yearly throughout the duration of your program. **If PPD is (+) please submit a negative chest x-ray report. (Must be within the past 5 years.)**
- **Seasonal Flu Vaccine** required annually throughout the duration of your program. Students with past history of flu vaccine allergy must provide medical documentation through the Health Portal.

The Massachusetts Nurse Practice Act describes the practice of nursing as involving cognitive, sensory, affective and psychomotor performance requirements. Nursing students should possess essential functions, including: Gross and Fine Motor Skills and Sensory Skills

Clinical facilities may stipulate additional requirements for which medical documentation **must** be provided as clinical sites require proof of student health and immunization status before clinical clearance is granted. If this information is not provided, the student would be dismissed from the nursing program.

The Student Health Record is to be completed and submitted to **Student Health Center** prior to entry to the program. **For continuing nursing students all clinical requirements must be uploaded to the student portal at least four (4) business days PRIOR to the clinical date.** Please note: **No record = No clearance**

- Any change in medical/health status must be reported to Student Health Center. Medical documentation must be provided that clearly identifies student limitations/restrictions and their ability to participate in all program activities. Examples of change in health status may include, but is not limited to, any physical injury that requires splint/brace/cast/sling, major illness, psychiatric instability, communicable disease, and pregnancy/delivery. Please notify Student Health Center for an individual consultation.
- Significant changes in health status may affect the student's ability to perform clinical functions. If determined that student or patient's safety may be compromised the student will be excluded from the clinical area until cleared by Student Health Center. Clinical agencies will be consulted, as needed, to determine if the student can participate in clinical assignments. **The inability to participate in clinical assignments may result in withdrawal from the nursing program.**

Documents must be uploaded through the new Health Portal at <https://becker.medicatconnect.com/> prior to the

start of the first NURS course in the nursing program for new students and at least four (4) business days prior to the clinical for continuing students. Questions regarding the health portal can be emailed to [healthportal@becker.edu](mailto:healthportal@becker.edu). Students are required to also maintain his/her own copy of the Student Health Record and other requirements for their portfolio.

Students matriculating into the ASN and BSN Programs must be compliant with the Massachusetts Department of Public Health's (MDPH) Adult Occupational Immunizations recommendations and requirements. All ASN and BSN students must receive:

- Annual seasonal flu vaccine each fall.
- Two-step test for Tuberculosis is required within three months prior to entering the program.
- A single TB test updated each year after. A negative chest x-ray report is required of all students who are known positive reactors to the Mantoux test.

### **Latex Allergy**

All students with symptoms of a latex allergy must be cleared by the Student Health Center prior to lab or clinical.

1. **The Nursing Skills Lab is not a latex free environment:** therefore, the risk of exposure to latex cannot be eliminated.
2. **Becker College cannot guarantee latex free environment during clinical rotations.**

### **Body Fluid Exposure**

In the event of exposure to bodily fluids at Becker College, the following steps must be followed by the student:

1. Students will be directed to follow the emergency procedures in place at the clinic site and the clinical faculty is notified for clinical site policy to be followed and to also notify the Nurse Administrator.

### **Health Insurance**

All students are required to carry either their own health insurance or the college health insurance. Any health expenses incurred while the student is enrolled are the student's responsibility.

### **Malpractice Insurance**

Each student will be covered for malpractice insurance with a group policy provided through the College. Students pay for this yearly with the semester billing.

### **CPR Certification Policy**

**All students must be certified in cardiopulmonary resuscitation (CPR). A copy of the CPR card, both front and back, must be given to the nursing program administrative coordinator EVERY FALL. Only Health Care Provider Level with AED through the American Heart Association is accepted.** The American Heart Association certification (American Heart Association BLS for the Health Care Provider) lasts for two years. Any clinical agency can require a recertification after 12 months. It is strongly recommended that students complete the AHA certification in the June – August period preceding entry into the program. Students who have not completed their certification during the preceding summer must be available to take a CPR course given at BSC in the early fall. Students will not be able to attend clinical without proof of current CPR certification. It is the student's responsibility to ensure that their certification does not lapse. **Students will not be assigned to a clinical group until evidence of current CPR certification is provided.**

### **CORI and SORI Check**

All students in the Becker College pre-licensure nursing programs must submit to a national Criminal Offenders Record Investigation (CORI) and Sex Offender Registry Information Act (SORI) check upon admission to the program prior to the start of the first nursing courses. **The CORI and SORI will be repeated every FALL during the program.** This background check is a computerized search to determine if an individual has any convictions, outstanding warrants or pending complaints. Progression and mandatory clinical placements in the

nursing program are contingent on a "no report" CORI check result. Clinical agencies may independently perform CORI checks on students and are not required to accept a student with a CORI report indicating that an offense exists. The department is not responsible for alternate clinical placements for students who cannot be placed in an agency related to a CORI offense report. Students have an obligation to inform the department chair if any legal issues arise while in the program that are reportable on a CORI.

Any student whose CORI or SORI reflects conviction will be **NOT be eligible** for placement at a clinical agency and will be excluded from eligibility for nurse licensure in Massachusetts, in accordance with the Massachusetts Board of Registration in Nursing Licensure Policy. In addition, it will delay and may prohibit eligibility to take the NCLEX-RN. Participation in planned clinical experiences throughout the nursing curriculum is required, therefore inability to participate in clinical will result in withdrawal from the nursing program. Acceptance into the course or program does not guarantee clearance for a clinical agency placement. Applicants for initial Massachusetts nurse's licensure must report both felony and misdemeanor convictions, and disciplinary action to the Board of Registration in Nursing for its evaluation of the applicant's compliance with the Good Moral Character requirement at GL, c.112, 22.74 and 74A. For details, refer to the Good Moral Character Information Sheet at <http://www.mass.gov/dpl/boards/rn/forms/gmcreg.pdf>.

### **Drug Testing**

As a result of clinical affiliation requirements, nursing students are required to have a comprehensive “**10-Panel**” urine drug screen with results provided to the Student Health Services Office **prior to the beginning of their clinical course**. Permission for release of results must be authorized to the Director of Student Health. If the student's drug screen is positive, the student must submit written proof of a prescription for the appropriate medication prior to beginning clinical. **Students who test positive for any street drug will not be allowed admission into the program or continued program progression.** This policy is aligned with the policies of our clinical partners. Additional restrictions apply based upon each individual clinical facility's policy and regulations. Failure to disclose any of this information or a positive drug screening will prevent students from attending clinical and the completion of the course, which will result in dismissal from the nursing program. **Drug screenings must be completed prior to the first nursing clinical course and annually thereafter.**

### **Good Moral Character**

The Massachusetts Board of Registration in Nursing has a Good Moral Character policy. In the Commonwealth, Massachusetts Laws (MGL) Chapter 13, section 13, 14, 14a, 15 and 15D and Chapter 112, section 74 through 81 C authorize the Board of Registration in Nursing to regulate nursing practice and education. Pursuant to these laws, the Mass. Board of Registration in Nursing issues licenses to qualified individuals. Effective January 1, 2000, because initial nurse licensure applicants must be in compliance with the Board of Registrations Determination of **Good Moral Character** specified in Chapter 112 74, 74A, and 76, applicants to the Becker College Nursing Program must meet this Massachusetts licensure requirement. <http://www.mass.gov/eohhs/docs/dph/quality/boards/good-moral-info.pdf>

Misdemeanor and felony convictions, and discipline by a licensure/certification body are evaluated by the Massachusetts Board of Registration in Nursing to determine licensure applicant compliance with the “good moral character” licensure requirement established in the Massachusetts General Laws, Chapter 112, section 74 and 74A. The Becker College nursing programs evaluate GMC in accordance with MA BORN regulations. <http://www.mass.gov/eohhs/docs/dph/quality/boards/nursing/nursing-good-moral-policy.pdf>.

The Board has the authority to deny or revoke nursing licensure for an individual who has been found guilty of committing a felony or an act that does not conform to the accepted standards of the nursing profession. A student who wishes/needs to discuss this can make a private appointment with the Nurse Administrator at any stage of the program.

### **Academic Honesty**

The College and Department of Nursing are committed to creating a community that acts with honesty and forthrightness, holding ourselves to high academic and ethical standards, and treating with everyone in a

respectful manner.

Academic honesty is essential to the intellectual health of a college and the ideals of education. Honesty and integrity are fundamental values that guide and inform us as individuals and as a community. Becker College expects students to be honest and to conduct themselves with integrity in all aspects of their relationship with the college. Examples of these are application, transfer evaluation, academic progress review, credit, and non-credit bearing experiences, including regular course work, independent studies, internships, practical, student teaching, and interactions with faculty, staff, and students. Any form of dishonesty, academic or otherwise, adversely affects the educational function of the College and undermines the integrity of its programs.

Some actions cannot be tolerated because they seriously interfere with the basic purpose and processes of an academic community, or with the rights accorded other members of the community. By formulating a general code of ethics, rights, and responsibilities, the College reaffirms the principle of student freedom coupled with personal responsibility and accountability for individual action and the consequences of such action. The Academic Honesty Policy and the Student Conduct Policy parallel each other in dealing with issues both inside and outside the classroom and associated activities.

Students are not only members of the academic community but also members of the larger society. Thus, they retain the rights, protection, guarantees, and responsibilities that are held by all citizens. A student is not immune to prosecution by local, state, or federal enforcement agencies, whether or not the College takes action on the violation.

Dishonest conduct includes, but is not limited to, cheating, plagiarism, unauthorized collaboration, forgery, alteration of records, along with any lying, deceit, bribery, coercion, or intimidation for the purpose of influencing a grade or for any other academic gain. Action against a student determined to have violated the academic honesty policy can range from a reduction of the grade on an assignment, through failure of a course, to suspension or even dismissal from the academic program, the department, or the College.

We desire to prevent the spread of behavior and practices that alone and in themselves appear tolerable, but when widespread or repeated may threaten to undermine the morale, trust, and good faith necessary in an academic community.

Commission of offenses such as willful neglect of proper requests, lying, broken promises, intentionally furnishing false information to a Becker official, and failure to present proper identification renders one accountable and liable for judgment or disciplinary action. A student who is charged with academic dishonesty will be afforded due process through the College conduct process.

#### Other Student Conduct Issues

Acts such as but not limited to assault, battery, harassment (which would include sexual harassment), hazing, dangerous and/or binge drinking, substance abuse, stalking, rape, abuse, theft, damage, threat, injury, possession or use of firearms or explosives, fraud, blackmail, unfair discrimination, slander, impairing the well-being of another community member or self, suicidal gestures, or invasion of privacy render one liable for disciplinary action which is determined through the student conduct process.

#### Applicability of Policy

The student rights and responsibilities apply principally to conduct that occurs on College premises or at College-related activities or facilities including class sessions and all other educational activities. College premises mean all land, buildings, facilities, and other property owned or leased by Becker College. Off-campus conduct may also subject a student to disciplinary or other appropriate administrative action as outlined in the student code of conduct in the Student Handbook.

## Violations

Individual faculty members may determine the sanctions to be imposed for violations of the standards described above in regard to their specific courses and publish them in their course syllabus. Faculty may not withdraw a student from a course for an academic integrity violation. Faculty wishing to issue a sanction beyond a warning or failing grade on the assignment must discuss the matter with the Chief Academic Officer before determining the sanction for the offense.

