

SUNY Ulster  
Nursing Program  
Student Handbook



Hardenbergh Hall

## **Welcome**

The Nursing Program provides its students with opportunities to learn, lead, and discover in an active learning environment. Our experienced nursing faculty have advanced education and practice expertise that guides students through a robust nursing curriculum.

Applied learning is provided through the Nursing Skills Laboratory, Nursing Simulation Laboratory, and onsite experiences in collaboration with Nuvance Health, Westchester Medical Center, Ellenville Regional Hospital, and the Northeast Center for Rehabilitation & Brain Injury. These experiences provide students the educational opportunities of evidence-based practice in nursing while fostering their critical thinking and nursing judgment to provide safe, compassionate, and quality care.

The rigors of the Nursing Program begin with the application process and extend throughout the nursing curriculum. The Nursing Program faculty and staff have developed this document to fulfill several purposes—the most important of which is our commitment to student success. We believe that a clear and straightforward definition of specific regulations governing our nursing students will help them to be successful, and move through the program in a consistent and uniform manner.

At SUNY Ulster, we promote a sense of community in a welcoming academic environment that encourages diversity, equity, inclusion and social justice for all of our students, faculty, staff, and community partners.

Graduating from the SUNY Ulster Nursing Program opens doors that lead to rewarding careers. Our graduates are the health care leaders of tomorrow.

We wish you the best towards a successful academic journey,

The Nursing Program Faculty and Staff

## **Preamble**

The Nursing Program Student Handbook has been compiled by the faculty and staff to provide students with information pertinent to the SUNY Ulster Associate Degree Nursing Program. It is to be used in addition to the SUNY Ulster Catalog for obtaining information about policies/procedures and course requirements.

The policies and regulations consistently reflect the principles, codes and laws relevant to all nurses and our nursing students. Entrance into the profession of nursing demands professional behavior and leaves no room for unsafe, unethical, or disruptive behavior in the classroom, skills laboratory, or clinical setting. Concurrently, all students are expected to comply with all civil laws and regulations.

All policies contained in this document have been approved by the SUNY Ulster Nursing Program, effective August 26, 2024. This document supersedes and replaces any prior Nursing Program Student Handbook. Policies within this handbook are subject to revision at any time. Students enrolled in nursing (NUR) courses will be notified verbally, via email and/or by written notification of any policy changes and will be held to the standard of the new policy.

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## **Section 1 - SUNY Ulster Nursing Mission, Philosophy, and Program of Learning**

The SUNY Ulster Nursing Program is based on a dynamic process of integrating concepts, models, and theories to create a learning environment that ensures the nursing graduate is prepared to provide safe and effective care. The program leads to the Associate of Science (A.S.) degree and graduates are qualified to sit for the National Council Licensure Examination for Registered Professional Nurses (NCLEX-RN). Nursing is a lifelong learning profession and the SUNY Ulster Nursing program has articulation agreements with over six colleges for students to pursue a seamless transfer with continuing their education. New York State requires all nurses to earn their bachelor's degree within ten years of licensure and many of our graduates continue past their bachelor's degree to become Advanced Practice Registered Nurses.

The Associate of Science (A.S.) degree in Nursing is registered by the New York State Education Department (NYSED) and accredited by NYSED, Office of Professions, Division of Professional Education and the Accreditation Commission for Education in Nursing (ACEN). The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate of Science in Nursing is continuing accreditation.

SUNY Ulster Nursing Program is also a member of the National League for Nursing (NLN) and the Council for Associate Degree Nursing in New York State (CADN).

### **Mission**

The SUNY Ulster Nursing Program is dedicated to providing excellence in nursing education consistent with the mission of SUNY Ulster. Our mission is to prepare students for entry into the nursing profession who will have the knowledge, skills, and attitudes necessary to provide safe, compassionate, quality care in an ever-evolving health care system.

### **Philosophy**

We believe nursing is both an art and a science that:

- integrates theoretical knowledge, critical thinking/clinical judgment, and skill competence
- is compassionate, caring, and holistic with the patient at the center
- is based on a foundation of integrity as well as ethical, legal, and moral accountability.

We believe in a nursing education in which:

- the learning experience is a collaboration between the program faculty and their students
- education is a partnership involving shared accountability between faculty and students
- student success is accomplished by accountability as well as nurturing, trusting, and caring relationships
- there is a commitment to providing a variety of resources and active learning experiences to support individual learning preferences

- students are encouraged to be lifelong learners
- there are open lines of communication which are professional and respectful

## **Nursing Practice**

We believe that nursing is a humanistic science dedicated to assisting individuals and families to cope with living, wellness, illness, and death. Nursing practice is implemented by using critical thinking and clinical judgment to organize care.

Nursing care can promote or maintain wellness, or assist in resolving alterations in needs, which occur as a result of health problems.

## **Associate of Science in Nursing**

We believe that the graduate of the associate degree program possesses a basic core of knowledge, skills, and attitudes, which is necessary to provide nursing care to individuals and families in a variety of settings. The associate degree graduate is flexible in response to changing health care delivery systems and societal trends.

## **End of Program Student Learning Outcomes**

Each course reflects and is founded on the following program outcomes building on prior knowledge with each succeeding course.

Upon program completion, the student will be able to:

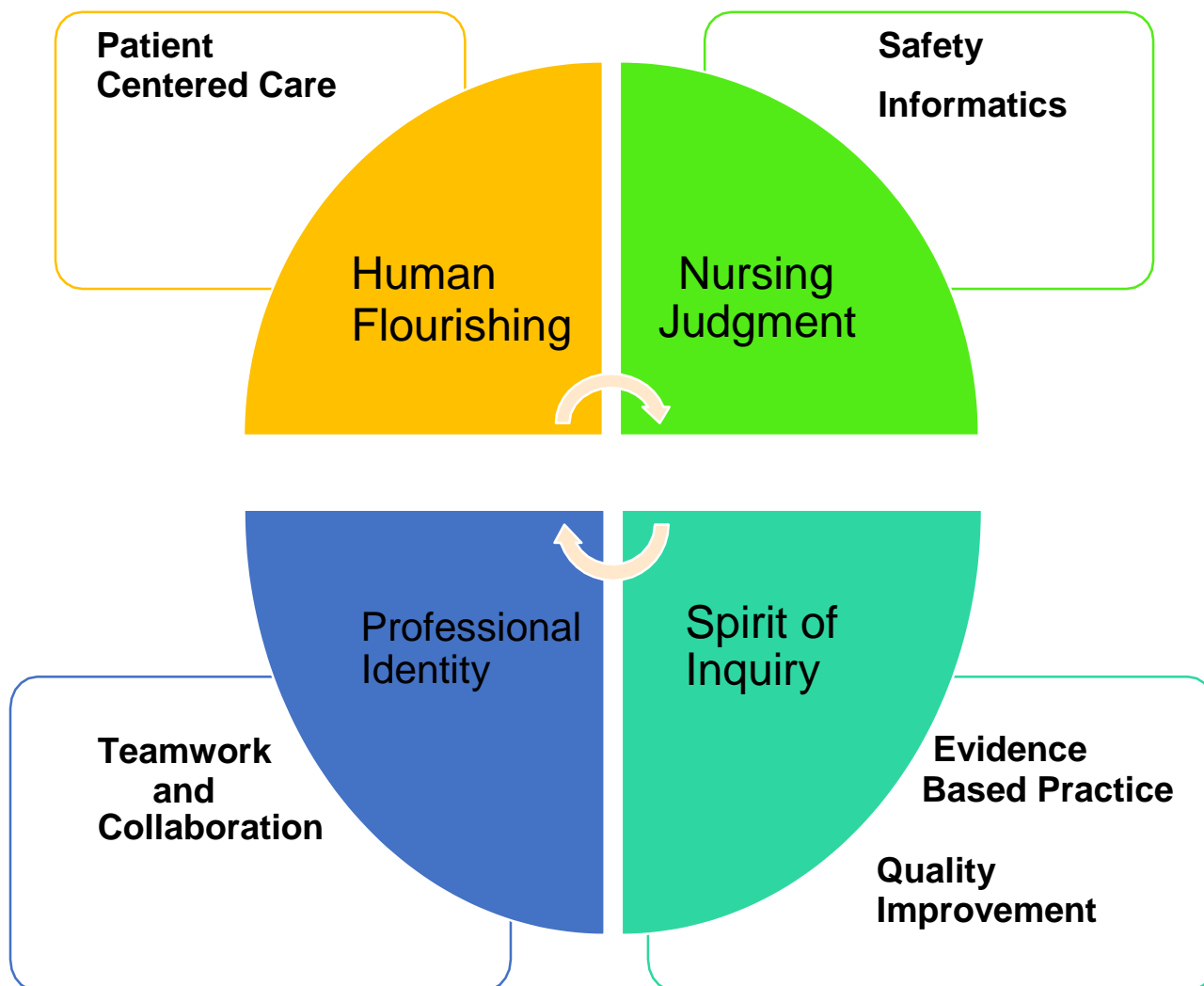
1. Perform safe, caring, patient-centered, evidence based nursing care to diverse populations throughout the lifespan.
2. Apply critical thinking, clinical reasoning, and judgment strategies when providing patient-centered care.
3. Demonstrate teamwork and collaboration with members of the interprofessional team.
4. Interpret informatics principles, techniques, and systems when providing nursing care.
5. Analyze the role of leadership/management in a variety of healthcare settings for the purpose of providing safe, compassionate quality care in an ever evolving healthcare system.
6. Practice within professional, ethical, and legal principles consistent with the role of the professional nurse.

