Department of Nursing Student Handbook

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ACCREDITATION

Touro University (formerly Touro College) was chartered by the Board of Regents of the State of New York in June 1970.

Touro University is accredited by the Middle States Commission on Higher Education (MSCHE), 1007 N. Orange Street, MB #166 Wilmington, DE 19801, (267) 284-5011. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the United States Secretary of Education and the Council for Higher Education Accreditation. This accreditation status covers Touro University and its branch campuses, locations and instructional sites in the New York Area, as well as branch campuses, locations, and sites in Florida, Illinois, Montana, Berlin, Jerusalem, and Moscow. For additional information, visit Middle States Accreditation.

Touro University California (TUC) and its branch campus Touro University Nevada (TUN), as well as Touro University Worldwide (TUW) and its division Touro College Los Angeles (TCLA), are part of Touro University, and separately accredited by the Western Association of Schools and Colleges Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Alameda CA 94501 (Tel: 510-748-9001).

New York Medical College (NYMC) is a separately accredited institution within Touro University, also accredited by the Middle States Commission on Higher Education (MSCHE).

The Hebrew Theological College (HTC) in Skokie, IL is also a part of the Touro College and University System. HTC is accredited by the Higher Learning Commission (HLC).

POLICY OF NON-DISCRIMINATION

Touro University is an equal opportunity employer. Touro University treats all employees, job applicants, and students without unlawful consideration of race, ethnicity, religious creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical condition), age, disability, medical condition, marital status, genetic information, sexual orientation, gender, gender identity, gender expression, military service or veteran status, citizenship status, or any other classification protected by applicable federal, state, or local laws. We are committed to ensuring the fulfillment of this policy in all decisions, including but not limited to, recruitment, the administration of educational programs and activities, hiring, compensation, training and apprenticeship, placement, promotion, upgrading, demotion, downgrading, transfer, layoff, suspension, expulsion and termination, and all other terms and conditions of admission, matriculation, and employment.

For the full policy statement see https://www.touro.edu/non-discrimination/.

IMPORTANT NOTICE

This Handbook contains only general guidelines and information. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the policies and procedures of Touro. Some of the subjects described in this Handbook are covered in detail in official policy and procedure documents found online and elsewhere. You should refer to these documents for specific information, since this Handbook only briefly summarizes those policies. For that reason, if you have any questions concerning a particular policy or procedure, you should address your specific questions to the Office of Institutional Compliance. Please note that the terms of the full official policies are controlling in the case of any inconsistency.

This Handbook is neither written nor meant to confer any rights or privileges on students or impose any obligations on Touro. No individual or representative of Touro (except the President) has the authority to enter into any agreement or understanding contrary to the above.

This Handbook is written for informational purposes only and may contain errors. The policies, procedures and practices described herein may be modified, supplemented or discontinued in whole or in part, at any time with or without notice. All changes will be posted on the Touro website. Although we will attempt to inform you of any changes as they occur via the Touro email address assigned to you upon activating your TouroOne portal account, it is nevertheless your responsibility to keep current on all University policies, procedures and practices. Your assigned Touro email address is the official method of contact for all such notices and for all Touro communication. For the avoidance of doubt, all applicable new and revised policies, procedures, and practices posted on the Touro website will become effective to you, whether or not you become specifically aware of them.

Students are required to investigate for themselves as to whether the program they enroll in meets their personal, educational and career needs. Different jurisdictions have different licensing requirements and standards. While students may expend significant sums associated with higher education, successful completion of a course, program, or degree is dependent on many factors. The payment of tuition permits a student to register and take the courses and programs available and offered by the Touro school or program in which the student is enrolled. Acceptance in a school or program does not form the basis of a contract. Indeed, a student's acceptance may be revoked if it is later learned, among other things, that his or her qualifications have been misstated or overstated, or there is some other omission or misrepresentation. Except as noted in the paragraph below, no contract rights exist or are established in the student- educational institution setting by and between Touro and the student. To this end, you waive and Touro disclaims any contract or liability for promises, assurances, representations, warrantees, or other statements made in its marketing or promotional materials, and makes absolutely no promises, assurances, representations, guarantees, warrantees or other statements concerning our courses and programs and/or a student's academic success in them. Thus, you waive and Touro further disclaims any liability in tort in connection with any of the foregoing. In order for a degree to be earned, the required grades and grade point averages must be achieved and maintained, and all other requirements of the school and program must be fulfilled. These disclaimers are, in effect, covenants not to sue binding on students, and are tacitly agreed to by a student's matriculation or continued matriculation in our programs.