The faculty member is responsible for taking the action deemed appropriate in a timely manner, including communication with the registrar's office where necessary and communicating the action along with the rationale to the student. Appeals related to these sanctions follow the academic appeals process. Regardless of faculty specified sanctions, or in the event the specific violation is not discussed, the college-wide policy still applies, and sanctions may be imposed as described below. Violations of any of the standards within a specific course will be reported to the Chief Academic Officer or designee.

## Sanctions

Sanctions for violations of any of the standards will be reported to the Chief Academic Officer or designee and may include one or more of the following. Faculty may not withdraw a student from a course for an academic integrity violation. Faculty who feel that a student should receive a sanction more severe than a warning or zero on the assignment should discuss the issue with the Chief Academic Officer before determining the sanctions for the offense.

- A written warning
- A zero on the indicated coursework
- A grade of F in the course
- Suspension for one or more semesters
- Dismissal from the College
- Expulsion from the College

A second violation in any one course during the same semester will result in an immediate referral to the Nurse Administrator or his/her designee.

## **ATTENDANCE**

Students are expected to arrive on time and attend all academic lectures, classroom, and clinical and laboratory sessions. Students are expected to notify faculty by phone or email prior to the class/lab/clinical for absences. Excessive absences will result in the student's inability to meet the learning objectives of the course and consequently course failure. Students are responsible for and expected to obtain any missed information due to absence.

### **MISSED LAB:**

If a student is absent from course laboratory or is unsuccessful at competency assessment, he/she is expected to contact the appropriate laboratory faculty or course faculty within twenty-four (24) hours of missing the lab to schedule a makeup assignment. Missed course laboratory experiences must be made up within 1 week, as scheduled by the course faculty or Sim/Lab coordinator, with successful completion of the competency.

### **MISSED CLINICAL:**

In the event that a student misses clinical, the student will complete the modules below within one week of the missed clinical as follows:

- 1<sup>st</sup> Missed Clinical- Complete Module #1 in Canvas
- 2<sup>nd</sup> Missed Clinical- Complete Module #2 in Canvas
- 3<sup>rd</sup> Missed Clinical- Complete Module #3 in Canvas

Missed course laboratory and clinical hours are accrued as absent hours, even after make-up, and can result in course failure and/or program dismissal. Attendance at all clinical experiences, including pre- and post-conference, is mandatory.

In the event of an absence or tardiness, students are required to leave a message on the clinical faculty's voice mail or email (defined by clinical faculty) as well as the course faculty at least 60 minutes prior to scheduled clinical hours. If, for any reason, a student needs to leave a clinical lab or clinical experience the clinical faculty and course faculty member must be notified. Failure to do so grounds for dismissal.

**NO CALL OR NO SHOW:**

Failure to notify the clinical faculty, and course faculty of an absence from a scheduled lab or clinical assignment will result in a clinical/lab warning. In the event of a second offense at any time during the nursing program, the student will be immediately withdrawn from attending scheduled clinical or lab experience. The outcome will result in remediation or termination from the course.

*All students are expected to be regular in attendance at all classes, an absence is considered an unfulfilled obligation.* College commitments take precedence over any other engagement, including employment. Absence for any reason does not relieve the student from the responsibility of completing all assigned work.

Nursing course learning outcomes cannot be met successfully without completing assignments as scheduled. Clinical absences for any reason place a student in jeopardy of failing. Successful completion of the assigned make-up learning experience is required to pass the course. Absent time is accrued for those students who are held from clinical experiences due to non-compliance with mandatory requirements (e.g. annual Flu vaccine, BLS certification, etc.).

*Students who take a scheduled proctored exam and do not return to class afterwards will be marked absent.*

**Nursing Program Grading System**

<b>A</b>	93-100	<b>B-</b>	80-82	<b>D+</b>	67-69
<b>A-</b>	90-92	<b>C+</b>	77-79	<b>D</b>	63-66
<b>B+</b>	87-89	<b>C</b>	73-76	<b>D-</b>	60-62
<b>B</b>	83-86	<b>C-</b>	70-72	<b>F</b>	Below 60

1. In order to progress in the Nursing Program, students must:
  - a. Attain a minimum final grade of at least "C" in Anatomy and Physiology I and II and Microbiology.
  - b. Attain a minimum semester grade point average (GPA) of 2.5.
  - c. Achieve both a Pass in the clinical and lab component and the minimum course grade in the theory component of each nursing course.
  - d. Must achieve a minimum final nursing course grade of 77 (C+) to pass each nursing course successfully
    - i. In the event that a student fails the clinical component in any of the nursing courses, the student will receive a grade of 73 (C) or, if the theory grade earned is lower than a 73 (C), then that grade will be submitted as the nursing course grade for the entire course.
    - ii. If a student fails two nursing courses, removal from the major of nursing will take place.
  - e. Must pass the proficiency in mathematics/dosage calculation for medication administration competency exam with a grade of 85% or better in all nursing courses with a clinical component (Refer to Appendix A).
  - f. Successfully pass medication administration and lab competencies for all courses.
  - g. **ROUNDING:** The Becker Nursing Program does not round either course grades or final

program grades. Specifically, this means a 76.9% is not a 77% and will result in a non-passing grade.

### **Assessment Technologies Institute, Inc. /ATI Nursing Education (ATI) Policies**

The Becker Nursing Program partners with Assessment Technologies Institute ® LLC/ATI Nursing Education to assist students with acquiring critical reasoning skills and nursing content knowledge essential for nursing program and NCLEX-RN success. ATI review modules (textbooks), online learning activities including, practice, targeted and predictor exams are incorporated into the nursing curriculum. Through the use of ATI educational materials, students' knowledge and critical reasoning skills are strengthened.

Both ATI practice and proctored exams are used to evaluate students' progress at identified intervals in the nursing program. All students in Becker College pre-licensure nursing programs (ASN and pre-licensure BSN) will participate in the ATI testing, active learning, and remediation opportunities. The ATI online resources are assigned to Becker College students only; students are not permitted to share ATI log on codes and passwords with anyone (See Academic Honesty section in the Becker College Department of Nursing Student Handbook). In nursing courses that administer ATI Proctored Exams, the nursing course syllabus will identify the exams that will be utilized.

1. All content included on the course syllabus including assigned textbook reading is testable on all nursing exams.
2. For test security and integrity, nursing final exams will not be reviewed with any students.
3. Exam content discussion should only take place with the Nursing Course Faculty or their designee. Otherwise, this violates academic honesty and will result in dismissal from the program.
4. Exam retakes to help increase the grade are not allowed.
5. Faculty are not required to provide content reviews, outlines, or study guides for the purposes of exam preparation.
6. Students do not determine grading standards or the methods or processes for carrying out testing or assessment policies.
7. All Becker College nursing program faculty exam questions are the copyrighted property of the Becker College Department of Nursing. The removal or attempt to remove questions or other assessment material from the exam, under any means, is forbidden. Students may not copy, reproduce, record, distribute, or disclose exam questions by any means, in whole or in part. A violation of this type will result in a loss of 5 points from the exam grade and will result in dismissal from the nursing program.
8. Exam content discussion should only take place with the course faculty or their designee under specified conditions, e.g. scheduled face to face. Examples of prohibited discussion of exams and exam questions includes, but is not limited to, discussion with other students or nursing program faculty in the college lab, clinical setting, or other any other setting. Students can submit requests for content clarification via email to the course faculty; however, students should expect that responses will be via face to face discussion.
9. Exam reviews allow the student to have the exam questions in front of them, under testing conditions, while the answers are presented allowing for the most learning to take place.

### **EXAMS/QUIZZES:**

1. Attendance at every scheduled nursing class is required. Any absence must be reported to the Nursing Course Faculty AND Nursing Program at 508.373.9756 prior to the scheduled class.
2. Students are expected to sit for all exams/quizzes as scheduled. In the event of an absence from an exam/quiz, it is the student's responsibility to contact the Nursing Course Faculty **PRIOR** to the scheduled time of the exam.
3. A missed exam/quiz must be made up; failure to appropriately schedule and take a make-up exam will result

in a grade of zero. Make-up exams are usually administered within 24 hours of student return to class or clinical. Scheduling of make-up exams are through the Nursing Course Faculty. The content of a make-up nursing course exam will be the same as the scheduled exam; however, the exam questions will be different.

The maximum grade that can be earned for the 2<sup>nd</sup> and any subsequent make-up examination is the numerical grade (77%) for that particular nursing course. **Make up exams and quizzes are version B.**

*\*The student is responsible for all missed materials in class.*

**\*Please note that children or other individuals of any age are not allowed in the classroom, clinical laboratory, or clinical agencies.**

### **Cellular Phones/Electronic Devices**

Electronic devices including, but not limited to, smart phones and watches or recording devices must be turned OFF except with the permission of the faculty member in attendance. NO photographs will be taken of exams or assignments or in any Becker Nursing Program courses including in the classroom, lab, or clinical/practice experiences.

### **Copyright of Nursing Instructional Materials**

The Becker Nursing Program students should be aware that course lectures and instructional materials for any nursing course including audio or video recording of lecture(s), PowerPoint presentations, handouts, learning activities posted on nursing course Canvas websites, tests, and other lecture, lab, and clinical instructional materials are protected by copyright. Students may take notes and make copies of course materials for their personal use or to share with other students enrolled in their class within the nursing program. Students may not reproduce or distribute any course instructional materials publicly, in any form (hard copy or electronic) without the expressed written consent of the nursing program faculty member who developed the materials.

### **COURSE EXEMPTION**

- There are NO nursing course exemptions for nursing courses within the PL-BSN program.
- Students transferring from other pre-licensure nursing programs must take all nursing courses at Becker College.
- Licensed practical nurses applying for advanced placement can apply for limited nursing course exemption, as defined in the LPN to RN Advanced Placement Policy.

### **EDUCATIONAL MOBILITY**

The Becker College ASN program prepares graduates to progress into baccalaureate programs. The College has an RN-BSN program that allows graduates who have successfully passed NCLEX-RN seamless transition. The Becker College BSN program prepares graduates to progress into graduate nursing programs.

### **GRADUATION**

All nursing and non-nursing courses in the nursing program curriculum must be completed to graduate. Graduation criteria includes:

- A student must submit an Intent to Graduate form on MyBecker prior to the following deadlines. Students should not file their intent to graduate more than TWO semesters prior to their intended graduation date.
- May 1- for the following December graduation date.
- July 1 – for the following May graduation date.
- December 1 – for the following August graduation date.
- Intents received after a deadline may not be reviewed in time for the student to make proper course selections in subsequent semesters and, as a result, the student may be denied graduation and/or ceremony participation.
- **Attendance at the ATI Live Review course is strongly encouraged for all nursing students.**
- **End of Program Requirements- Pre-Licensure Nursing Students'**

- An NCLEX-RN review course is offered after completion of the nursing program and prior to taking the NCLEX-RN exam.
- Completion of all graduation requirements as outlined in the Becker College Academic Catalog.
- Student payment of licensing fee required of the Board of Registration in Nursing as part of the NCLEX-RN application process.
- Student payment to the Professional Credential Services (PCS) fee that is required for the administration of the NCLEX-RN examination.
- Students must pass all didactic, lab and clinical experiences in the nursing program curriculum to graduate.