## **Program Outcomes**

1. Annual licensure examination pass rate will be at least 80% for all first-time test-takers during the same 12-month period.
2. 50% of the students will graduate within the time frame allotted for the program (4 semester length = 2 years).
3. 90% of graduates seeking employment will be employed in a registered nurse (RN) position within one year of graduation.
4. Program evaluation demonstrates that students have achieved each end-of-program student learning outcome.



## Conceptual Framework



The conceptual framework derived from the philosophy forms a basis for the organization and structure of the nursing curriculum. This framework serves as a guide for nursing instruction in the attainment of student learning outcomes.

The framework consists of concepts that encompass the qualities of a successful graduate nurse. NLN competencies were chosen because they specifically define the competencies of the graduate Associate Degree Nurse. QSEN competencies reflect current contemporary practice. Concepts interlace NLN and QSEN competencies to achieve the goal of providing graduate nurses with the tools needed to provide holistic care in an ever-changing health care delivery system. Each competency includes knowledge, skills and attitudes to serve as a basis for consistent performance expectations across academic and practice settings.

## Section 2 - Admission

### Admission Procedures and Requirements

Prospective students must complete the application for admission by the application deadline. Applicants are required to take the HESI admission assessment in order to be considered for admission. The exam may be taken only twice per calendar year and the higher grade will be used. Applicants must register and pay all fees each time. Further information, including dates and locations contact: [nursing\\_admissions@sunyulster.edu](mailto:nursing_admissions@sunyulster.edu).

The Nursing program is highly competitive. Meeting minimum criteria for admission does not guarantee acceptance to the program. The Admission Committee and College reserve the right to make final decisions based upon the applicant pool each year.

<b>MINIMUM REQUIREMENTS FOR CONSIDERATION FOR ADMISSION</b>	
<p>Current High School Students Applying for Admission Consideration into the Nursing Program</p>	<p>Contact SUNY Ulster, Enrollment and Success: Enrollment &amp; Success Center 800-724-0833 x5022 or 845-687-5022 <a href="mailto:admissions@sunyulster.edu">admissions@sunyulster.edu</a></p> <ul style="list-style-type: none"> <li>● HESI Admission Assessment exam minimum 75% performance.</li> <li>● Performance in any General Education/Liberal Arts, Math, and Science (Biology and/or Chemistry) High School courses with a minimum final grade of C or better.</li> <li>● New York State Regents exam scores of 75 or higher in Biology and/or Chemistry.</li> <li>● Collegian Courses (if applicable) final grade of C or better.</li> <li>● Admission to the Nursing Program is not guaranteed to any applicant, regardless of courses completed or grades received.</li> </ul>
<p>All Other Applicants Applying for Admission Consideration into the Nursing Program</p>	<ul style="list-style-type: none"> <li>● HESI Admission Assessment exam minimum 75% performance.</li> <li>● Performance in General Education/Liberal Arts and Science* courses that are a part of the nursing curriculum with a minimum GPA of 2.75. Refer to the admission rubric for a list of courses.</li> </ul> <p>The admissions rubric used to evaluate student performance may be found at:</p> <ul style="list-style-type: none"> <li>● <a href="https://www.sunyulster.edu/academics/credit_programs/nursing">https://www.sunyulster.edu/academics/credit_programs/nursing</a></li> </ul>

Admission to the Nursing Program is not guaranteed to any applicant, regardless of courses completed or grades received.

<b>PROGRAM APPLICATION DEADLINE</b>	
<i>Program Start Date: Fall Semester</i>	<i>Application Deadline</i>
Current High School Students and Applicants Previously or Currently Enrolled in College Applying for Admission	April 1
<p>All documentation is required by the application deadline, including but not limited to transcripts, HESI score, CLEP scores and SUNY Ulster Admission requirements, if applicable.</p> <p>Out of county residence may apply.</p>	

## **Students Accepted into the Nursing Program**

Students accepted into the Nursing Program are required to have the following in place prior to the fall semester in which the courses begin:

- Satisfactory physical examination, including immunizations, titers and TB testing are required of all students for each year in the program.
- Proof of hepatitis B vaccination or a signed declination with admissions credentials.
- COVID 19 vaccination and booster
- Performance Standards met with or without reasonable accommodations for the school and clinical setting
- Basic Life Support Certification for the Healthcare Professional: American Heart Association.
- Compliance with established dress code.
- Satisfactory certified background check and drug screening.

## **Length of Program**

The program can be completed in two academic years or extended and pursued on a part-time basis. Nursing (NUR) courses must be taken consecutively and it is recommended that they be taken without interruption. The nursing program must be completed in no more than four consecutive years from enrollment in the first nursing course (Exception: military duty). SUNY Ulster's Nursing Program is not offered as an evening program.

## **Pre and Co Requisite Courses**

General Education/Liberal Arts and Sciences courses may be taken in any sequence, as long as prerequisite and corequisite requirements are met as required for the NUR courses. To progress in the nursing program students must have and maintain a 2.75 cumulative average in all classes required in the nursing curriculum and a 2.75 GPA in any additional general education/liberal arts and sciences courses. A 2.75 cumulative average in classes is required for students transferring any courses. Grades on the

transcript(s) will be assessed to determine the GPA.

All students must have and maintain a minimum 2.0 cumulative SUNY Ulster college GPA.

### **Science**

Students transferring courses from other colleges or applying SUNY Ulster course work to a degree in nursing, MUST have taken anatomy and physiology (BIO107 & BIO108) courses at the same college, be within five years of starting the SUNY Ulster Nursing Program, and have earned a C or better to be awarded credit for anatomy and physiology I & II. Science courses may only be repeated once.

### **Mathematics**

Students are expected to enter the nursing program with a strong knowledge of basic math (high school level algebra). All nursing courses have a separate dosage calculation math competency component, which must be met each semester to continue or progress satisfactorily in the nursing courses (see Appendix A for Dosage Calculation Testing Policy). Students must satisfactorily complete MAT110, or MAT115, or MAT160, or higher as part of the nursing curriculum to graduate (see SUNY Catalog for course descriptions).

### **Communication Skills**

Students should be able to read with a high level of comprehension and demonstrate the ability to speak English clearly and write accurately. Students must have taken or be able to enroll in College English 101.

## Section 3- Nursing Curriculum

Table 1 Nursing Curriculum

Course Number	Course Title	Credits
<b>First Semester</b>		
FYE 101	First Year Experience	0-1
BIO 107	Human Anatomy & Physiology I	4
NUR 152	Fundamentals of Nursing One	7
NUR 153	Nursing Dosage Calculations	1
PSY 101	General Psychology	3
ENG 101	College English I	3
	Semester Credits	18/19
<b>Second Semester</b>		
BIO 108	Human Anatomy & Physiology II	4
PSY 210	LifeSpan Development	3
NUR 154	Nursing Two	8
ENG 102	College English II	3
LIB 111	Information Literacy	1
	Semester Credits	19
<b>Third Semester</b>		
GEN ED REQ	General Education Requirement in DEI & SJ (starting Fall 2024)	3
MAT 110 (or GenEd math course)	Math General Education Requirement	3
NUR 252	Nursing Three	8
	Semester Credits	14
<b>Fourth Semester</b>		
NUR 254	Nursing Four	9
GEN ED REQ*	General Education Requirement (* US History and Civic Engagement, World History and Global Awareness, The Arts, or World Languages)	3
	Semester Credits	12
	Total Credits	63/64

## **Nursing Course Description**

### **NUR 152 - Nursing One (7 credits)**

The learner examines and defines the role of the nurse in a contemporary healthcare system. Learners are introduced to the knowledge, skills and attitudes associated with the Quality & Safety Education for Nurses (QSEN) competencies. Concepts of psychological, psychosocial, safe effective care environment and health promotion/maintenance are examined. The nursing process provides a framework utilizing an interdisciplinary, collaborative care approach influencing the care of individuals involving families and communities.

Lecture: 4 hours, Laboratory: 3 hours, Clinical: 4 hours

This course is offered in the fall only.

Pre/ Co-requisites: ENG 101, BIO 107, PSY 101, NUR 153

### **NUR 153 - Nursing Dosage Calculations (1 Credit)**

This course prepares the student for dosage calculations used in the administration of medications. Beginning level students acquire knowledge and develop proficiency in computing medication dosages. Strong student calculation competency is but one of the ingredients required for the achievement of positive patient outcomes. Among the QSEN skills competencies are demonstrating effective use of technology and standardized practices that support safety and quality; demonstrating effective use of strategies to reduce risk of harm to self or others; and using appropriate strategies to reduce reliance on memory (QSEN, 2019, "Safety" section). The QSEN attitudes have to do with qualities such as valuing the contributions of standardization reliability to safety; appreciating the cognitive and physical limits of human performance; and recognizing one's own role in preventing errors (QSEN, 2019, "Safety" section).

This course is offered in the fall only.

Prerequisite: MAT 095 with a grade of C or better OR placement test into a GenEd math course.

Co-requisite: NUR 152

### **NUR 154 - Nursing Two (8 credits)**

The learner builds upon previous concepts of Nursing One with emphasis on applying the knowledge of pathophysiology towards the management of care of individuals. The concepts of physiological, psychosocial integrity, a safe effective care environment, health promotion/maintenance are examined. A continued exploration of the nursing process is utilized to assist the learner to think critically and apply theory to practice. An interdisciplinary, collaboration of care approach, focuses on restoring optimal functionality of individuals involving families and communities.