Registration and matriculation at Touro after the issuance of this Handbook is consideration for and constitutes a student's knowing acceptance of the binding Alternative Dispute Resolution ("ADR") mechanisms contained herein. Thus, any dispute, claim or controversy arising out of or related to your application, registration, matriculation, graduation or other separation from Touro and/or this Handbook, which is not resolved through Touro's internal mechanism, shall next be submitted to non- binding mediation (the "Mandatory Mediation"). The Mandatory Mediation shall be conducted by a neutral mediator selected at Touro's sole discretion. In accordance with the Federal Arbitration Act and to the extent not inconsistent with the primacy of federal law, all Disputes remaining after completion of the Mandatory Mediation shall proceed to binding arbitration (the "Mandatory Arbitration"). The Mandatory Arbitration shall be conducted by JAMS or any other reputable ADR organization before a single arbitrator who shall be an attorney or judge. Selection of the arbitrator and location for the Mandatory Arbitration shall be made at Touro's sole discretion. See "Alternative Dispute Resolution" provision for a more elaborate treatment of the Mandatory Mediation and Mandatory Arbitration provisions.

ACADEMIC AND CLINICAL STUDY NOTICES

General Disclaimer

Touro University endeavors to provide ongoing and uninterrupted educational experiences in a safe and effective environment for our students, staff and faculty. Given the dynamic circumstances surrounding the prior COVID-19 pandemic, Touro may choose or be compelled to change the method of course delivery and other relevant policies at any time due to any other future unknown or unforeseen events and the uncertainties that may be attendant thereto. Any changes will be communicated in a timely manner and posted prominently on Touro's website and intranet. We ask that you please stay in contact with your Program administration, faculty and student services staff and remain current with any guidance issued in response to such situations, should they occur.

Clinical Requirement Disclosure

The Program has certain clinical/course requirements and sequencing. While the Program strives to adhere to its established timing of courses and clinical experiences, unforeseen events may hamper their availability. When such situation occurs, it is possible that the completion of the Program may be delayed and the time in the Program extended to meet accreditation requirements. Furthermore, once appropriate clinical experiences have been arranged, it is up to the student, not the Program, to decide whether to attend the clinical site. Should a student decline to participate, the student understands that their progression in the program may be delayed. Students declining to participate in clinical or other experiential components of their program should contact their clinical coordinator to ensure graduation requirements are met as well as financial aid and other rules and regulations are satisfied.

Table of Contents

PREAMBLE

Touro University is committed to fostering an environment that is conducive to academic inquiry. Students are expected to conduct themselves in a manner consistent with our mission and vision and of the values and ethics of the nursing profession. Students are responsible for familiarizing themselves with the expectations set forth herein, to the letter and spirit in which it was written. Student conduct in violation of the rules and regulations, as well as conduct that - while following the letter of the handbook - violates the spirit of the intended rules with the intention of skirting policy will be subject to the prescribed policies contained herein. This Handbook and the policies herein are in addition to the policies and procedures contained in the Touro University Undergraduate Student Handbook. In the event of any inconsistency between this Handbook and the Touro University Undergraduate Student Handbook, the Department of Nursing Student Handbook controls.

MISSION OF THE DEPARTMENT OF NURSING

The Department of Nursing's mission is to prepare qualified nursing professionals who can influence the health care environment and enhance the quality of life for individuals, families, and society.

Nursing Program Philosophy and Organizing Framework

The Nursing Program shares the mission and philosophy of the university, which focuses on education, scholarly activity, and service. The Program's philosophy is dedicated to the pursuit of higher learning grounded in the arts, sciences and humanities.