### **Pinning Ceremony**

The Pinning Ceremony is facilitated by the Becker Nursing Program. It occurs at the completion of the Nursing Program (ASN (Day and Evening, and Pre-licensure BSN) and is held in December **in the morning the day after the NCLEX prep course and in May, the morning the day before College graduation ceremonies**. All pinning ceremony program activities will be determined and coordinated by the Becker Nursing Program. Requirements include:

- Wear white uniforms (pants and tops or dress).
- Facial hair on male students is expected to be neatly groomed.
- White or black clinical leather shoes must be worn. Sneakers and/or canvas shoes will not be allowed under any circumstances.

Students are eligible to participate in the pinning ceremony only when all requirements of the nursing major are satisfied. Student costs related to the Pinning Ceremony are the nursing pin and uniform.

\*\*As always, the student is responsible for knowing his/her program requirements and staying on track to meet requirements for graduation. The audit resulting from an Intent should only be relied upon as a final check to determine when graduation will be conferred.

\*\* Participation in Commencement does not imply that the student has met all degree requirements and therefore, s/he should not automatically expect a diploma.

### **INCOMPLETE GRADE POLICY –**

A student may request a final grade of Incomplete from their course faculty. The request must be made in writing and must be approved by the course faculty and the Nurse Administrator. Students should not assume that they will be allowed to complete work after a term has ended unless the request for the Incomplete has been approved by both the course faculty and the Nurse Administrator.

#### **Guidelines:**

The following may constitute a rationale for a grade of Incomplete:

- **The student has completed at least 75% of course work/assignments prior to meeting with the course faculty to request the Incomplete.**
- The student must submit the outstanding course work to the course faculty no later than three weeks following the date on which grades for the course were originally due (see Academic Calendar).

#### **Incomplete Grade Process:**

If the course faculty supports the student's request to assign a grade of Incomplete, the course faculty must complete the approved Becker College Incomplete Form, which will be forwarded to the Nurse Administrator for formal approval and then automatically routed to the Registrar's Office for processing.

On the Incomplete Grade form the course faculty must indicate a deadline date (the "expiration date") no later than three weeks following the date on which grades for the course were originally due.

Provided that the course faculty receives the student's completed course work on or before the expiration date, the course faculty submits the Becker College Grade Change form, which will be forwarded to the Registrar's Office authorizing the student's grade to be changed from "I" to the alpha grade earned.

If the student fails to submit the outstanding course work by the expiration date, the grade will automatically change from “I” to “F”.

### **Legal Name Statement**

Students in the Becker College nursing program are required to use their legal name, as printed on their driver’s license or government approved ID throughout the program. Students must always use their full legal name on forms including hospital/clinical orientation documents, on their Becker College ID badges, when requesting a background check, when charting in patient records (written or electronic), and for any form of legal documentation related to the Becker College nursing program. It is the student’s responsibility to make sure that all Becker College records reflect their current legal name.

### **Medication Administration Policy**

Nursing students must demonstrate proficiency in mathematics/dosage calculation to qualify for medication administration. Students must pass a proficiency in mathematics/dosage calculation for medication administration exam in all courses with a clinical component that involves medication administration. No student will be allowed to administer medications in the clinical setting until this exam is passed with a grade of 85% or higher. Failure in the dosage calculation test will result in the inability to administer medications in the clinical area. This inability to administer medications in the clinical setting will result in a clinical failure (Student Dosage Medication Administration Competency Policy: Appendix A).

Students do NOT administer medications without a Becker College nursing faculty member present for the entire medication administration process.

### **Medication Error Policy**

Clinical experience in nursing includes the ability to administer medications in a safe and timely manner. Please refer to the Medication Error Policy in Appendix B and refer to Appendix C for the documentation required to report the medication error.

### **PROFESSIONAL CONDUCT**

In addition to the Becker College code of conduct polices nursing students are expected to protect and maintain patient confidentiality at all times by adhering to Health Insurance Portability and Accountability Act (HIPAA) regulations. Nursing students will maintain high professional standards, including being physically, intellectually, emotionally, and academically prepared when caring for patients.

Students will conduct themselves in a professional and respectful manner during enrollment in the Becker Nursing Program and will utilize Canvas and Becker College email accounts for all program communications.

### **PROGRESSION**

In order to progress within the ASN and BSN program students must pass all co-requisite courses, for sciences a grade of C or greater is required. Students must pass the nursing theory, lab, and clinical component of each nursing course in order to meet the requirements of the course. All nursing courses have a final grade of C+ or greater for progression in the program. There will be no rounding up of final grades. For example, a final grade, in a nursing course, of 76.9 does not qualify as a pass.

Students must pass the theory, college lab, and clinical practice components of each nursing course in order to pass the course. Students must take the pre and co-requisite courses according to the published curriculum plan in order to progress in the nursing program.

Students enrolled in nursing courses with a clinical component are required to pass a mathematics/dosage calculation for medication competency exam before administering medications in clinical. Students are given three attempts to pass this exam. The course syllabus details the requirements and grading for this exam. Students who are not successful after three attempts will be withdrawn from the program. Assessment Technologies Institute (ATI) is a partner in our Nursing Education Pre-licensure programs.

Students are required to take and pass course level standardized ATI exams with the identified passing score. ATI exams are in addition to faculty developed unit exams and final exams. All examinations passing scores, timelines, and course expectations are outlined in course syllabi.

**COURSE FAILURE** - Students who do not achieve the minimum passing grade of 77%, within the respective nursing course will not be able to progress in the nursing program. This separation from the nursing program is a course failure.

**MEDICAL LEAVE OF ABSENCE (MLOA)** - the Becker College Student Health Services manages all Medical Conditions. A MLOA is not considered a separation and students have one year from MLOA to be cleared to return to the class that they did not finish and must repeat the entire class from the start. If a student is not cleared to return within the year, the MLOA expires and the student would need to apply as a new applicant to the nursing program under the policies in force at the time they are medically cleared to return. **Students applying for a leave of absence beginning week 12 will not be eligible to return until the following spring.**

**REPEATING A COURSE** - Students are allowed to repeat only **ONE** nursing course. If a student does not meet the minimum passing grade in more than one course in a program the student is not eligible to apply for re-admission in that program.

**WITHDRAWAL** - is defined as a separation from the nursing program for purposes of progression. If the course grade at the time of withdrawal is below the passing standard (77%), the grade recorded will be a WF. Withdrawal with a WF is a failing separation from the nursing program. Withdrawal from a nursing course with a passing grade or at any time is considered a separation from the nursing program. **Any student who receives a grade of WF or F in any required Nursing program course will be unable to progress on schedule to the next Nursing course and therefore will be withdrawn from the Nursing program.** Courses with an NUR prefix are considered nursing courses.

- Any student withdrawing from a nursing course or the nursing program must notify the nursing course faculty and the Nurse Administrator.
- The student must submit in writing his/her intention to withdraw, complete the required paperwork for the Registrars' Office, and, comply with College policies and procedures.

**SEPARATION-** The Nursing Program defines a separation from the nursing program as: a failure to progress in a nursing course, any break in progression, course withdrawal (with a passing or failing grade), sitting out a semester for personal or health reasons, and inability to progress due to failure in or failure to complete a co-requisite course.

#### **READMISSION Process Following Separation, Withdrawal, and/or Nursing Course Failure:**

Students who do not achieve the minimum final nursing course grade will be required to apply for readmission into the nursing program. This request must be made within one year of a course failure or separation for any reason from the nursing program.

Students are readmitted to the curriculum plan in effect for the class to which they are entering upon reinstatement. Students readmitted to a different curriculum plan will be required to complete the curriculum plan in place upon their return. This may include taking additional courses and/or repeating courses.

#### **The following readmission policies are in effect:**

1. The readmission process requires a letter to the Nursing Program Administrative Assistant requesting readmission. The deadline to notify the Administrative Assistant of the Nursing Department request is 1 week after classes end.
2. Students may be readmitted to the nursing major only once following one course failure

or separation from a nursing course failure. A second readmission into a nursing course or the program is not allowed. After a second nursing course failure or separation, the student is dismissed from the nursing major and ineligible to reapply.

3. A withdrawal, separation, or leave of absence from the nursing major may not exceed two academic semesters and is one separation from the nursing program.

4. Successful completion of remediation requirements. The deadline to complete remediation to re-enter into the ASN or BSN program is *one week prior to the first day of classes*. Please contact your advisor for information about the scheduled nursing orientation date.

5. Readmission into the nursing program will be granted on a space available basis.

***The letter for readmission into the nursing program should contain the following:***

1. Nursing student's name.
2. Date last attended nursing program, specify ASN or BSN program.
3. Nursing course to be repeated, including NURS course number.

**DISMISSAL**

A student who fails to demonstrate performance or behaviors consistent with Becker College and Becker College Nursing Programs policies, professional nursing, and/or good moral character as defined by the Massachusetts Board of Registration in Nursing (BORN) will be notified by the Nurse Administrator of dismissal. Dismissals may be appealed pursuant to the College's Grievance Appeal Process.

**Voluntary Withdrawal**

Individual Course Withdrawals

If a student drops a course before the last day to add or drop a course (see the academic calendar), the course is not recorded on the student's record. A grade of W is given to a student who withdraws from a course after the last day to add or drop a course, but before the last day to withdraw without a grade which is after the 12th week of classes. Students who withdraw from a class after the last day to withdraw without a grade will receive a WF which is calculated in the GPA. Grades of W do not affect the GPA but DO affect the course completion percentage, which is calculated for purposes of financial aid eligibility.

In order for the Registrar's Office to process a course withdrawal, the student must submit a Course Withdrawal Form, which should be signed by the student and the student's advisor. If the student falls below 12 registered credits, additional signatures will be required.

**Leave of Absence (non-medical)**

A leave of absence for up to one academic year may be granted to matriculated students. The purpose of a leave of absence is to allow a student time to deal with an unexpected occurrence that impacts his or her studies to the extent that long-term absence is warranted. Request for a leave of absence should be initiated in the Registrar's Office. The following stipulations will apply:

A student who has been dismissed from the College for academic or disciplinary reasons is not eligible.

A leave of absence may be approved for a maximum of two consecutive semesters only. If the student does not return after two semesters, he/she will be considered withdrawn and must follow the "Returning to Becker following a Withdrawal" policy below.

A leave of absence for longer than 60 days may affect a student's financial aid. Please contact the Financial Aid Office for specific information.

For a leave of absence granted prior to the 12th week of a semester, no semester grades will be recorded on the student's transcript but will appear as withdrawn courses.

For a leave of absence granted after the 12th week of a semester, the faculty may submit an Incomplete or calculate a grade at that time consistent with the College's grading policy. The Nurse Administrator may

approve the extension time for an incomplete grade or the conversion of an incomplete to a regular grade. Individual programs may impose additional stipulations. Students seeking to return to the College following a leave of absence must contact the Registrar's Office to be reinstated.

### **Medical Leave of Absence (MLOA)**

Some students may encounter medical (physical or psychological) conditions that significantly limit their ability to function successfully or safely in their role as students. In such cases, students may request a medical leave of absence (MLOA) to allow them to receive treatment in order to restore the abilities required to successfully complete their college career. Students may request a MLOA during the semester in progress should it be determined that they are not able to fulfill the academic requirements for classes and they have a documented medical condition which makes it difficult for the individual to successfully complete the semester.