Lecture: 5 hours, Laboratory: 3 hours, Clinical: 5 hours

This course is offered in the spring only.

Prerequisites: NUR 152, NUR 153

Pre/Co- requisites: BIO 108, PSY 210, ENG 102, LIB 111

**NUR 252 - Nursing Three (8 credits)**

The learner continues examining concepts of nursing care with a greater emphasis on health promotion/maintenance, physiological, and psychosocial alterations of individuals across the life continuum. The plan of care expands application and integration of knowledge, skills, and attitudes required to ensure safe and effective patient care in an evolving healthcare environment.

Lecture: 5 hours, Laboratory: 2 hours, Clinical: 7 hours

This course is offered in the fall only.

Prerequisites: NUR 154

**NUR 254 - Nursing Four (9 credits)**

The learner develops and evaluates a patient centered holistic approach to nursing care utilizing previous theory and knowledge with emphasis on quality outcomes and seamless transitions of care. The plan of care is operationalized focusing on analysis, evaluation, and modification of individual needs involving families and communities. Concepts of leadership and development are explored using an interdisciplinary approach.

Lecture: 6 hours, Laboratory: 2 hours, Clinical: 7 hours

This course is offered in the spring only.

Prerequisites: NUR 252

## Nursing Courses Grades and Requirements

All nursing students must have a minimum overall exam grade average of 75% and a minimum final course grade of a “C” as well as satisfactorily pass the nursing skills laboratory and clinical components of the nursing course in order to progress to the next nursing course. Failure to achieve all of these measures will prevent the nursing student from continuing to the next sequential nursing course (see Section 4 - Methods of Assessment).

Nursing courses must be taken in the required course sequence

- All nursing students must maintain a minimum grade of C in each nursing course and a 2.75 GPA in general education/liberal arts and sciences courses, as well as satisfactorily pass the skills lab and clinical components of the nursing courses. Failure to achieve these measures will prevent the nursing student from continuing to the next sequential nursing course.
- Students who fail the clinical portion of a nursing (NUR) course will receive an F for the course.
- Students who fail the skills laboratory portion of a nursing (NUR) course will receive an F for the course.

All students are also required to have a laptop computer with a webcam (No Chromebooks) and a reliable internet connection.

## Attendance

Regular attendance is one of the most important contributing factors to academic success. Throughout the Nursing Program, students may be offered opportunities to participate in community programs and activities. To participate in these activities, students must be meeting attendance requirements. Each student’s instructor must approve of the student’s participation prior to the proposed activity. Students are expected to attend all course components: lectures, skills laboratories, simulations, and clinical learning experiences.

### Lecture

Students are required to notify the instructor in advance if they find it necessary to be absent, late, or depart early from a learning experience. Students are responsible for any assignments, announcements, etc. missed due to lateness, early departure, and/or absence. Any student that misses two classes (lecture and/or nursing skills laboratory) will result in a conference with the instructor and the initiation of a Counseling-Guidance Record (refer to Appendix J for the Counseling-Guidance Record).

**Absences and lateness on examination or quiz days.** If a student is absent on the day of a scheduled examination or quiz, the student must contact the instructor within 24 hours of the examination or quiz. The make-up examination or quiz may be in a different testing format than the original (ex. essay, short answer, fill-in-the-blank, etc.) The student will receive a grade of zero if they do not contact the instructor. If a student is late on the day of a scheduled examination or quiz, admittance will be at



the discretion of the instructor. The student will only be allowed any time remaining for the examination or quiz. (Refer to Appendix B for Absences and Lateness on Examination or Quiz Days).

### **Clinical**

A student that is going to be late or absent from clinical practice must contact their clinical instructor. Failure to contact their clinical instructor may result in a clinical failure. A student that misses or is late to a clinical will need to complete a Report of Absence Form (refer to Appendix C for Report of Absence Form) and forward the form to the Program Assistant. The student that is absent from a clinical experience will be responsible for completing a make-up assignment for the clinical time missed. Any student who misses more than one clinical jeopardizes the ability to meet clinical objectives. There will be the initiation of a Counseling-Guidance Record (refer to Appendix J for the Counseling-Guidance Record) by the instructor or lead course instructor and the student jeopardizes failing the clinical component of the course with any future absences and/or latenesses.

### **Nursing Skills Laboratory**

In the event of an unforeseen emergency where lateness, early departure, or absences are unavoidable, the student is responsible to obtain the missed assignments, notes, materials, and demonstrations. The instructor is not responsible for providing missed information, materials, and/or demonstrations of skills (refer to Appendix B for Absences and Lateness for Skills Evaluations and Demonstration).

### **Program Course Sequence**

The nursing courses and their requisites must follow the curriculum sequence. If a student withdraws from a co-requisite course, the student may not progress in the nursing program until the pre and co requisites are met. In addition to the general college requirements listed in the SUNY Ulster Catalog, nursing students must pass each nursing course to progress in the nursing program. Students are not guaranteed a seat in nursing courses if there is a disruption in their sequential completion of the program.

### **Registering for Courses**

Students who are continuing in the nursing program should meet with their nursing program advisor during the scheduled registration period to review pre-and co-requisite requirements for the next nursing course. If a student is seeking readmission to the Nursing Program, readmission is never guaranteed, and students must meet all requirements and be offered a seat to return to the program (see Readmission to Nursing Courses). Readmitted students should meet with their advisor to review pre-and co- requisite requirements. Students who have a break in enrollment should meet with their advisor and must submit a readmission application to The Enrollment and Success Center. This is for readmission to the college and does not ensure re-entry into nursing courses.

## Withdrawal from Nursing Course

Nursing faculty follow the college policy for withdrawal. Students are to discuss withdrawal policies with their nursing faculty advisor and follow deadlines for withdrawals as presented in the SUNY Ulster Catalog. If a student is passing and withdraws from a nursing (NUR) course, they may repeat the course, following the Readmission to Nursing Courses.

If a student is failing their nursing class at the time of withdrawal it will be documented as a withdrawal with a failing grade and counted as an unsuccessful attempt at the nursing course. If eligible, they may repeat the course, following Readmission to Nursing Courses criteria and procedure.

## Repeating a Nursing Course

If a student is passing and withdraws from a nursing (NUR) course, they may repeat the course, following the Readmission to Nursing Courses criteria and procedure.

If the student fails or withdraws while failing a nursing course:

- Students who receive grades of C-, D+, D, F, or a W in any subsequent NUR course, may not proceed with the program unless the student applies for readmission and is approved to repeat the course. Nursing students requesting readmission due to interruption of the specified progression through the program of study, for any reason, are not guaranteed a seat in the course requested. Readmission is dependent on clinical space availability, review of the student's academic eligibility, and final review by the Nursing Admissions Committee. Students can be reinstated into a NUR course only one time.
- Course from the previous enrollment will be considered and are based on the items below:
  - Core courses taken within the Nursing Program should be no older than two (2) calendar years.
  - Science courses needed for the major should be no older than five (5) calendar years.
  - Review and acceptance of all courses will be done on an individual basis by the Nursing Admissions Committee.
- Students who receive grades of C-, D+, D, F, or a W in Fundamentals of Nursing One (NUR152) will be dismissed from the program and must reapply for admission following all admission requirements. Students who reapply are not guaranteed a seat and must meet all admission requirements.
- A total of two unsuccessful attempts resulting in a grade of C-, D+, D, F, or a W in any NUR course will result in dismissal from the nursing program and the student is no longer eligible for the Nursing Program (\* exception Nursing Dosage Calculations - NUR153).

\*A total of three unsuccessful attempts resulting in a grade of C-, D+, D, F, or a W in Nursing Dosage Calculations (NUR153) will result in dismissal from the nursing program and the student is no longer eligible for the Nursing Program.

## Readmission to Nursing Courses

Readmission is neither guaranteed nor automatic. Students requesting readmission to a designated semester are encouraged to complete all pre and co requisites prior to re-entering the program. Students will be considered for readmission based on the following criteria and space availability:

- The student must be in satisfactory academic standing and have a cumulative GPA of 2.75 or higher in the required pre/co requisite and nursing program courses. (This does not include the Nursing course failed.)
- Courses from the previous enrollment will be considered for:
  - Core courses (NUR) taken with the Nursing Program should be no older than two (2) calendar years.
  - Science courses needed for the major should be no older than five (5) calendar years.
- Students who have taken a medical leave of absence must provide evidence that the original situation requiring the withdrawal or medical leave has been resolved when seeking readmission.
  - Students returning to the program must submit a letter from their provider indicating they may return to the nursing program without any restrictions.
- A student must score a minimum of 5 points on the Readmission Rubric to be considered for readmission.
- The Nursing courses sequence must be completed within four years.  
Exception: military duty.
- Any student that is readmitted to the Nursing Program must participate in ongoing Nursing Department support services, including, but not limited to, Nursing Coach, faculty, and/or staff. Additional support services through the Center for Academic Planning and Support (CAPS) may be recommended.

Readmission will be denied for:

- Any student who has exhibited physically or verbally aggressive behavior towards students or faculty and/or has had any violations of the SUNY Ulster Standards on Student Conduct (refer to the SUNY Ulster Student Handbook).
- Any student that has an unsatisfactory prior clinical performance.
- Any student that has a second failure of a nursing course (exception: Nursing Dosage Calculations - NUR153\*), the student will not be allowed to return to the SUNY Ulster Nursing Program and readmission is not considered.
- Any student that is unsuccessful after a third attempt at Nursing Dosage

Calculations - NUR153, the student will not be able to progress or return to the nursing program.