The request for a MLOA must be made in writing from a student's Becker College e-mail account to the Executive Director of Student Support Services, who will then assist the student through the MLOA process. The student must submit the required medical documentation supporting the need for a leave to the Director of Health Services or the Director of Counseling Services. Requests will be evaluated by a team consisting of members from the Student Support Services/Disability Services, Health Services and Counseling Services. Please be aware that a Becker College Medical Leave of Absence is not the same as a Financial Aid Leave of Absence; students and families should consult with the Financial Aid and Student Accounts Departments before finalizing a Medical Leave of Absence. Once the leave request is approved, the team will inform the Registrar who will work with the student to process the MLOA. Medical leaves of absence can be granted for a maximum of two consecutive semesters.

Prior to their return to the College, students will be required to submit a reinstatement request to the Executive Director of Student Support Services and supply documentation from their healthcare provider to the Director of Health Services or Director of Counseling Services. The team will evaluate the reinstatement request and inform the student and the Registrar's office of the team's decision.

### **Withdrawals from the College**

Students wishing to completely withdraw from Becker College should initiate the process by consulting the Registrar's Office. Complete withdrawals are appropriate for personal or financial hardships. Students must follow this procedure:

Pick up a withdrawal form in the Office of the Registrar.

Meet with his or her Academic Advisor.

Contact Financial Aid to determine the status of any financial aid that may be involved.

Contact Student Accounts to determine final balance.

Resident students must bring residence hall keys and student identification to Student Services. Commuting students must bring student identification to Student Services.

Return the completed signed form to the Registrar's Office (form is processed on the date received, not last date of attendance).

Students withdrawing from Becker College before the last day to receive a W grade will be given all W grades. A student withdrawing after the last day to receive a W grade will be given WF grades. Students wishing to finish the semester and then withdraw will earn the grades the professors enter. If a student does not follow this procedure, s/he will not be withdrawn from his/her courses. As a result, the student may receive failing grades in all courses and will not be eligible for fee refunds. This may jeopardize the student's ability to transfer to, or take courses at, other educational institutions.

### **STUDENT RIGHTS AND GRIEVANCES:**

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for Becker College to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Informal Grievance Procedure

With respect to any grievance covered under this policy and as a prerequisite to initiating one of the formal grievance procedures, a student shall first attempt to resolve his or her complaint informally by meeting with the Director of Student Support Services or with the designee. If the grievance is not resolved informally, then the student shall have the right to invoke the appropriate formal grievance procedure. Contact the Director of Student Support Services by email or by phone at 508.373.9704

#### Formal Grievance Procedure for the Denial of Academic Accommodations and Services

A student with a disability, as defined by the ADA and the Rehabilitation Act, shall have the right to request that the Title IX Coordinator review the denial of any requested academic accommodation or service.

The Title IX Coordinator or designee shall assess the formal complaint and review all information necessary to render a written determination. If requested, the student shall supply any additional information and/or documentation as requested by the Title IX Coordinator or designee. The Title IX Coordinator or designee will issue a written Letter of Determination within thirty (30) days.

If the student disagrees with the determination, the student may seek a review with the Chief Academic Officer or designee. The student shall submit a written letter within ten (10) days of receipt of determination, requesting a review of the complaint.

The Chief Academic Officer or designee shall review the student's letter, all pertinent records, and documentation. After completing the review, the Chief Academic Officer or designee will provide a letter of determination to the student within ten (10) days. The decision of the Chief Academic Officer or designee is final.

## **Course Grade Appeals**

If a student believes a final course grade received was not what it should have been due to error or deliberate action, the College has an appeal process under which the student appeal may be successively reviewed until a resolution is reached.

The reasons for the appeal must be clearly stated. Appropriate reasons for a grade appeal include but are not limited to:

1. faculty error
2. grades have been assigned in a manner other than that stated on the course syllabus or other published course documents
3. grades have been assigned in a manner inconsistent with how they were assigned to other students in that course

### **Note: Dissatisfaction with a grade is not a rationale for appeal.**

Possible resolutions in the appeal process may include the following:

1. It is determined that indeed an error was made, the grade appeal is approved, and the Registrar corrects the grade.
2. The student receives an adequate explanation that there are no grounds for the grade to be changed and the student does not continue the appeal process.
3. The student grade appeal is successively denied by the Instructor, Chair/Director, Dean (if applicable), and is heard by the Student Affairs Committee, who make a recommendation to the Chief Academic Officer who determines the final decision.

### **Steps of the Grade Appeal Process:**

Note: The timeline for each level of the appeal process is ten (10) days following receipt of the grade or completion of the previous step. Each step must be completed in writing (email and email attachments are acceptable).

1. The student must appeal the final grade **in writing** to the Instructor within ten (10) days of receiving the final grade. If the faculty member has not responded to the first level of appeal within ten (10) days, the student may proceed to level two (2).
2. If the matter is not resolved to the satisfaction of the student, the second level of appeal is for the student to submit the appeal to the department chair, program director, or designee.
3. If the matter is still not resolved to the satisfaction of the student, the third level of appeal is for the student to submit the appeal in writing to the Dean of the School in which the course involved is taught.
4. Grade Appeals which are not resolved to the student's satisfaction in steps 1-3 may then be heard by the Student Affairs Committee of the Faculty Senate. To facilitate this process, communications to the Student Affairs Committee should be directed to the Executive Assistant for Academic Affairs at [academics@becker.edu](mailto:academics@becker.edu).

### **Other Academic Complaints or Appeals**

Students wishing to raise an academic dispute that is not grade-related may report their concern to the appropriate department chair, program director, or designee. If the matter is not resolved to the satisfaction of the student, the student may raise the concern to the Dean of the appropriate School. If the matter is still not resolved to the satisfaction of the student, the student may then raise the concern to the Chief Academic Officer who determines the final decision.

### **Non-Grade Related Complaints or Grievances:**

A non-grade-related complaint or grievance should be presented in writing within three business days of identification of the issue to the Nursing Course Faculty. The Nursing Course Faculty's response to the student will be within five business days. If the complaint or grievance is not resolved, the complaint or grievance can be presented in writing to the Nurse Administrator. The Nurse Administrator will respond within five business days with a final decision.

## **Becker College Department of Nursing Dress Code**

A student nurse should appear as an excellent example of personal cleanliness and immaculate grooming especially when in uniform. It is expected that Becker College nursing students will always present themselves in a manner that is positive and professional.

Adhering to a dress code is essential because it promotes patient safety and comfort, medical asepsis, and compliance with regulatory standards in clinical and laboratory settings. All Becker College nursing students will adhere to the Department of Nursing dress code. The uniform should NOT be worn in combination with street clothes. Failure to comply with the dress code will lead to a warning.

## 1. Clinical and College Lab Setting (Becker College Laboratory setting, hospital, nursing home, ambulatory care facilities, etc.):

- **Uniform: Pre-licensure Programs (ASN and PL-BSN)** Students must wear a clean and ironed Becker College Department of Nursing royal blue scrub with top, pants with pockets, and a Becker College school patch, on left shoulder, and embroidered name or name pin (first name and last initial and designation of student nurse S.N.); *order at Becker College bookstore*. A clean white ironed lab coat with school patch, on left shoulder, should be worn over scrub uniform, when not providing direct patient care. Additional identification required by the clinical facility can be required. The student uniform represents Becker College and should be only worn during Becker Nursing Program major experiences. During winter months' students can wear a white cotton long sleeve shirt/top under royal blue scrub top.
- **Shoes and Stockings:** Students must wear clean and polished white or black leather shoes and stockings. **Shoes that are not acceptable:** Cloth or leather and mesh sneakers, canvas shoes, backless clog, Crocs, high heels, or open-toe shoes.
- **Accessories:** Stethoscope and sphygmomanometer, watch with second hand, penlight, bandage scissors, Kelly clamp/forceps, and black pen are all considered to be essential to nursing practice; therefore, all students must wear/bring them to the clinical setting and college lab.
- **Hair:** Hair should be neat and clean, off the collar and face, and secured to prevent contact with patients. Males must be clean-shaven or have a neatly trimmed beard and mustache. Mustache length must allow for visibility of the upper lip.
- **Jewelry:** No jewelry will be worn except stud earrings (max. one per ear), a simple ring without stones, and a watch with a second hand that allows for medical asepsis. If a student wears any other jewelry to clinical, the clinical faculty will require that it be removed prior to commencing the clinical day. Necklaces, bracelets, rings with stones and dangle earrings as well as ankle bracelets and eyebrow/nose rings etc. can be unsafe for students and patients as well as sources of contamination. Any student who routinely wears a piece of jewelry for sentimental or religious reasons can attach the item to the inside of a pocket so that it can be with the student but in a place where it can do no harm. The College is not responsible for any jewelry that the student elects to carry in this way or is requested to carry in this way because of arriving at clinical wearing inappropriate jewelry. Students will be dismissed from clinical, lab, and the pinning ceremony if they fail to abide by this policy.
- **Tattoos/Body Art:** Students must comply with all policies of the clinical site.
- **Fingernails:** Nails must not extend beyond the tips of the fingers. Artificial nails and nail jewelry are prohibited as they contribute to the transmission of infections. Clear, unchipped polish can be worn. Chipped nail polish can harbor bacteria. A student who does not adhere to this requirement will be dismissed from clinical until corrected.
- **Make-up:** Make-up should be used with discretion.
- **Perfume or Cologne:** No fragrance in any form is allowed as this can be aggravating to those with respiratory conditions and allergies as well as distasteful to others.
- **Gum:** Gum chewing is not appropriate in any clinical setting.
- **Tobacco:** Student nurses are NOT to smoke or use smokeless tobacco (chew), or vaping when in uniform and/or at their clinical rotations. A patient, staff or clinical faculty complaint of tobacco odor will result in dismissal from clinical that day.

## 2. Clinical Experiences where Uniforms Are Not Required:

Students are required to wear uniforms in college lab setting and clinical settings unless otherwise stated by course faculty and/or clinical faculty for specific facilities requirements, a clean and ironed lab coat with name tag over appropriate professional attire (e.g., no jeans, cropped tops, or Capri/short pants, tight pants, tee shirts, bare feet, or sandals, etc.). The Becker College name pin or embroidery and Becker College or clinical facility identification must be visible.

### **Clinical Assignments and Evaluation College Lab/Clinical Assignments**

Students may NOT interface with their patient or other patients unless the Becker College Department of Nursing faculty member is aware of the student's activities. Students must leave the clinical facility after assigned clinical hours are complete.

1. Lab and clinical sections are assigned, according to the availability of clinical sites, academic schedule of the student (enrollment in co-requisite nursing courses), the learning needs of the student as identified by their academic and clinical performance in the program to date, and availability of clinical faculty. For this reason, once posted the assignments are not subject to change.
2. Students will not be assigned clinical experiences on the unit on which they are employed.
3. Students must notify the nursing course coordinator of any federally qualified obligations needing consideration **prior to the assignment of clinical sites for the next semester** (ex: Military obligations on specific days)
4. Students may be asked to change another college class or sports schedule if it conflicts with their clinical or lab assignment.
5. A notice for clinical cancellation can be issued by the site for unforeseen reasons, e.g., DPH visit. The clinical faculty will work with the students to reschedule the missed clinical.
6. Due to the large number of nursing programs in the Central Massachusetts area clinical experiences can take place from **6 am to 11:30 pm, including weekends**. Shift lengths vary and can extend to 12 hours in certain clinical settings.
7. Clinical sites are typically within a 30-mile radius of the Worcester campus (61 Sever Street); however, from time to time it may be necessary for students to travel a greater distance for a clinical experience.
8. Students are responsible for arranging their own transportation to and from the assigned clinical site.
9. Students will abide by the clinical facilities parking policy.
10. The Becker Nursing program will not accept individual student requests or guarantee any student a particular day, time, or location for clinical placements.
11. Students are required to complete the on-line statewide Central Clinical Placement (CCP) nursing student orientation once per year, if required by the clinical site. Students should print and keep a copy of their completion record with them during their clinical experiences.

### **Clinical Warning**

*Students are allowed two warnings. Once a behavior or situation escalates to the third warning a student is removed from the program. Warnings are issued for Code of Conduct violations, a pattern of tardiness, and unexcused absence from clinical, lab, or class.*

**Clinically Unsafe Behavior** - is grounds for immediate removal from the clinical site. The student's ability to return to the clinical area will be determined by the faculty after review of the situation. Illegal, unethical, unsafe, or violation of a protected class, is subject to Code of Conduct College policy and Massachusetts General Laws of Good Moral Character regarding patient care, safety, and welfare. Violations of this nature will result in termination from the program without the opportunity to return to any Becker Nursing program.

Each student assumes the responsibility of being prepared for his/her clinical assignment including all clinical

clearance requirements / updates submitted at least four (4) business days prior to start of clinical.

When a student is physically or emotionally unprepared to function for the day, the student is dismissed from the clinical area. The student is required to obtain Student Health Center clearance prior to returning to the clinical area.

Each student is responsible for completing the clinical self-evaluation and skills booklet prior to meeting with faculty for their clinical evaluation. The Student Portfolio (Appendix J) must be brought to the clinical evaluation in every nursing course for the clinical faculty to evaluate.

### **Clinical Practice Expectations**

The Becker Nursing program is responsible for preparing students who are competent in safe nursing practice to protect the health of individuals and the community. To meet this objective clinical expectation are outlined below. This list is a guide and is not all-inclusive.

**Clinical performance** includes, but is not limited to the following behaviors exhibited by the student:

- a. Ability to meet the learning outcomes set for the course in which s/he is enrolled.
- b. Ability to meet the responsibilities related to Clinical/College laboratory experience.
- c. Ability to be emotionally, physically, and mentally prepared to provide safe and effective patient care.
- d. Ability to prepare for clinical assignments by obtaining sufficient data as to patient's diagnosis, needs, and nursing care.
- e. Ability to submit the required assigned paperwork (e.g., daily management of care, clinical prep sheets, care plans) by the assigned due dates.
- f. Ability to accurately assess, determine significance of, and/or promptly report changes in patient's physical and/or emotional status to appropriate resource people.
- g. Ability to provide nursing care, which requires to stabilizing a patient's condition or prevent complications, congruent with knowledge base derived from previous and current learning.
- h. Ability to provide clear, accurate, and complete written or electronic documentation regarding a patient's condition, treatment, and nursing care according to the agency policy.
- i. Ability to administer medications safely with faculty supervision. All faculty are required to directly supervise students during the entire medication process (preparing, administering, and documenting).
- j. Ability to administer a treatment in a safe, responsible manner.
- k. Ability to demonstrate the application of previously learned skills, knowledge and principles in providing nursing care.
- l. Ability to demonstrate practices at educational level, experience, or responsibilities within the role of the student nurse.
- m. Ability to maintain patient confidentiality.

### **Unsafe Clinical Practice**

When a student's performance in the clinical/college lab experience is judged to be unsafe, the clinical faculty will discuss the situation with the student as soon as feasible from the time the faculty becomes aware of the unsafe situation. The student will be removed from a clinical area immediately if, in the professional judgment of a faculty member, the student has demonstrated that they cannot assure the health and safety of patients in a clinical area.

The clinical faculty member will discuss with the course faculty and issue a written clinical warning, using the form attached as Appendix G. After the clinical faculty and student meet the clinical warning will be placed in the student's file, clinical faculty and course faculty will notify the Nurse Administrator.

Becker College Nursing Program Faculty and Nurse Administrator will issue one of the following sanctions:

- a. Recommendation that the student continue in the program pursuant to a written action plan. The

written action plan will delineate specific responsibilities for the student to achieve and will include support/remediation and a time frame for the improvement necessary to assist the student toward a successful outcome of the clinical experience. The student must take responsibility for his/her future actions and must meet with his/her nursing advisor on a regular basis. A progress report will be placed in the student's file at the time of re-evaluation, or as the situation requires. If the student has not shown improvement at the time of re-evaluation, the student will be required to complete additional remediation or be dismissed from the program.

- b. Dismissal from the nursing program. Depending upon the severity of the situation or inability to be successfully remediated, following review by the Nurse Administrator, and nursing faculty, the student will be dismissed from the nursing program. The dismissal will be in both verbal and written form.
- c. Unsafe clinical performance determinations may be appealed pursuant to the Grade Appeal Process.
- d. Reinstatement Following a Clinical Failure; please see the Becker Nursing program readmission policy.

### **Clinical Failure Guidelines**

All students must achieve passing status in the clinical component of nursing courses that contain a clinical component. The criteria for achieving passing clinical and lab grade are detailed in the course syllabus.

In the event that a student fails the clinical component but passes the theory portion in any of the nursing courses, the student will receive a grade of 73/C for the entire course. However, if their theory grade earned is lower than 73/C, then the lower theory grade earned is submitted

### **Student Participation in Governance**

Students in the Becker College Nursing department have the opportunity to participate in college governance through the Student Government Association (SGA). The SGA serves as the official voice of all students within the college community. This organization serves to protect the best interests of the student body and works to bring about positive changes in campus life. Membership is comprised of student representatives from resident and commuter populations. Officers and representatives are chosen each year through general elections. SGA representatives from the nursing program are the elected officers of the National Student Nursing Association (NSNA). SGA meetings are held regularly and are open to all students see the Becker College Student Handbook.

### **Participation in Governance of the Nursing Education Unit**

The Nursing Administrator, all nursing faculty, and students have a role in the governance of the Nursing Education Unit. Monthly meetings of the faculty organization are held during the fall and spring semesters and are open to all nursing staff, faculty, and nursing student liaisons.

### **Students**

Formal student representation is through elected class liaisons. Students in each class will nominate a liaison at the beginning of each semester. These student liaisons are welcomed and encouraged to present student business, on behalf of the entire class, related to the nursing program curriculum to the specific nursing course. Student liaisons nominated will be appointed pending Becker Nursing program faculty approval, e.g., good academic standing; demonstrates the standards of professional conduct. Student liaisons are invited to monthly scheduled faculty meetings and annual advisory board meetings.

### **Student Resources**

<b>Table 2- Support Services Available to Nursing Students</b>		
<b>Support Services</b>	<b>Key Personnel</b>	<b>Email</b>

Admissions	Danielle O’Connell, Dean of Admissions	<a href="mailto:danielle.oconnell@becker.edu">danielle.oconnell@becker.edu</a>
	Deborah Gallo	<a href="mailto:Deborah.gallo@becker.edu">Deborah.gallo@becker.edu</a>
Retention, Advisement, & Career Services	Ernest Brooks	<a href="mailto:Ernest.brooks@becker.edu">Ernest.brooks@becker.edu</a>
	Lisa Chase	<a href="mailto:Lisa.chase@becker.edu">Lisa.chase@becker.edu</a>
Financial Aid, Director	Allen Cowett, Director of Financial Aid	<a href="mailto:allen.cowett@becker.edu">allen.cowett@becker.edu</a>
Records and Registration	Cheryl Haskins, Registrar	<a href="mailto:cheryl.haskins@becker.edu">cheryl.haskins@becker.edu</a>
	Ashley Ottman, Assistant Registrar	<a href="mailto:Ashley.ottman@becker.edu">Ashley.ottman@becker.edu</a>
Student Accounts	Alexander Hartman, Director of Student Accounts	<a href="mailto:alexander.hartman@becker.edu">alexander.hartman@becker.edu</a>
Campus Police Chief	Richard Menard, Interim Campus Police Chief	<a href="mailto:richard.memanrd@becker.edu">richard.memanrd@becker.edu</a>
Campus Bookstore	Amanda L. Karkin, General Manager	<a href="mailto:worcesterbookstore@becker.edu">worcesterbookstore@becker.edu</a>
Health Services & Counseling	Catherine Meloche, Director of Student Health Services	<a href="mailto:catherine.meloche@becker.edu">catherine.meloche@becker.edu</a>
	Leonard Walice, Medical Director/College Physician	<a href="mailto:nurse@becker.edu">nurse@becker.edu</a>
	Rose Andrejczyk, Director, Licensed Psychologist	<a href="mailto:rose.andrejczyk@becker.edu">rose.andrejczyk@becker.edu</a>
Technology: Helpdesk, Online Coordinator	Steven Bigda, Manager of User Services	<a href="mailto:steven.bigda@becker.edu">steven.bigda@becker.edu</a>
	Ana Maria Young, Online Course Development Coordinator	<a href="mailto:anamaria.young@becker.edu">anamaria.young@becker.edu</a>
Collaborative Learning Center Tutoring, Testing, and Services for Students with Disabilities	Mary Lou Roberts, Director of Center of Collaborative Learning Center	<a href="mailto:marylou.roberts@becker.edu">marylou.roberts@becker.edu</a>

### Academic Support

Academic support for Pre-licensure (ASN and PL-BSN) nursing courses is provided using ATI (Assessment Technologies Institute). The ATI total partnership is utilized within the nursing program to assist in student learning. The ATI program is a combination of review modules (books), on-line learning activities (tutorials, focused reviews, visual media, and active learning templates), and NCLEX- RN style practice tests designed to help prepare the student with critical reasoning/test-taking skills and content mastery. Students are introduced to this program at the beginning of the nursing courses. Questions about using the ATI course content can be directed to the nursing course faculty. The numerous online textbook support resources augment classroom learning and provide students with content reinforcement and strengthening of critical reasoning.

Students should review the 2019 Detailed NCLEX-RN Test Plan to familiarize themselves with NCLEX-RN exam content [https://www.ncsbn.org/2019\\_RN\\_TestPlan-English.pdf](https://www.ncsbn.org/2019_RN_TestPlan-English.pdf)

## **Academic Advisement**

The Advising department and nursing faculty advisor is responsible to counsel the ASN and BSN student concerning his/her academic program and degree requirements, refer him/her to support services as needed, and provide overall support to the student in this academically rigorous program. The nursing advisor reviews graduation requirements with the student to be certain that all requirements are satisfied.

The RN-BSN students have access to an advisor that provides guidance for class registrations, financial aid, communications of add/drop, and course or program withdrawals. Additionally, they have the Director of the Post-Licensure Program to counsel them regarding the program and degree requirements, refer him/her to support services as needed, and provide overall support to the student in this academically rigorous program.

The Director of Student Services is available to assist nursing students with any questions. The Director of Student Services answers a variety of student questions and acts as a liaison for students' needs in the areas of financial aid, student accounts, add/drop periods, and the registrar.