## Readmission Procedure

1. Requests for readmission must be emailed to the Nursing Program Readmission Committee by March 1<sup>st</sup> for the fall semester, and November 1<sup>st</sup> for the spring. All requests need to be sent to [nursing\\_admissions@sunyulster.edu](mailto:nursing_admissions@sunyulster.edu) subject: Readmission.
  - The request for readmission will be reviewed for consideration by the Nursing Program Readmission Committee.
  - An interview may be scheduled with the readmission committee to determine the student's eligibility and readiness to re-enter the program.
2. Students who have a break in enrollment must submit a readmission application to The Enrollment and Success Center. This is for readmission to the college and does not ensure re-entry into nursing courses.
3. Returning students will be required to demonstrate didactic competency.
  - The student will have one attempt to take a dosage test from the prior semester of the failure (e.g. Nursing Three failed students would take Nursing Two dosage test).
  - The student will have one attempt and one offer to take the final exam from the prior semester of the failure (e.g. Nursing Three failed students would take Nursing Two final). Results of this testing will be factored into a rubric (see Readmission Rubric) and will count toward eligibility for readmission.
4. A student must score a minimum of 5 points on the rubric to be considered for readmission.
  - Students will be ranked by their rubric score for readmission eligibility dependent on the number of available openings for the semester.
    - i. If there is a tie with the number of points achieved with the rubric score, the final exam grade score will be used to determine the order for ranking of those students.
5. Students not successful in Fundamentals of Nursing One (NUR 152) must reapply to the program following Nursing Admission criteria and application procedures (Review admission information on [SUNY Ulster Nursing web page](#)).

## Readmission Rubric

Table 2 Readmission Rubric

Readmission Student	Student has been successful in all Nursing courses = 2 points	Unsuccessful in a prior Nursing course (s) = 0 points
Dosage Exam from Prior Semester	100% = 2 points	Less than 100% = 0 points
Final Exam from Prior Semester	80%-84%= 5 points 85%-89%= 6 points 90%-94%= 7 points 95%-100%= 8 points	Less than 80% = 0 points

## Graduation Requirements

Upon successful completion of all graduation requirements, students in the SUNY Ulster Nursing Program will receive an Associate of Science (AS) Degree.

It is the student's responsibility to complete their application for graduation. Students should apply for graduation regardless of their plans to attend commencement. These are two very different things. Applying for graduation signals the Registrar to evaluate coursework and process the student's transcript for awarding their degree and for eligibility for licensure. Students must meet with their academic adviser for their signature on the application and to verify all requirements for graduation have been met. Please refer to the SUNY Ulster Catalog for additional graduation requirements.

## Eligibility for NCLEX-RN and Requirements

Upon graduation from SUNY Ulster with an AS in Nursing, the student is eligible to take the required National Council Licensure Examination for Registered Nurses (NCLEX-RN). In order to take the NCLEX-RN, SUNY Ulster must certify that the student has successfully completed the nursing program and been awarded an Associate of Science in Nursing. The student must apply to take the exam through the Office of Professions in the state they will be taking the exam. Information about the NCLEX-RN is available through the National Council of State Boards of Nursing (NCSBN) [Application & Registration | NCSBN](#).

*Compliance with all licensing requirements remains the responsibility of the student.*

Determination of "good moral character" is a requirement for registered professional nurse licensure. Eligibility to sit for the licensing examination to become a registered nurse is subject to New York State law regarding professional misconduct. Applicants in the nursing program who have been charged or convicted of a crime (felony or misdemeanor) in any state or country, or whose practice of nursing may be impaired by alcohol, drugs, physical or mental disability, must contact the State Education Department, Division of Professional Licensing Service. Although these applicants may be determined eligible to take the licensing examination, they may or may not be issued a limited permit and/or registered nurse license, depending on the results of the investigation process. Students with prior criminal convictions who are interested in pursuing this program or have an event while in the program should contact the Nursing Department and the Office of Professional Licensing in the state they are pursuing a license for more information. In New York, contact the NYS Office of the Professions - State Education Department/Nursing.

Federal Law limits the issuance of professional nursing licenses, registrations and limited permits to United States (US) citizens or qualified aliens with an alien registration number or control number issued by the United States Citizenship and Immigration Services (USCIS). Non-Immigrants, temporarily in the US are required to list VISA type or immigration status. Questions about any immigration status and whether qualify for licensure should be directed to the USCIS ([www.uscis.gov](http://www.uscis.gov)).

Further information regarding candidacy may be found on the New York State Education Department/ Office of the Professions website: ([www.op.nysed.gov](http://www.op.nysed.gov)).

## Continuing Education/Articulation Agreements

Nursing is a dynamic and rapidly changing profession and demands a commitment to lifelong learning. Associate Degree Nursing graduates have a variety of career opportunities in a wide variety of healthcare settings. Obtaining an Associate in Science Degree from SUNY Ulster is only the beginning. To keep pace in a rapidly changing healthcare field, professional development and continued education are an ongoing requirement. Advanced education enhances nursing care and promotes personal and professional development.

Legislation was passed in 2017 in New York State that requires nurses to obtain a bachelor's degree in nursing within 10 years from their date of licensure.

SUNY Ulster collaborates with other institutions of higher learning through articulation agreements to help students achieve their goals. Information on our partners is as follows:

*Table 3 Articulation Agreement Colleges*

Chamberlain College of Nursing 3005 Highland Parkway, Downers Grove, IL 60515 Phone: (877) 751-5783 Website: <a href="http://www.chamberlain.edu">www.chamberlain.edu</a>	Mount Saint Mary College 330 Powell Ave., Newburgh, NY 12550 Phone: (845) 561-0800 Website: <a href="http://www.msmc.edu">www.msmc.edu</a>
SUNY Delhi 454 Delhi Drive, Delhi, NY 13753 Phone: (607) 746-4000 or (800)-96-DELHI Website: <a href="http://www.delhi.edu">www.delhi.edu</a>	SUNY Empire State College 2 Union Ave., Saratoga Springs, NY 12866 Phone: (518) 587-2100 Website: <a href="http://www.esc.edu">www.esc.edu</a>
Excelsior College 7 Columbia Circle Albany, NY 12203 Phone: (888) 647-2388 Website: <a href="http://www.excelsior.edu">www.excelsior.edu</a>	SUNY Canton 34 Cornell Dr, Canton, NY 13617 Phone: (800) 388-7123 Website: <a href="http://www.canton.edu/sci_health/nurs/">www.canton.edu/sci_health/nurs/</a>

## **Section 4 - Methods of Assessment**

To successfully complete a nursing course, the student must demonstrate competency in all three sections of the course (lecture, clinical and laboratory) for an overall course grade. The course grade will be determined by satisfactory completion of all course components. Throughout the curriculum there will be mandatory licensure assignments required for specific course completion.

### **Lecture**

Students must achieve a final grade of C (75%) overall and a minimum 75% weighted average of examination grades to pass the course.

The weighted exam average includes all unit exams and the final exam, but does not include quizzes or other graded components. If the student does not earn 75% on exams, the weighted exam grade average will be their final grade for the course.

### **Exam Review**

Students have up to two weeks after an exam to meet with their instructor to explore common concepts missed, gaps in knowledge, and discuss strategies for future exams. Appointments will not be made to discuss final exams.

### **Clinical**

Satisfactory clinical performance is required to pass the course and to sit for the final exam. Clinical performance will be evaluated utilizing the Clinical Evaluation Tool, which is distributed and reviewed the first day of clinical. Students are expected to demonstrate a satisfactory level of competence. Any student demonstrating unsafe behaviors in the clinical area may be removed from the course and assigned a failing grade. Clinical assignments are due as specified by the clinical instructor. Late or incomplete clinical assignments may lead to a clinical failure. Unsatisfactory clinical performance results in a course grade of F.

### **Assignments**

All assignments must be typed and submitted on the date and time specified by the instructor utilizing American Psychological Association (APA) format. All clinical assignments must be deemed satisfactory in order to take the final exam.

### **Nursing Skills Laboratory**

Satisfactory skills evaluation and dosage calculations are required to pass the course. Students are expected to demonstrate a satisfactory level of competence in demonstrations, evaluations, and dosage calculations.

### **Skills Evaluation and Demonstrations**

Students must demonstrate satisfactory performance on all skills laboratory requirements (see Appendix D for Skills Evaluation and Demonstration Policy). Unsatisfactory nursing skills laboratory performance results in a course grade of F.



## Dosage Calculation Test

Preparation for the safe administration of medications includes proficiency in dosage calculations. All students must pass a dosage calculation test each semester in nursing. Students must attain 100% accuracy on the dosage calculation test by the designated period to continue in the program. Unsatisfactory performance on the dosage calculation test results in a course grade of F (see Appendix A for Dosage Calculation Testing Policy).

## Assignments

All assignments must be completed on the date and time specified by the instructor. Any written work must be typed utilizing the American Psychological Association (APA) format. All assignments must be deemed satisfactory in order to take the final exam.

## Grading for Nursing Courses

Students must achieve a final grade of C (75%) overall and a minimum 75% weighted average of examination grades to pass the course.