Students are required to communicate with their advisors prior to the class registration period. Students discuss their academic schedule/course selection with the nursing advisor during the semester and/or by appointment. Academic performance that falls below accepted standards in the classroom will place a student in academic jeopardy. The course faculty completes a student warning with "Starfish" communication to the student which also notifies the student's advisor. The course faculty also includes a recommendation, which partially consist of student meetings with his/her advisor to address the performance issue.

## **Campus Police**

Campus Police are available and on patrol at both the Worcester and Leicester sites, 24 hours daily, during the academic year. Officers are trained in crisis intervention, first aid, and CPR. The campus police enforce student disciplinary regulations and parking regulations, as well as provide students with escorts when requested. Campus Police also offer a variety of programs related to safety issues.

## **Career Services**

At Becker College, we empower our students to be successful while you are here so you will be successful once you graduate. One of the ways we support you is by assigning you to an advisor from the Center for Career Education & Advising (CCEA). Our goal is to have one advisor that can work with you throughout your Becker College career. Our advisors focus on helping you understand the curriculum for your major, help you choose classes, and explore how to apply you're major to multiple career options. The CCEA advisors also work with you to identify internships and other work opportunities and connect you with professionals in your area of study so you can start networking in your field while still at Becker College. You can meet with your advisor as frequently as you want – in person, via email and/or by phone. Your advisor will get to know you and can help identify strengths, values, talent, and experiences that can contribute to long-term goals and work opportunities. Your advisor can also help you discover the types of careers available for each major and what salaries are associated with those jobs.

## **Collaborative Learning Resource Center (CLC)**

The Collaborative Learning Resource Center (CLC) coordinates with the academic departments to offer a variety of courses, programs, and services to support students learning and to achieve course and program outcomes. The CLC offers services for students who need assistance due to English as a Second Language (ESL), as well as tutorial services.

Professional and peer tutors are available to help students by providing scheduled tutoring for many courses offered at Becker College. Peer tutors for nursing are usually limited because of the rigor and individual study time needed to be successful in the Nursing program. Professional tutors create a student-centered environment for study skills, math tutoring, writing assistance with all types of work, including essays, and research papers outlines. Services include everything from precise grammar instruction to global revision suggestions and citation formatting tips. Guidance for understanding reading assignments, and how to prepare study guides is also offered.

Becker College is committed to complying with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). The following support services are available to students with documented physical, emotional, and learning disabilities: accommodated test-taking, assistive technology, reading assistance, and accessibility information.

If you are struggling and feel you need additional help or are a student with a documented learning disability as determined under the ADA and as defined in Chapter 504 of the Rehabilitation Act of 1973, you may benefit from certain accommodations. If you believe you qualify and would benefit from appropriate and reasonable accommodations, our Learning Disabilities Coordinator, please schedule an appointment by emailing [CLC@becker.edu](mailto:CLC@becker.edu).

### **College Bookstore**

Students are advised to order textbooks online by using the textbook order service provided by the Becker College Bookstore. Bundling textbooks through a specific vendor is a cost-effective approach and is considered by faculty when selecting textbooks. Students are advised to order new editions (as opposed to used editions) of selected textbooks, as some courses require the electronic resources available with these textbooks; once opened and used, these resources cannot be transferred to another student for use. The Becker College Bookstore management and staff are also available by phone and in person to assist students with placing their textbook order.

### **Financial Aid**

Becker College offers many types of financial assistance in the form of loans, grants, and scholarships. Accepted students who are enrolled for 12 credits per semester are often eligible for financial aid. The Financial Aid department is available to assist students in completing the Free Application for Federal Student Aid (FAFSA), Tuition Assistance Program (TAP), and Stafford loans applications.

### **Health and Counseling Services**

Health Services at Becker College is the on-campus source for meeting students' primary health needs. Health Services is a fully operational medical clinic staffed by a full-time registered nurse. In addition, a part-time physician is available by appointment at regularly scheduled clinics throughout the week. Health records, including physical examinations and immunizations required by the Commonwealth of Massachusetts are maintained by them and confirmation of compliance is communicated to the Nursing Program Administrative Assistant, demonstrating clinical clearance. It is the students' responsibility to ensure that they are complying to be cleared to attend the clinical component of the program.

Counseling Services provides individual counseling for Becker College students; offers support groups on a variety of issues, determined by student need and interest; sponsors educational programs to encourage growth outside the classroom; makes referrals for specialized services and medication off-campus; and, evaluates and refers for psychological emergencies. Appointments can be scheduled by phone, by email, or by either of the counseling offices. All services are free for Becker College students and are confidential.

### **Equipment Policy**

When students rotate to the clinical settings, they must be oriented to the patient care equipment before they can use the institution's equipment with their assigned patients.

Students may not use transfer equipment, lifts and other aids for patients unless they are supervised by the clinical instructor and /or by the employee of the institution as required by policy in each clinical site.

The clinical instructor will orient to the institutions patient care equipment and will follow the policies and procedures of the institution regarding the use of equipment.

### **Library**

The Becker College Ruska Learning Commons resources are extensive. A full-service library is available on

each campus of Becker College. Because the RN to BSN program is located on the Worcester campus, the Ruska Learning Commons is the primary library used by nursing students. The Ruska Learning Commons is handicap accessible, located in the Weller Academic Center, the main academic building, approximately two hundred feet from the Health Science Building. All nursing classes and labs take place within these two buildings. The seating capacity of the Learning Commons is 165; this includes seating for group study, three study rooms that seat 10 to 12 each, private study carrels for quiet study, lounge areas, computer areas, and various other open areas and seating around tables. There are also many computers available for student use. A current Becker photographic I.D. with a bar code serves as the student’s library card.

All electronic resources are available via remote access to all patrons. Students can search the library catalog of both campus libraries for materials in book, CD-ROM, VHS, and DVD format online. Through this website the student is also able to view new titles, and access course reserves. Through the Becker College website (<http://www.becker.edu/academics/libraries-2>) or the course CANVAS LMS website, students have the ability to access a wide variety of online indexes and databases (<http://www.becker.edu/academics/libraries-2/find/databases>). Databases specific to nursing that are available to students include, EBSCO Host, CINHAL, Medline, and Gale: Nursing and Allied Health.

**Registration**

The Registrar’s Office produces academic transcripts, and verification of degree awarded and maintains all permanent registration records.

**Student Accounts**

The Becker College Student Accounts Office is responsible for all billing and collection of student tuition, fees, and other costs associated with taking nursing courses at Becker College. This office can answer questions regarding billing, including payments, charges, holds on an account, and refunds. The student’s bill is accessible online, and the student is notified via email when it is available for view.

**Technology: Helpdesk, Online Coordinator**

The CANVAS Learning Management System (LMS) is Becker College’s learning management system for hosting online classes. RN to BSN nursing courses are delivered in a hybrid or online format, however, all Nursing programs utilize CANVAS LMS to post syllabi, communications, and information related to class content. The technology Helpdesk is available to students who are having trouble accessing email and CANVAS LMS. Help is available via toll-free telephone that is posted on CANVAS LMS site or at <http://www.becker.edu/about/offices/offices/it-services>, or a student must submit an online “ticket” that is completed and sent electronically to the Helpdesk staff as a course-specific issue or general request. Table 3 outlines the electronic resources and Learning Management Systems (LMS) platforms used by all Becker College students

<b>Table 3 - Description of Electronic Resources &amp; LMS Platforms</b>	
<b>Platform</b>	<b>Group access/Function</b>
DataTel (password protected)	Faculty view student registration, course history, schedule, and transcript
DataTel - InSite	Students: register, view schedules, and transcripts Faculty: view rosters, schedules, and transcripts, and input grades
InfoTech	Students access into library resources
CANVAS LMS	Students view course materials, e. g., syllabi, group discussion, available course supports.

**Risk Factors for Poor Academic Performance Becker Nursing program**

The Becker Nursing program has identified the risk factors for poor academic performance in the nursing major (listed below). Students are strongly encouraged to access available learning resources early and often. All students should schedule an appointment with their nursing academic advisor early in the semester and meet with the nursing course faculty as soon as possible following a nursing exam failure or other concerns.

### **Academic Performance**

- Low TEAS scores,
- Repeating TEAS to achieve a passing score
- Low reading comprehension scores
- Failure in one or more college science course (A & P, Microbiology, Biology, Chemistry)
- Failure in previous nursing course (at Becker College or other nursing program)
- Low standardized test grades

### **Outside External Factors**

- Employment 16 hours or more/week
- Family responsibilities in addition to nursing studies
- Commute to nursing program greater than 25 minutes

### **Time Management Issues/Study Skills**

- The amount of time devoted to nursing program studies should be equivalent to full-time employment, i.e. a minimum of 40 hours per week.
- Inability to devote required time to meet rigor of nursing education (At least, 3 hours outside study for every hour of lecture, 2 hours of outside study for every hour of lab and clinical).
- Failure to access and/or fully utilize all available learning resources (ATI, Evolve, etc.)
- Tendency to procrastinate/study/cram at the last minute.
- History of academic difficulties
- Failure to be proactive in seeking assistance (nursing course faculty, academic advisor, CLC, ATI remediation, etc.)

## **Professional Student Nurse Organizations**

### **BSN STUDENTS**

The Nursing Honor Society SIGMA Theta Tau - Iota Phi Membership will accept the following: Junior or senior nursing students enrolled in baccalaureate programs at accredited institutions of higher education who have;

1. Completed at least ½ of the nursing curriculum,
2. Rank in the upper 35 percent of their graduating class,
3. And have achieved academic excellence (at least 3.0 out of 4.0 scale)

Please refer to the Sigma Theta Tau website below for additional information:

<https://www.sigmanursing.org/>

The National Student Nurses' Association (NSNA) is the professional organization of nursing students. The mission, in part, of NSNA and the Becker College chapter of the Student Nurses' Association (BCSNA) is to bring together and mentor students preparing for initial licensure as registered nurses and to promote development of the skills that students will need as responsible and accountable members of the nursing profession. All students who are matriculated into the Becker College nursing programs (Associate of Science, pre-licensure BSN, and RN to BSN) are eligible to join. All nursing students are welcomed to participate in BCSNA activities such as fundraising and community service. Please see [www.nсна.org](http://www.nсна.org) to join. All Becker Nursing program fund-raising done by nursing students must be in accordance with NSNA guidelines and Becker College policies. Therefore, all fund-raising efforts must first be cleared with the NSNA faculty representative for Becker College, and then the Nurse Administrator.

### **Essential Functions of a Nursing Student**

The Massachusetts Nurse Practice Act describes the practice of nursing as involving cognitive, sensory,

affective, and psychomotor performance requirements. These requirements are necessary for participation in a nursing program. See Appendix F for the specific sensory, psychomotor, and affective skills needed by the nursing student.

### **Transportation**

Select learning experiences in hospitals, physician offices, long-term care facilities, clinics and community health agencies begin with the first nursing course and continue throughout the program. **Students are responsible for their own transportation to and from clinical agencies.**

### **School Cancellation/Inclement Weather Policy**

For weather-related cancellations, see Appendix D for School Cancellation Policy and see Appendix E for Clinical/Lab Cancellation Policy.