- The weighted exam average includes all unit exams and the final exam, but does not include quizzes or other graded components.
- If the student does not earn 75% on exams, the weighted exam grade average will be their final grade for the course.
- Unit exam grades, the final exam grade, and the weighted exam grades are **not** subject to rounding.
- The overall final course grade is subject to upward rounding at the 0.5 point. (e.g.: final grades between 74.50 and 74.99 round up to 75; a grade of 74.49 and below does not round and is not a passing grade)

### Grading Equivalents for Nursing Courses:

Letter Grade	Point Range
A	= 94 - 100
A-	= 90 - 93
B+	= 87 - 89
B	= 83 - 86
B-	= 80 - 82
C+	= 77 - 79
C	= 75 - 76
D	= 60 - 74
F	= below 60

## **Section 5 - Clinical Requirements**

All students are required to meet and maintain requirements for participation at clinical sites. Students will not be allowed to enter the clinical area if adherence to agency and SUNY Ulster Nursing Program requirements are not obtained and/or maintained. Students that do not maintain or update records, or adhere to SUNY Ulster Nursing Clinical Requirements will not be permitted into the clinical setting and therefore, unable to achieve the objectives of the nursing course.

### **Certified Background Checks and Drug Screening**

Students must complete, at their own expense, a criminal background check and drug screening prior to beginning clinical courses. Students may be asked randomly to complete a criminal background check and/or a drug screening at their own expense once in the program. Students who do not complete and satisfactorily pass the background check and/or drug screening are ineligible for placement in a clinical setting and therefore, unable to achieve the objectives of the nursing course. This will result in the student's inability to enter and/or continue in the nursing program. All students must use and maintain CastleBranch for the background check and drug screening prior to entering nursing clinical, regardless of the student having had any prior background checks or drug screenings from other companies or facilities.

CastleBranch compliance tracker of health records, BLS training, and other records must be updated and maintained in the student's CastleBranch profile account. The uploading and maintaining of records in CastleBranch are the responsibility of the student. Students that do not maintain or update records will not be permitted into the clinical setting and therefore, unable to achieve the objectives of the nursing course. New students not meeting the submission deadline for CastleBranch information are subject to losing their seat in the program.

An appointed SUNY Ulster review board will review instances in which a person does not have a satisfactory background check and/or drug screening. Charges and/or convictions involving, but not limited to, the following crimes may serve to disqualify a person from participating in required clinical learning experiences:

- Any felony
- Crimes involving drugs, including but not limited to, unlawful possession or distribution
- Crimes of physical violence, including but not limited to, include any type of abuse (i.e.: child, spousal or of the elderly), abduction, manslaughter, murder, robbery, sex crimes
- Possession of a restricted firearm or any related weapons offenses, assault and battery Misdemeanors related to abuse, neglect, or exploitation
- Positive results of an illegal substance tested for on the urine drug screening will render the student permanently ineligible to attend or continue in the SUNY Ulster Nursing Program

The student may be given an opportunity to explain to the review board the circumstances surrounding the charge and/or conviction.

If a student is arrested and/or charged in any drug related offense, they will not be allowed in the clinical setting and must withdraw from nursing courses. It is the responsibility of the student to notify the nursing chairperson of any charges or convictions while they are a student in the SUNY Ulster Nursing Program.

Students who have previously been convicted of a felony are advised that their prior criminal history may impede their ability to complete the requirements of certain academic programs. Students who have concerns about such matters are advised to contact the Vice-President of Academic Affairs office.

Students who have previously been convicted of a felony are advised that their prior criminal history may prohibit them from being licensed and to be employed in the healthcare industry. *Compliance with all licensing requirements remains the responsibility of the student.* SUNY Ulster Nursing faculty and staff are not able to provide legal advice. Any questions should be directed to legal counsel and/or the New York State Education Department, Office of the Professions.

## **Health Requirements**

Physical examination and Health testing/vaccinations: All students are required to have an annual physical examination, testing for tuberculosis, and influenza vaccines. In addition titers for measles, mumps, rubella, and varicella regardless of age or previous immunization history; verification of varicella immunity; proof of hepatitis B vaccination or a signed statement of declination of the hepatitis B vaccine; COVID- 19 vaccinations and booster must be uploaded to CastleBranch. Students must submit and maintain all physical and testing information to Castle Branch. All students are required to meet and maintain agency requirements for clinical sites. Students will not be allowed to enter the clinical area if medical clearance has not been obtained and/or maintained. Students that do not maintain or update records will not be permitted into the clinical setting and therefore, unable to achieve the objectives of the nursing course.

Any student who has a change in their health status (example: injury) after the submission of their physical to the health office must inform their course instructor and the nursing chairperson. The student must submit full medical clearance with no limitations in order to attend clinical. Health information is electronically submitted through CastleBranch.

## **Basic Life Support (BLS) Certification**

Nursing students are required to be certified in Basic Life Support (BLS) for the Healthcare Provider through the American Heart Association (AHA). This must be completed prior to the first nursing course and maintained throughout the nursing program. Students are responsible for submitting a current BLS card to CastleBranch. It is the student's responsibility to maintain recertification every two years. Failure to maintain BLS certification through the AHA will result in removal from the clinical setting. Students that do not maintain or update records will not be permitted into the clinical setting and therefore, unable to achieve the objectives of the nursing course.

## Performance Standards for the SUNY Ulster Nursing Program

The Americans with Disabilities Act (ADA) of 1990 was instituted by Congress to prohibit discrimination against qualified applicants with disabilities. SUNY Ulster the Nursing Program is required to comply with the stipulations set forth through the ADA and the ADA Amendment Act (ADAAA). The ADA defines a qualified individual with a disability as one who, with or without reasonable accommodations, meets the program essential eligibility requirements known as the Performance Standards. In addition, the rehabilitation Act of 1973 prohibits discrimination in admissions of a qualified person with disabilities.

The practice of nursing is an applied discipline which involves cognitive, sensory and motor components. Professional nurses must have the ability to perform certain functions which are a necessary component for safe nursing practice and essential for licensure requirements. Therefore students and applicants of the Nursing Program at SUNY Ulster must be capable of meeting the Performance Standards that are outlined below with or without reasonable accommodations, for enrollment and progression through the Nursing Program at SUNY Ulster.

A. Visual Acuity for the accurate preparation and administration of medications and for the critical observations in patient assessment and nursing care. Visual acuity is defined as:

- Near clarity of vision at 20 inches or less (corrected), and
- Far clarity of vision at 20 feet or more (corrected).

B. Auditory Perception to receive verbal communication from patients and members other health care team, to hear sounds depicting changes in patient status, and to assess the physiologic condition of patients through the use of assessment equipment and monitoring devices (i.e., cardiac monitors, stethoscopes, intravenous (IV) infusion pumps, Doppler tones, call bells, safety alarms). The student must have auditory ability sufficient to assess and monitor patients' health needs without the assistance of an interpreter.

C. Ability to smell odors that indicate changes in the physiological status of the patient or unsafe environmental conditions.

D. Fine and gross motor coordination to respond promptly to and to implement the skills required in meeting patient health needs in all health care settings in routine and emergency care. This includes having:

- Fine motor coordination, such as in assessing a patient's pulse, preparing and giving an injection, administering IV therapy, maintaining asepsis, inserting a urinary catheter, or performing other nursing skills.
- Gross motor coordination, with the ability to move freely while observing, assessing and performing all aspects of patient care (e.g., hygiene, feeding).
- Ability to lift and support at least 50 pounds in order to reposition, transfer, and ambulate patients safely.

E. Physical health to maintain wellness at a level that promotes functioning at maximum capacity and that avoids placing patients and other health care workers at risk for illness and injury.

F. Ability to communicate with patients and members of the health team (in English), including:

- the ability to clearly and effectively speak to patients and members of the health team.
- the ability to read and comprehend written materials, read and interpret patient care documents, and read and follow health care institution policies and
- procedures.
- the ability to construct documentation that is legible, accurate, concise, appropriate, and grammatically correct.

G. Intellectual function, cognitive ability, and emotional capacity to plan and provide care for individuals, implementing skills and new technology.

H. Psychological stability to perform at the required levels in the classroom, clinical, laboratory, and simulation portions of the nursing program. When students exhibit conduct and behavior, which the nursing faculty determine to be inconsistent with providing effective and safe nursing care, the faculty reserve the right to remove students from the immediate setting. Follow-up actions will be consistent with the nursing program and/or college policies and procedures. Unacceptable behaviors include crying, yelling, or other unprofessional acts.


I. Ethics that exclude illegal substance abuse, and/or the use, possession, distribution of illicit drugs.

### **Reasonable Accommodation for Disabilities**

Upon admission, an applicant who discloses a disability and requests accommodation may be asked to provide documentation of his or her disability and to collaborate with Student Disability Services. The College is not required to make modifications that would substantially alter the nature or requirements of the program or provide accommodations that present an undue burden to the College. To matriculate or continue in the curriculum, the candidate must be able to perform all the essential functions either with or without accommodation.

## Dress Code- Clinical Setting

Table 4 Dress Code/ Clinical Setting

ID Badge	A SUNY Ulster student picture ID must be worn on the uniform.
Uniform	A royal blue scrub top and uniform pants (Healing Hands brand). Uniforms must be clean and unwrinkled. A plain white shirt under the scrub top if needed. Optional is a royal blue lab jacket (coat).
Insignia (Patch)	A SUNY Ulster patch must be sewn on the right side of the uniform top and lab jacket. The insignia patch is sold in the SUNY Ulster bookstore. If a student wishes, their name may be embroidered in white on the left front pocket area, maximum 1" height.
Shoes	Solid, white leather type material shoes, with low, rubber heels, that may be sanitized. They should be in good condition, polished and clean at all times. No open backs, tops or open toes allowed.
Body Jewelry	NO jewelry should be worn that imposes a safety or infection control risk. Rings must be a plain, smooth band.  Visible body piercing jewelry must be no larger than above or removed or covered per facility policy.
Hair	Hair should be clean and neat and with minimal ornamentation. Hair should not fall into the eyes. Hair that is long enough should be gathered in the back. Beards and mustaches must be neatly trimmed. In the event N95 masks are required, shaving or changes in style may be necessary. Head coverings or headbands, if worn, must be royal blue or white.
Nails	Nails must be fingertip length and clean. No artificial nails/wraps, gels or tips are permitted in clinical settings. Nail polish, if worn, must be clear or neutral.
Tattoos	Per facility policy.
Fragrances/Makeup	No fragrances are appropriate. Conservative makeup only.
Hygiene	Daily hygiene and grooming are expected. The odor of smoke about one's person is not acceptable.
Other helpful items	Bandage scissors, penlight, stethoscope, small pocket-sized notebook, and black pen(s).
Miscellaneous	Chewing gum of any type is not allowed in the clinical setting. No smoking, vaping and/or chewing tobacco is permitted. If not properly attired, the student may be sent off the clinical experience. There is no secure area for student valuables in the clinical setting.

## **Infection Control**

Students are expected to incorporate appropriate safety precautions while caring for all patients, some of whom may have infectious diseases. Students will be taught standard precautions and how to protect themselves and their patients from transmissible diseases and bloodborne pathogens. Bloodborne pathogen information, instruction about standard precautions, and Occupational Safety and Health Administration Standards are incorporated into Nursing One and are reinforced through all semesters. For infection control purposes, uniforms worn in the clinical area may not be worn on campus or elsewhere. Uniforms worn to the clinical setting should only be worn while traveling between home and to/from the clinical setting.

## **Incidents in the Clinical Setting**

An incident is defined as any happening, which is not consistent with the routine operation of the hospital or the routine care of a particular patient. It may be an accident or a situation, which might result in an accident. Actions taken should include: The student and instructor assess the patient's condition and take any necessary nursing measures to give the patient maximum physical and emotional support. The nursing student reports the incident immediately to the nursing instructor. The nursing student and instructor notify the nurse in charge, who will notify the physician, the supervisor of the unit, and the nursing administrator of the agency as needed. The student and instructor should be with the patient when the medical provider arrives if practical and/or possible to answer questions about the incident and explain what happened. The agency policy is to be followed concerning the completion of an incident report. The student witnessing or involved in the incident is to write the report, with the instructor's assistance. The report is to be clear, correct, complete, and as concise as possible utilizing quotes from involved persons as much as possible. Particular attention must be paid to the sequential order of facts and events.

The chairperson of the nursing program is to be notified and met with as soon as it is convenient for the student and/or instructor to do so. The student involved in the incident is not to talk to anyone about the incident except his or her instructor, the medical provider, a representative of the nursing administration of the agency, or the nursing chairperson.

## **Clinical Cancellations**

If the college classes are canceled due to weather or other related conditions, clinicals are also canceled. If the college delays opening, clinicals will start at the delayed opening time. The clinical instructors may also notify students if there is a late start time or cancellation. If the college is canceled for a non-weather related event, clinicals and off campus events will meet as scheduled unless notified otherwise.

## Section 6- Expectations

### Academic Honesty

Academic honesty is defined as the expectation that students do their own work and not commit acts of cheating and/or plagiarism. Ignorance of the standards of academic honesty is not an acceptable excuse for breaking these ethical standards. Academic dishonesty is taken very seriously by the college and will result in immediate disciplinary consequences (refer to the SUNY Ulster Student Handbook). Academic dishonesty includes, but is not limited to, the following actions:

1. Cheating on examinations or quizzes. Examples include (a) referring to materials that the instructor has not allowed to be used during the test, such as textbooks, notes or websites; (b) using devices the instructor has not allowed to be used during the test, such as cell phones or calculators; and (c) copying from another student's paper or asking another student for an answer.
2. Plagiarism is defined as the use of words or ideas that are obtained from other sources without giving credit to those sources. Not only do quotations have to be referenced, but also any use of the ideas of others, even if expressed in the student's own words, must be referenced. The college has a service to check for plagiarism. Any student paper can be submitted for this plagiarism check.
3. Submission of work that is not entirely the student's own work. Having another person write a paper or parts of a paper is one example of this offense; allowing another student to copy test answers is another example.
4. Theft or sale of examinations, falsification of academic records, and similar offenses.
5. Submitting the same work to more than one class.
6. During exams and quizzes, all personal items (including hats) must be left at the front of the class—writing implements, and provided calculators and scrap paper will be allowed on desks. No earbuds or headphones may be worn. If a student leaves the testing site, their examination is considered completed.



## **Professional Behavior**

Students enrolled in the SUNY Ulster Nursing Program are expected to demonstrate commitment to the highest ethical, moral, and professional standards, and to embody the academic theory and clinical skills needed to continuously provide evidence-based nursing care in their nursing practice. The very nature of the nursing profession and its impact on human life demand such standards of conduct. Students in the nursing program are expected to demonstrate this commitment and professional and ethical behavior.

### **Code of Ethics for Nurses from the American Nurses Association (ANA)**

The Code of Ethics for Nurses from the American Nurses Association (ANA) is based on a body of moral and ethical principles that serves as standards of all nursing students and any individual who enters the nursing profession. The provisions will guide the nursing students' integrity and their conduct while engaged in learning within the nursing program in providing and advocating for safe, quality care for all patients and communities. Conduct violating the provisions may constitute reason for departmental warning or for departmental withdrawal from the nursing program (see Appendix F for American Nurses Association Code of Ethics for Nurses).

## **Confidentiality**

The Nursing Program at SUNY Ulster maintains a high standard of ethical conduct and integrity for all students enrolled in the Nursing Program. The Nursing Program is committed to protecting the confidentiality of information concerning students, faculty, and any patients a student may care for within a clinical facility, community agency or school setting. Students must follow the policies of the agency where they are participating in the clinical setting (refer to Appendix G for Confidentiality Policy, Appendix H for Social Media Networking Policy, Appendix I for Recording Instructional Sessions Policy).

## **Cell Phone Courtesy**

Cell phones must be silenced in all on campus and clinical classes and not used (including texting) unless authorized by the instructor.

## **Electronic Devices During Testing and Quizzes**

To assure fair and equitable testing for all nursing students, electronic devices (including, but not limited to, “smart” watches, blue-tooth devices, and cell phones) are not allowed in any testing session for use by students unless indicated by the instructor.

- An exception is the use of assistive devices that have been approved by The Disability Services Coordinator to assist students who have disabilities and in accordance with the Americans With Disabilities Act, Sections 12102 and 12103.
  - Instances where an assistive device and/or accommodations are needed, and has been approved by Disability Services, the student must contact the Testing Center in advance to schedule an examination and/or quiz and inform the course faculty prior to the testing session.

## **Section 7 - Student Support & Services**

SUNY Ulster provides a variety of services to students including personal and professional counseling, crisis intervention, scholastic financial aid, food pantry, clothing boutique, and more. Students should refer to the SUNY Ulster Portal and Catalog for a list of services and contacts. SUNY Ulster adheres to the policy that no person on the basis of race, color, creed, national origin, age, sex, sexual orientation or handicap is excluded from, or is subject to discrimination in any program or activity.

### **Academic Advisors**

Each student is assigned a nursing faculty member as an academic advisor. The advisor is available for academic counseling and will assist students with academic problems, provide guidance and support, and refer the student to other support services. Students need to contact their advisor to plan their schedule or to add, drop, or withdraw from a course. It is imperative that the student meet with their own advisor to assure continuity and individualized attention to their advisement needs. All faculty have office hours each week during the academic year. The hours of advisement may be found in the course syllabus, on the student portal, or by contacting the advisor directly.

### **Accommodations and Services for Students with Disabilities**

The college's commitment to serving its students is stated in its Americans with Disabilities Act (ADA) Policy (refer to the SUNY Ulster Catalog for more information). Students who plan to request academic accommodations should contact Student Support Services.

### **Counseling and Guidance with Nursing Courses**

In the event a student is not meeting or is in jeopardy of not meeting the objectives of the course, or are not adhering to the requirements of the nursing course or program, a Corrective Learning Agreement may be initiated to promote student success (refer to Appendix K for Counseling-Guidance Record and Clinical Skill(s) Remediation). Failure to meet the requirements and/or recommendations may result in the student receiving a failing grade (F) for the course.

### **Nursing Skills Laboratory Practice**

Hardenbergh 132 (the smaller nursing laboratory) is available for independent student practice during the day, after hours, and weekends. Hardenbergh 134 will remain locked unless nursing program personnel are present. Contact security using the yellow campus call boxes to unlock Hardenbergh 132 as needed.

1. The availability of off hours and weekend use of Hardenbergh 132 is dependent upon security availability on campus.
2. Only students with current SUNY Ulster nursing student identification cards are allowed to practice in the nursing skills laboratory. Students must be able to produce this identification for security personnel at all times.
3. All nursing students should have their own personal skills equipment. Practice syringes are not in contact with blood or body fluids and may be recapped using the one-handed technique and reused.