## APPENDICES

### Appendix A: Student Dosage Medication Administration Competency Policy

A mathematics/dosage for medication competency exam calculation/math proficiency test will be administered to all nursing students that have a clinical component (NURS1104, NURS1105, NURS2201, NURS2202, NURS2400, NURS3103, NURS3305, NURS3600, or NURS4200). The test will be at the beginning of the nursing course or prior to the students' clinical experience. This test will include previously learned knowledge and mathematical skills applied to the medication administration process and dosage calculation. Students shall have a maximum of three attempts to pass the proficiency in mathematics for medication administration exam.

#### Procedure

1. The proficiency in mathematics for medication administration exam will be given prior to the allowance to administer medications in the clinical setting in the beginning of each semester for NURS1105, NURS2201, and NURS2202, NURS3305, NURS3600, NURS3305, and NURS4200) and prior to the students' clinical experience in NURS1104 and NURS2400. In order to pass the test, a minimum grade of 85% must be achieved. The student who fails to attain an 85% should complete remedial work, i.e., ATI Dosage and Calculations Tutorial in preparation for the second attempt.
2. The second attempt will be given one week after the first attempt. The student who does not achieve an 85% or above on the second attempt should continue remediation to improve their math/dosage calculation skills in preparation for the third and final examination. The CLC has tutors available for 1:1 assistance for all nursing students.
3. The third and final attempt will be given one week after administration of the second attempt. The student must achieve a score of 85% or better to successfully pass. A failure in the third attempt will result in the inability to provide safe practice and administer medications in the clinical area. This inability to provide safe practice (NURS1104 and NURS2400) or administer medications in the clinical setting (NURS1105, NURS2201, NURS2202, NURS3103, NURS3305, NURS3600, and NURS4200) will result in a clinical failure and will lead to dismissal from the nursing program.

## Appendix B: Becker College: Student Medication Error Policy

### Performance Outcome

Medications are accurately dispensed in a safe and timely manner. Students will receive the appropriate didactic and clinical instructions according to course learning outcomes:

1. The nursing student will report all medication errors immediately to the clinical faculty.
2. The patient's condition will be assessed, and the error will be reported to the appropriate nurse manager.
3. The student making the error or the one discovering the error will complete required documentation according to hospital policy with assistance from faculty.
4. Errors in documentation of medications will be documented as unsafe performance on the clinical evaluation criteria.
5. Examples of medication errors include, but are not limited to, the following:
  - a. not signing name according to the clinical site's Medication Administration Policy
  - b. failure to have co-signature on narcotic waste
  - c. failure to document a reason for omitting a medication
  - d. failure to obtain/record apical pulse, BP as indicated (i.e. apical pulse for digoxin dose)
  - e. not following the six rights of medication administration
  - f. administering a duplication of medication that has already been given
  - g. omitting an ordered medication
  - h. giving a medication that has been discontinued
  - i. leaving a medication at the bedside without an order, (vaginal creams, skin ointments, inhalers may be left at the bedside per hospital policy)
  - j. failing to check physicians' orders prior to administration of a medication
  - k. being unable to calculate correct dosages
  - l. failure to reassess effect of pain medication according to safe practice and facility guidelines
6. Students will be counseled after a medication error. A remediation plan will be developed by the clinical faculty and course faculty. Remediation can include college lab practice and return demonstration, additional medication passes in the clinical area, and/or written assignments.
7. Medication errors that endanger the patient's life or actually cause patient harm can be grounds for immediate termination from the program.
8. Documentation of medication errors will be maintained in the student's record.

**Note: Students giving medications under the supervision of clinical faculty will still be held accountable for medication errors even if the clinical faculty prevents the error from occurring.**

**Appendix C: Becker College Medication Error Report Form**

FACILITY: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

ASSIGNED NURSE: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

STUDENT: \_\_\_\_\_

MEDICATION: \_\_\_\_\_

SUMMARY OF INCIDENT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NURSE MANAGER NOTIFIED: \_\_\_\_\_

DOCTOR NOTIFIED: \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

FACULTY SIGNATURE \_\_\_\_\_

**PLEASE FAX TO BECKER COLLEGE NURSE ADMINISTRATOR AT 1-508-849-5213  
IMMEDIATELY WHEN INCIDENT OCCURS AND E-MAIL NURSING ADMINISTRATOR AND  
NURSING COURSE FACULTY**

### **Appendix D: School Cancellation Policy**

The College makes every reasonable effort to hold classes during the winter. However, extreme weather conditions may necessitate a delay in classes and/or cancellation of classes for that particular day. The decision to cancel classes will be made by 6:00 a.m. The decision to cancel evening classes will be made by 3:00 p.m. Class delay, cancellation, or early closing is announced through the Emergency Notification System (Regroup), on the College website, and the College's main number voicemail. Students and staff members are responsible for checking the College website and LMS website (CANVAS) or listening to announcements on local radio stations.

## **Appendix E: Inclement Weather and Clinical/Lab Attendance Policy**

The following procedure is followed on clinical and/or lab days when the weather prohibits travel:

1. ***Becker College announces cancellation of day classes in advance of any assigned clinical day shift:*** The clinical day shift is cancelled and a make-up clinical must be scheduled for the clinical group.  
***Becker College announces cancellation of evening classes in advance of any clinical evening shift:*** The clinical evening shift is cancelled, and a clinical make-up must be scheduled.
2. ***Nursing clinical faculty in collaboration with the clinical coordinator may cancel a clinical day even though the college has not announced a cancellation:*** The clinical faculty in collaboration with the Clinical Liaison may decide to cancel either day or evening shifts (or both) on a given day even though the college has not announced cancellation of day and/or evening classes. The clinical faculty member notifies the students by a phone tree that Becker College has not cancelled classes, but the clinical faculty team has deemed travel to clinical agencies is unsafe because of inclement weather. All cancelled clinical rotations will require the scheduling of a make-up day.
3. ***Individual student decisions:*** If a student decides not to attend a clinical or lab for any reason even though the clinical will be held, then that day must be made up according to policy, or it will be counted as an absence.
4. ***The Assistant Dean may cancel a clinical day even though the college has not announced a cancellation.*** The Assistant Dean will electronically contact the clinical faculty by 4:30am for 6:00am clinical, and by 12:30pm for 2:00pm clinical. The clinical faculty member notifies the students by a phone tree that Becker College has not cancelled classes, but the clinical faculty team has deemed travel to clinical agencies is unsafe because of inclement weather. The clinical faculty will notify each placement site that the clinical day is cancelled. All cancelled clinical rotations will require the scheduling of a make-up day.

## **Appendix F: Essential Functions of a Nursing Student**

The Massachusetts Nurse Practice Act describes the practice of nursing as involving cognitive, sensory, affective, and psychomotor performance requirements. These requirements, therefore, are necessary for participation in a nursing program. Listed below are the essential functions of a nursing student.

Nursing students should possess and be able to demonstrate the following essential functions:

### **Sensory**

1. Communicate in English effectively and accurately, both orally and in writing, to instructors, professors, clinical staff, patients, families, and all members of the health care team.
2. Hear a patient talk in a normal tone from a distance of 20 feet.
3. Hear all alarms on technical and supportive equipment set at a normal tone at a distance of 20 feet.
4. Listen and respond to distress sounds from patients.
5. Hear oral directions/requests from health care workers, patients, voice pages and telephone messages.
6. Accurately monitor blood pressure readings with a stethoscope.
7. Accurately distinguish breath, heart and bowel sounds.
8. Clearly visualize all written medical information pertaining to the patient.
9. Clearly visualize in order to assess all readings and functions of technical equipment pertaining to patient care, included, but not limited to, reading a computer screen with a size 12 font and visualizing IV infusion pump settings.
10. Clearly visualize all calibrated containers for the accurate measurement of body fluids, specimens, medication administration devices (syringes, pumps) parenteral fluids.

### **Psychomotor – Gross Motor Skills**

1. Maintain sufficient strength to lift an average of 25 – 50 pounds safely protecting both yourself and the patient and those surrounding you.
2. Bend or stoop to assist patient with activities of daily living.
3. Crouch to plug in and manipulate electrical equipment.
4. Lift to safely transfer or position all patients in various situations.
5. Move, push or pull equipment, beds, stretchers, wheelchairs, etc.
6. Reach approximately 5-6 feet above the floor to relocate or attach equipment (i.e., oxygen, suction, IVs, etc.)
7. Kneel and stand independently.
8. Walk/stand for extended periods and distances over an 8-hour period.
9. Sit in class/lecture for a minimum of 3 hours.

### **Psychomotor – Fine Motor Skills**

1. Accurately manipulate dials, gauges, buttons and switches to set, monitor and care for all patient care related equipment.
2. Accurately administer sterile solutions without contaminating syringes, needles, solutions, etc.
3. Accurately administer all types of medications; ocular and topical, as well as oral and parenteral.
4. Safely and effectively perform complex dressing procedures without contamination to supplies and patient and surroundings.
5. Successfully don and remove protective apparel to maintain isolation guidelines

### **Affective**

1. Function safely, effectively and calmly under stressful situations.
2. Prioritize and manage tasks simultaneously.
3. Establish therapeutic relationships with patients and their families and all healthcare personnel and faculty.
4. Maintain personal hygiene consistent within dress code guidelines.
5. Display ethical attitudes and actions consistent with professional behavior in the healthcare and classroom setting.
6. Display the necessary social skills in order to behave with politeness, tact and sensitivity in others in all settings.
7. Exhibit social skills necessary to respect cultural and ethnic differences of patients, co-workers, and all

individuals in all clinical and classroom settings.

8. Always remain free from chemical impairment in classroom and clinical settings.

**If a nursing student or applicant believes he/she cannot meet one or more of the standards without accommodations or modifications, the school must determine, on an individual basis, whether or not the necessary accommodations or modifications can be made reasonably (Refer to Collaborative Learning Center requirements).**

**Policy Reviewed 8/07/12, 5/2014, 5/2015, 04/2019, 07/2019, 11/2019, 01/2021**



## Appendix H: American Nurses Association (ANA) Standards of Nursing Practice

All nursing students will maintain professional conduct consistent with the American Nursing Association (2015) six Standards of Nursing Practice and the eleven Standards of Professional Practice as defined in the American Nurses Association (2015) *Nursing: Scope and Standards of Practice*, 3<sup>rd</sup> Edition, Silver Spring, MD.

### The Standards of Practice

<b>1. Assessment</b>	The registered nurse collects pertinent data and information relative to the healthcare consumer's health or the situation.
<b>2. Diagnosis</b>	The registered nurse analyzes the assessment data to determine actual or potential diagnoses, problems, and issues.
<b>3. Outcome Identification</b>	The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.
<b>4. Planning</b>	The registered nurse develops a plan that prescribes strategies to attain expected, measurable outcomes.
<b>5. Implementation</b>	The registered nurse implements the identified plan. <b>5 A. Coordination of Care:</b> The registered nurse coordinates care delivery. <b>5 B. Health Teaching &amp; Health Promotion:</b> The registered nurse employs strategies to promote health and a safe environment.
<b>6. Evaluation</b>	The registered nurse evaluates progress toward attainment of goals and outcomes.