4. Students who are known to have allergy to latex should self-report this information to the college health services and to applicable nursing program faculty and staff. Latex-free products will be provided.

### **Nursing Skills Laboratory Injury**

In the event a student is injured while in the nursing skills laboratory, proper emergency measures should be taken. If a student punctures skin with the practice equipment the equipment is to be disposed of in the sharps container or other. The skin should be cleansed. The student should then contact the laboratory instructor, college health services (ext. 5246), security personnel (ext. 5023), or local EMS services, depending on the extent of the injury.

### **Simulation**

Simulation introduces students to an environment that encourages higher levels of competence in clinical and critical thinking skills and replicates actual patient care procedures. The goal in simulation is to build confidence and competence. The patient simulators provide simulation– based challenges and test students' clinical and decision-making skills during realistic patient care scenarios. Simulation in the Nursing Simulation Laboratory may take place throughout all four semesters (refer to Appendix E for Nursing Simulation Center Policy).

### **Standardized Testing**

All students will be required to participate in standardized testing. The purpose is to enhance the students' educational experiences and improve test-taking skills. The fee will be included each semester in student billing.

### **Students Activities**

There are many student activities on and off campus, and all students are encouraged to participate. Students may check with the Student Government Office for details of upcoming events.

### **Student Concerns, Complaints, or Appeals**

In the event a student has a complaint or concern regarding an academic matter, they are encouraged to discuss the matter with the instructor(s), then their academic advisor and/or nursing chairperson if needed. Every effort will be made to resolve the issue at this level.

Students may also communicate their complaints and concerns through the Academic Appeals Procedure outlined in the [SUNY Ulster Catalog](#). If an appeals process has been initiated by the student, in addition to the procedure outlined in the college catalog, the nursing program has the following criteria in place:

1. The student may attend lecture and laboratory classes during the appeals process.
2. The student may practice skills in the Nursing Skills Laboratory.
3. The student may take scheduled examinations.

4. The student will not participate in clinical rotations.
5. The student will not participate in skills demonstrations or evaluations.

In the event that the appeals process finds in favor of the student, arrangements will be made to make up any missed course requirements.

Unresolved Nursing student issues may also be conveyed to:  
The Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326  
(404-975-5000)  
<https://www.acenursing.org/>

## **Tutoring**

The Nursing Department has tutoring available through the Center for Academic Planning and Support (CAPS). CAPS also has Learning Strategies Specialists to provide assistance to students with study skills, test taking strategies, and arrangement for additional tutoring services. Students may also utilize The Gary and Janaki Patrik Math Center (ALG122) for assistance with math, and The Writing Center for writing assignments and more (refer to the SUNY Ulster website or SUNY Ulster Catalog for details).

## Section 8 - General Information

### Additional Expenses

All students are also required to have a laptop computer with a webcam (No Chromebooks) and a reliable internet connection.

Nursing (NUR) clinical courses require students to travel for clinical experiences throughout Ulster and Dutchess County. Students are responsible for their own travel arrangements and expenses.

Additional tuition fees and expenses for nursing students will include: liability insurance (included in the tuition bill), testing fee (included in the tuition bill), college laboratory fee (included in the tuition bill), a physical examination (including laboratory tests), immunizations, uniform requirements, background check, drug screening, books and online resources, skills equipment kits, and other personal related learning tools.

### Child Safety

For the safety of the child and to promote an optimal learning environment, children are not permitted in the classroom, nursing skills laboratory, or clinical setting at any time.

### Digital Communication and Technology

The SUNY Ulster website provides a directory for information on college activities, weather cancellations, links to departments, and general information.

**My.SUNYUlster.edu** is the Student Information Portal. It is SUNY Ulster's primary means of communicating official College information with the college community. The Nursing program correspondence and updates to information is communicated through the student SUNY Ulster email and students are encouraged to view the email contents daily.

The Learning Management System (LMS) through SUNY Ulster is used by the nursing faculty. The LMS provides the enrolled student access to their specific courses where instructors enhance learning, communicate, and provide resources. The LMS may be accessed through the Student Information Portal. The Nursing Program also utilizes announcements and messaging through the LMS for important student information. Nursing courses also utilize other learning resources where the internet is required.

Orientation to technology is accomplished through online tutorials available on the Student Information Portal. Faculty review the online learning resources with students whenever new technology is introduced.

Wireless Internet access is available on the Stone Ridge campus and Kingston Center.

## **Snow Days/Inclement Conditions**

Dangerous conditions may cause cancellation of classes or clinical for the day, or for part of the day. Updated information is available on the college website and the Student Information Portal. Students may also set up to receive notifications of weather cancellations and emergencies via email, text message or phone call through SUNY Ulster Alert. If highways are hazardous where the student lives, they should stay home, even if the college is in session, and notify the instructor.

### **When it is a Clinical Day**

If the college classes are canceled due to weather related conditions, clinical is canceled. If the college delays opening, clinical will start at the delayed opening time. The clinical instructor may also notify students if there is a late start time or cancellation. If the college is canceled for a non-weather related event, clinical and off campus events will meet as scheduled unless notified otherwise.

## **Smoke and Tobacco Free Campuses**

SUNY Ulster and all clinical sites are smoke free campuses (refer to the SUNY Ulster Student Handbook). The nursing program adds to this policy by banning the use of any chewing tobacco or tobacco like substances in any nursing lecture, laboratory, simulation, or clinical experiences.

## **Appendix A**

### **Dosage Calculation Testing Policy**

To foster safe, competent nursing care, demonstration of proficiency in dosage calculations of medications will occur in Fundamentals of Nursing One, Nursing Two, Nursing Three, and Nursing Four in the Nursing Skills Laboratory.

Students must achieve 100% on the Dosage Calculation test by the end of the designated time frame to be successful in Nursing Skills Laboratory:

First semester - end of week 12

Second semester - end of week 5

Third semester - end of week 5

Fourth semester - end of week 5

- Dosage calculation exam earns points towards students' overall grade. See individual class syllabus for details
- The first dosage test may be given during scheduled Nursing Skills Laboratory class time.
- Subsequent weekly opportunities to repeat testing will be offered at scheduled times.
- Students may repeat testing once weekly until designated listed timeframe to achieve a 100%.
- Students may not administer medications in the clinical setting until they have met the dosage test requirement.
- Students that do not achieve a 100 % during the designated time frame will result in a failure of the Nursing Skills Laboratory component of the class, and will result in a failing grade (F) for the course.

Developed: 04/09, Rev: 05/19, 05/22



## **Appendix B**

### **Absences and Lateness on Examination or Quiz Days**

In the event of an unforeseen emergency, if a student is absent on the day of a scheduled examination or quiz, the student must contact the instructor within 24 hours of the examination or quiz. The make-up examination or quiz may be in a different testing format than the original (ex. essay, short answer, fill-in-the-blank, etc.) The student will receive a grade of zero if they do not contact the instructor.

If a student is late on the day of a scheduled examination or quiz, admittance will be at the discretion of the instructor. The student will only be allowed any time remaining for the examination or quiz.

### **Absences and Lateness for Skills Evaluations and Demonstration**

If the student is unable to attend their scheduled skills evaluation or demonstration due to illness or emergency, they must notify the Nursing Skills Laboratory instructor (s) prior to the evaluation. Any student that arrives late without prior notification will be provided the remaining time of their scheduled evaluation/demonstration. It is the student's responsibility to arrange with the Nursing Skills Laboratory instructor for a missed or repeat skill(s). A student that fails to contact the Nursing Skills Laboratory the day of the Evaluation will be considered a "No Call, No Show" and the missed time will be documented as an unsuccessful attempt. All skills demonstrations must be successfully completed prior to the next scheduled skills demonstration or evaluation (refer to Appendix D for Skills Evaluation and Demonstration Policy).

## Appendix C



### SUNY Ulster Nursing Program Report of Absence/Lateness/Early Departure

Student Name (Print): \_\_\_\_\_

Check One in Each Category:

Check One:

Check One:

Laboratory

Late

Lecture

Early Departure

Clinical

Absent

Course Name and Section Number: \_\_\_\_\_

Date of Occurrence: \_\_\_\_\_

Instructor: \_\_\_\_\_

Brief description for checked absence:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

If you have a note of documentation (i.e. medical note, court appearance ticket, etc.) please attach it in addition to this form.

For Committee Use Only:

Comment: \_\_\_\_\_

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

## Appendix D

### Skills Evaluation and Demonstration Policy

#### Skills Evaluation

Skills Evaluation may occur throughout the four semesters of nursing courses in the Nursing Skills Laboratory. Evaluations are comprehensive and may involve multiple skills in addition to critical thinking, time management, and priority setting. Evaluations are one on one with a student and the evaluator where the evaluators are objective observers and may not answer teaching questions during the evaluation. Students must demonstrate and not verbalize their skills competency.

- Skills Evaluations earn points towards students' overall grade. See individual class syllabus for details.
- Students will be provided three attempts to successfully pass a skills evaluation.
- Evaluations may occur during or outside of Nursing Skills Laboratory time as outlined by the instructors. It is the student's responsibility to ensure that appointments made outside of laboratory class time do not conflict with any other class time, clinical time, or scheduled learning activity.
- If the student is unable to attend their scheduled skills evaluation due to illness or emergency, they must notify the Nursing Skills Laboratory instructor (s) prior to the evaluation. A "No Call/ No Show" will be counted as an unsuccessful attempt.
- If a student is unsatisfactory in performing any element(s) on the first or second skills evaluation, the student will need to be reevaluated on part or all of the skill. The time allotted will be a portion of the first attempt.
- In the event of multiple performance errors on the first or second evaluation (two or more errors in each skill, in critical thinking, in priority setting, etc.), the student will be required to repeat an entire evaluation scenario. The time allotted will be the same as for the first attempt.
- In the event the student does not complete the evaluation scenario within the specified time frame on the first or second evaluation, the student will be required to repeat an entire evaluation scenario. The time allotted will be the same as for the first attempt.
- All third attempts will be observed by two evaluators.
  - Students are encouraged to make an appointment for remedial assistance from the faculty and/or staff as needed for all third attempts.
  - An unsuccessful third attempt will result in a failure of the Nursing Skills Laboratory component of the class, and will result in a failing grade (F) for the course.

## Skills Demonstration

Skills Demonstration may occur throughout the four semesters of NUR courses in the Nursing Skills Laboratory. A demonstration assesses minimum competency with individual skills. Insitu teaching may occur during the demonstration individually or in small groups.

- The first skills demonstration will be scheduled during the students Nursing Skills Laboratory.
- A demonstration **must be** completed successfully prior to the next scheduled skills demonstration or evaluation.
- If the student is unable to attend a skills demonstration day due to illness or emergency, they must notify the Nursing Skills Laboratory instructors as soon as possible.
- It is the student's responsibility to make arrangements with the Nursing Skills Laboratory instructor for a missed or repeat skill(s) demonstration allowing time for successful completion prior to the next scheduled skills demonstration or evaluation.
- The inability to demonstrate competency in a skill prior to the next scheduled skills demonstration or evaluation will result in a failure of the Nursing Skills Laboratory component of the class, and will result in a failing grade (F) for the course.

## Appendix E

### Nursing Simulation Center Policy

Simulation introduces students to an environment that encourages higher levels of competence in clinical and critical thinking skills and replicates actual patient care procedures. The goal in simulation is to build confidence and competence. The patient simulators provide simulation– based challenges and test students’ clinical and decision-making skills during realistic patient care scenarios.

Students are expected to abide by all laboratory policies (as outlined in this handbook), including but not limited to proper clinical attire while in simulation laboratories. Pictures or recording by students are not permitted in the simulation laboratory without permission of the instructor (refer to Confidentiality Policy). Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) rules apply. Students may be video-recorded during simulations for debriefing purposes. Students will be notified and be asked to sign a release form. Since the laboratory is simulating a hospital environment, manikins should be treated as “patients” at all times. Students must also properly maintain the manikins. To that end, students must:

- Apply FERPA and HIPAA rules
- Always wash hands before and after working with the manikins
- Not use markers, ink pens, pencils, or any staining material near the manikins
- Not place personal items on the beds
- Stay off the beds except when conducting certain procedures
- Not eat or drink in the simulation areas
- Use a reasonable voice level
- Treat manikins with the same respect as would be given an actual patient
- Maintain professional behavior at all times (no crying, raised voice, etc.)
- Follow standard precautions
- Do not disconnect or move the patient simulators

All incidents or accidents must be immediately followed up with first aid and standard precautions and notify the instructor immediately of the incident.

*[Adapted from Central Texas College, Department of Nursing (1/2011)]*

## Appendix F

### American Nurses Association Code of Ethics for Nurses

Provision 1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2. The nurse's primary commitment is to the patient, whether an individual, family, group, community or population.

Provision 3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4. The nurse has authority, accountability and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy. (American Nurses Association. (2015). *Code of ethics for nurses with interpretive statements*. <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/coe-view-only/> )

## Appendix G

### Confidentiality Policy

The Nursing Program at SUNY Ulster maintains a high standard of ethical conduct and integrity for all students enrolled in the Nursing Program. The Nursing Program is committed to protecting the confidentiality of information concerning students, faculty, and any patients a student may care for within a clinical facility, community agency or school setting. Students must follow the policies of the agency where they are participating in the clinical setting. It is therefore the Policy of the SUNY Ulster Nursing Department that all information related to patient assignments remains confidential and follows all Health Insurance Portability and Accountability Act (HIPAA) regulations.

1. Photographs of any sort (e.g. using cameras, cell phones, etc.) are not allowed to be taken in clinical patient-care settings under any circumstances.
2. No patient information from any electronic medical record may be downloaded, photographed and/or removed from any clinical facility.
3. Students shall not post any photograph or divulge information relative to ANY clinical experience on ANY Social Media Site or otherwise.
4. Discussing, texting, posting or commenting on any post on social media relative to ANY clinical issues is unethical and HIPAA regulations would be violated even though specific names and patient identifiers are not mentioned.
5. Any improper communication of confidential information is strictly prohibited and grounds for dismissal from the SUNY Ulster Nursing Program.

## Appendix H

### Social Media Networking Policy

SUNY Ulster nursing students shall not post, transmit or otherwise disseminate any information to which they have access as a result of their attendance without written permission from the nursing chairperson and the instructor of the course.

1. SUNY Ulster Nursing students are free to express themselves as private citizens on social media sites to the degree that their speech or postings:
  - a. Do not violate the American Nurses Association Code of Ethics for Nurses (refer to Appendix F for American Nurses Association Code of Ethics for Nurses).
  - b. Do not violate confidentiality implicit in their roles as nursing students
  - c. Do not impair working relationships among students and staff of the nursing program
  - d. Do not ridicule, malign, disparage or otherwise express bias against any race, religion or protected class of individuals
  - e. Do not reflect behavior that would reasonably be considered reckless or irresponsible as members of the SUNY Ulster Nursing Program
  - f. Do not contain false information that harms the reputation of another person, group or organization (defamation)
  - g. Do not cause harm or injury to another or to the SUNY Ulster Nursing Program
  - h. Do not negatively affect the public perception of the SUNY Ulster Nursing Program
2. SUNY Ulster nursing students may be required to access their social media sites at the request of the Nursing Program or SUNY Ulster administration to verify compliance with the above stated policies. Failure to comply may result in immediate dismissal from the nursing program.
3. Failure to comply with this social media networking policy may be grounds for disciplinary action, including but not limited to permanent dismissal from the SUNY Ulster Nursing Program.



# Appendix I

## Recording Instructional Sessions

Developed: 2/11

Department Approval: 5/11, Rev and approved 12/22

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### **Procedure:**

1. A student must ask permission from the instructor(s) to record an instructional session(s).
2. The student must record the session without distracting their classmates or the instructor.
3. The student must adhere to HIPPA and FERPA if granted permission to record information.
4. The student may not share or post the recording.
5. Instructors have the right to refuse being recorded:
  - a. The recording of the instructional sessions may not present the most accurate view of skill demonstrations.
  - b. Content may contain information that could violate the safety of an individual.
  - c. Other.

## Appendix J



### SUNY Ulster Nursing Program Counseling-Guidance Record

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Purpose of Conference:

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Background:

Recommendations:

Student's Response:

Signature of Student: \_\_\_\_\_

Signature of Faculty: \_\_\_\_\_

Date of Conference: \_\_\_\_\_



## SUNY Ulster Nursing Program Clinical Skill(s) Remediation

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

This student needs remedial practice of the following skill(s) to assist in demonstrating competency in the clinical setting:

The student is responsible for completion of this by: \_\_\_\_\_

The student is responsible to make an appointment with the Nursing Faculty/Nursing Skills Laboratory Staff to oversee the practice of the above skill(s). The Nursing Faculty/Nursing Skills Laboratory Staff will sign off on this remediation when the student has completed and demonstrates competency of the skill(s). This completed form will be returned to the faculty member that initiated it by the designated date above.

Signature (Clinical Instructor): \_\_\_\_\_

Signature (Student): \_\_\_\_\_

Signature (Nursing faculty/staff): \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Resources

SUNY Ulster Nursing Program

Website: [SUNY Ulster Nursing Program](#)

SUNY Ulster Catalog

Website: [SUNY Ulster Catalog](#)

SUNY Ulster Student Handbook

Website: [Student Handbook - SUNY Ulster](#)

SUNY Ulster Nursing Admissions

845-687-5235

Email: [nursing\\_admissions@sunyulster.edu](mailto:nursing_admissions@sunyulster.edu)

SUNY Ulster Enrollment & Success Center

800-724-0833 x5022 or 845-687-5022

Email: [admissions@sunyulster.edu](mailto:admissions@sunyulster.edu)

New York State Education Department (NYSED), Office of Professions,  
Division of Professional Education,  
89 Washington Ave., Albany, New York 12234.

Website: [New York State Education Department \(NYSED\), Office of Professions/](#)

The National Council State Boards of Nursing

Website: [National Council State Boards of Nursing](#)

Accreditation Commission for Education in Nursing

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

phone (404) 975-5000, fax (404) 975-5020

Website: [ACEN](#)

Elsevier Education-HESI

Website: [Elsevier Education - HESI](#)

800-222-9570

## Acknowledgment of Full Understanding

The student acknowledges that they have read and fully understand the policies and procedures in the SUNY Ulster Nursing Student Handbook and will comply with the same.

The student acknowledges and agrees that they have fully read, understands, and voluntarily enters into this agreement.

The student acknowledges and agrees that they had an opportunity to ask questions and may consult the faculty of their choice before signing this agreement.

By my signature, I acknowledge that I agree and acknowledge full understanding as stated above:

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Student Signature

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Date