### The Standards of Professional Performance:

<b>7. Ethics:</b>	The registered nurse practices ethically.
<b>8. Culturally Competent Care</b>	The registered nurse practices in a manner that is congruent with cultural diversity and inclusion principles.
<b>9. Communication:</b>	The registered nurse communicates effectively in all areas of practice.
<b>10. Collaboration:</b>	The registered nurse collaborates with the healthcare consumer and other key stakeholders in the conduct of nursing practice.
<b>11. Leadership:</b>	The registered nurse leads within the professional practice setting and the profession.
<b>12. Education:</b>	The registered nurse attains knowledge and competence that reflects current nursing practice and promotes futuristic thinking.
<b>13. Evidence-based Practice &amp; Research:</b>	The registered nurse integrates evidence and research findings into practice.
<b>14. Quality of Practice:</b>	The registered nurse contributes to quality nursing practice.
<b>15. Professional Practice Evaluation:</b>	The registered nurse evaluates one's own and others' nursing practice.
<b>16. Resource Utilization:</b>	The registered nurse utilizes appropriate resources to plan, provide, and sustain evidence-based nursing services that are safe, effective, and fiscally responsible.
<b>17. Environmental Health</b>	The registered nurse practices in an environmentally safe and healthy manner.

**Appendix I: Student Handbook Policy Agreement**

**BECKER COLLEGE DEPARTMENT OF NURSING**

My signature below acknowledges my receipt of the current Becker College Department of Nursing Handbook either in a hard copy or online: and that I have read it and agree to be bound to the policies contained therein.

This agreement will be held in my student record and will remain valid for the duration of my participation in the Nursing Program.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix J: SAT/ACT Admission Policy Update due to COVID-19

### BECKER COLLEGE DEPARTMENT OF NURSING

All nursing applicants (freshman, transfer, or current Becker students) must successfully complete either the ACT/SAT exam or the TEAS exam. Students who have an ACT composite score below 19 or SAT score below 900 on the SAT Critical Reading and Math sections, must take and score proficient or higher on the TEAS exam as part of their application. Note: scores are subject to change. SAT or ACT scores are required for freshman applicants.

\*\* We recognize the changes in SAT/ACT administration since spring 2020 due to COVID-19 have created challenges for students who wish to take or retake these examinations as part of their application process for fall 2021. For first year (freshmen) students applying for fall 2021 admission into the BSN nursing program during the 2020-2021 admission cycle, we have adopted an SAT/ACT optional policy. Students may submit scores, but they are not required.

### Appendix K: Respondus Lockdown Browser and Webcam Policy

#### Appendix K: Respondus Lockdown Browser and Webcam Policy for Online Exams

Nursing courses require the use of LockDown Browser and a webcam for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable. Watch this [short video](#) to get a basic understanding of LockDown Browser and the webcam feature. A student QuickStart guide is available, <https://web.respondus.com/wp-content/uploads/2020/07/RLDB-QuickStartGuide-CanvasNewQuizzes-Student.pdf>

Then download and install LockDown Browser from this link: <https://download.respondus.com/lockdown/download.php?id=362121140>

#### System requirements:

- **Windows:** 10, 8, 7
- **Mac:** OS X 10.12 or higher
- **iOS:** 10.0+ (iPad only). Must have a compatible LMS integration.
- Web camera (internal or external) & microphone
- A broadband internet connection

#### Learning Management System-

Canvas. Requires the configuration of an External Application.

#### *To ensure LockDown Browser and the webcam are set up properly, please do the following:*

- Start LockDown Browser, log into Canvas, and select course.
- Locate and select the **Help Center** button on the LockDown Browser toolbar.
- Run the **Webcam Check** and, if necessary, resolve any issues.
- Run the **System & Network Check**. If a problem is indicated, see if a solution is provided in the Knowledge Base. Troubleshooting information can also be emailed to our institution's help desk.
- Exit the Help Center and locate the practice quiz.
- Ensure you're in a location where you won't be interrupted.
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach.
- **Before starting the test, know how much time is available and that it is correct, and that you've allotted sufficient time to complete it.**
- Remain at your computer for the duration of the test.
- If the computer or networking environment is different than what was used previously with the **Webcam Check** and **System & Network Check** in LockDown Browser, run the checks again prior to starting the test.

#### Video- Proctored Exam Procedure

- Students are required to follow this procedure when taking a video-proctored online exam.

### *Step 1: Preparing for the exam*

- To prepare for taking exams in an online, video-proctored environment, students should refer to the lockdown browser information resources.
- To download the Respondus Lockdown Browser, students should use this link (or there is a link found within the UTA Canvas Course Help Area found in the blue left- side banner): <https://download.respondus.com/lockdown/download.php?id=163943837>
- Students should check for any updates to software before each exam, including any updates for the lockdown browser, computer operating system, and antivirus/antimalware programs.
- It is recommended for students to check their system by completing the Practice Test within their current course.
- No breaks that include leaving the view of the camera (including going to the bathroom) are allowed after logging into Respondus. Students should plan accordingly.
- If a mobile phone is required for duo authentication for logging into Canvas, it must be turned off and put away BEFORE the student begins the pre-exam process.
- Remove all items from the testing surface. Items that are prohibited from the testing area include: books, electronic devices (tablets, phones, or smart watches) any device with a display screen (extra computer monitors or nearby televisions)
- Students are expected to dress and act as if they are testing in an in-person proctored environment. No hats/caps or sunglasses are allowed.
- No other people are allowed in the testing environment, including children.
- Students should choose a well-lit room and avoid backlighting, which occurs when light is directly behind the students (for example, when their back is facing a window).

### *Step 2: Completing the pre-exam steps*

- Students should follow the instructions of the start-up sequence in the Lockdown Browser.
- There will be a webcam and microphone check to ensure the equipment is functioning appropriately for the exam
- Students should take a clear picture of themselves.
- Students must take a clear picture of their photo ID (driver's license, or other form of government- issued photo ID) when requested. The name on the photo ID must match the name that is found in Canvas. If the student is unable to view the picture of their ID, they should exit out of the system and try again. Students are allowed multiple attempts to take a picture of their ID. If more than one attempt is needed, the student should hold up their ID in front of the webcam, click try again to take the picture, then click continue.
- The maximum time allowed for the student to complete the environmental scan is 65 seconds. Students must clearly show the following areas during the environmental scan:
  - Entire desktop, edge-to-edge of complete computer screen
  - Entire keyboard
  - Area directly in front of the testing environment (the area the student will be facing during the exam)
  - Nearby testing area, including the area to the left and right of the testing surface.
- Students can narrate or explain what is seen during the environmental scan as needed.
- It is the student's responsibility to make sure the entire environment can be seen by coaches and faculty.
- Please note: students are able to verify that a video was taken. If the student is unable to view the recorded environment check, they should exit out of the system and try again.
- Once the environment scan has been completed, students are prohibited from leaving the view of the testing area or moving any items back into the testing area.
- Students should start the exam as soon as the environmental scan is completed and reviewed

### *Step 3: Taking the exam*

- Online video-proctored exams are simulating the testing environment as if the student were taking an exam in a testing center.
- Behaviors that are prohibited during the exam:
  - Leaving view of the camera
  - Eating or drinking
  - Speaking out loud
  - Interacting with other individuals

- Wearing earbuds or earphones
- Turning off, unplugging or covering the webcam
- Students must use a webcam for the entire exam
- If the webcam stops recording (ex. the indicator light goes off), it is recommended for the student to exit the exam and troubleshoot their equipment immediately. The timer for the exam will continue to run.
- If the connection to an exam is lost, the student should attempt to re-enter the exam immediately and complete steps 1-3 each time. The exam timer will continue to run during this time. The student should contact the lockdown browser support and Canvas support for trouble-shooting assistance if they are unable to re-enter the exam.
- For Canvas support, click on the “Help” icon in the Left Ribbon in Canvas
- If allowed by the instructor, students will be able to use a piece of paper for calculation purposes.
  - Students will need to show a blank piece of paper at the beginning of the test and clearly show destroying the paper PRIOR TO CLICKING THE FINISH EXAM BUTTON.

## **Appendix L: Proctorio and Respondus Academic Dishonesty Policy**

**Academic Dishonesty:** Students are expected to adhere to the academic standards and policies set forth in the Becker College Student Handbook and Nursing Student Handbook. Students are required to sign the nursing student handbook page, affirming they are aware of all required security practices, and have followed them during the administration of an exam. Academic dishonesty for nursing students can mean the expected learning outcome was not met and the learning deficit could become life or death for their patients. All students will adhere to Good Moral Character, as specified by Massachusetts General Laws Chapter 112, sections 74, 74A, and 76.

- ***Students will receive a grade of zero for their first offense of any of the following:***
  - Leaving view of the camera
  - Speaking out loud with other individuals
  - Interacting with other individuals
  - Wearing earbuds or earphones
  - Turning off, unplugging or covering the webcam
  - Turning off audio
- ***Students will be withdrawn from the program for their second offense of any of the following:***
  - Leaving view of the camera
  - Speaking out loud with other individuals
  - Interacting with other individuals
  - Wearing earbuds or earphones
  - Turning off, unplugging or covering the webcam.
  - Turning off audio

### ***Exam Reviews for online exams***

- Faculty understand that feedback post-testing is necessary to improve performance. However, in order to preserve the integrity of test questions, *faculty have the right to NOT provide students access to view the test, but may discuss test questions on a one-to-one basis with faculty or in a class review session.*
- Faculty may elect to permit an exam review and if so, this will be done using Respondus Lockdown Browser
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

## **Appendix M: Class Absence for Religious Observances**

The Becker Nursing Department requires that the department excuse any student who is unable to attend classes or participate in any examination, study, or work requirement because of religious observance, as noted:

*Chapter 151C of the Commonwealth of Massachusetts General Law states:*

“Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.”

Instructors must accept a student’s assertion of the need to be absent from class for religious reasons, but students are required to notify instructors in advance that they will miss class in order to observe a religious holiday. College policy and Massachusetts state law require faculty to offer make-up assignments or exams to students who are absent for religious observance.

Students and instructors can ascertain the dates of many religious holidays by consulting an interfaith calendar such as [www.interfaith-calendar.org/](http://www.interfaith-calendar.org/)

Note, however, that this calendar is not exhaustive.

Students planning to be absent from classes due to religious observance must notify their instructors in writing as early in the semester as possible, *but no later than one week in advance of the absence*, with the exception of holidays falling during the first week of the academic year. In the event of a dispute between a student and a faculty member, either party should contact the department chair,

ASN- Ann Marie Reynolds-Lynch, email- [ann.reynoldslynch@becker.edu](mailto:ann.reynoldslynch@becker.edu)

BSN- Chrystina Manero, email- [chrystina.manero@becker](mailto:chrystina.manero@becker)

## **Appendix N: Nursing Students COVID-19 Laundering Policy**

Nursing student's safety is the Colleges utmost priority. Student attending clinical are asked to perform the following, when returning from a clinical site:

### **Commuter Students:**

1. Remove shoes outside (in a hallway, or garage), spray shoes with disinfectant, and leave them outside of the home.
2. Immediately launder scrubs in hot water and detergent.
3. Immediately wash hands, then immediately shower.
4. This process should be followed every time a nursing student returns from clinical.

### **Residential Students:**

1. Remove shoes, spray shoes with disinfectant, and place in a plastic bag (away from other items).
2. Immediately launder scrubs in water and detergent, and dry on high heat. If a washing machine is not available, bag your scrubs.
3. Immediately wash hands, then shower as soon as one becomes available.
4. Launder your scrubs in water, detergent and dry on high heat, as soon as a washing machine becomes available.
5. Immediately wash your hands.
6. This process should be followed every time a nursing student returns from clinical.