The faculty ascribes to the core competencies for nursing and nursing education identified by the Institute of Medicine (IOM) and the Quality and Safety Education for Nurses (QSEN) project. The curriculum builds on the competencies from the IOM – patient centered care, teamwork and collaboration, evidence-based practice, quality improvement and informatics, as well as safety. The curriculum plan is logical and sequential, increasing in difficulty and complexity from the first year to program completion. This model affords the nursing student the opportunity to engage in lifelong learning and develop within his/her professional, cultural, personal, and social roles.

Nursing is the synthesis of science and art, which addresses health promotion and maintenance across the lifespan and fosters the development of the nurse's professional identity, integrity, and leadership. The practice of patient centered care includes respect for individual dignity and consideration of cultural and ethical beliefs and values. The nurse advocates for patients and families in ways that promote mutual respect and self-management. Nursing care is provided in collaboration with the patient, the family, and members of the health care team. The nurse displays a spirit of inquiry by examining evidence to improve quality of care, promote safety, and improve patient outcomes.

Accurate nursing judgment is integral to making competent decisions related to the provision of safe and effective nursing care. Effective communication skills, using both technological and human means, are essential to provide quality nursing care.

Education is an interactive experiential process that involves the teacher, learner, and the environment, with an emphasis on student-centered learning. A variety of educational experiences is essential and allows the learner to integrate knowledge and skills while exhibiting professional comportment. The faculty is responsible for facilitating, maintaining, and evaluating the learning process. Learners are expected to be active inquirers, self-directed, and responsible for their own learning and the evaluation of their educational experiences.

Learners move from relative dependence to greater independence in preparation for assuming the professional role and promoting growth as a life-long learner. The curriculum is founded on the philosophical concepts and framework of the Department of Nursing and is reviewed each year according to its systematic evaluation plan. This foundation has facilitated learning experiences while providing a platform of stability and consistency across the curriculum. The faculty has retained a broad philosophy and flexible curriculum in order to accommodate changes in the healthcare field. The selection and sequence of content in the nursing courses range from meeting the simple to complex needs of patients. The students are taught to assess their patients' needs using the nursing process.

The philosophical concepts, as operationalized through the organizing framework, focus on patient-centered care in nursing. Adherence to the nursing process is achieved through an educational process that emphasizes critical thinking, competence in therapeutic interventions, effective communication, and commitment to professional role development.

The overall goal of the curriculum is to address the challenge of preparing future nurses with the knowledge, skills, and professional comportment necessary to continuously improve the quality and safety of the healthcare systems in which they work.

The philosophy and the mission of the school lead directly to the expected Student Learning Outcomes.

MESSAGE FROM THE DIRECTOR

Dear Nursing Students,

Your very special, highly anticipated day quickly approaches! That day is your first day of nursing school. Congratulations on taking the first step to becoming a professional registered nurse! You are one step closer to becoming a member of a profession where you will be privileged to make a difference in someone's life every day, even if the day is not filled with Grey's Anatomy-style guts and glory. Make no mistake. What you will do matters. As you start the onboarding process as nursing students at Touro, I invite you to consider the following definition of nursing:

"Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations."

What does that mean to you? I hope you come to the orientation with your own thoughts about how that definition fits with your vision and goals. You will continue to integrate that definition into everything you do as you progress in your studies with us. The courses will help you think about life, how to work with people, and how to develop empathy, compassion, and love for your fellow humans. These are the qualities which I hope you have and will continue to develop. These traits are most important. And of course, the technical knowledge associated with nursing will follow.

I hope to inspire you to aim high in your personal lives and careers. I assure you I will bring much to the table in helping you meet your goals. Welcome to the nursing profession! Sincerely,

Dr. Jordan Yakoby
Director and Associate Professor of Nursing

NURSING PROGRAM – STUDENT LEARNING OUTCOMES

1. Client-centered care: Evaluate nursing care provided to clients, families, groups, and communities across the lifespan from diverse backgrounds, that incorporates caring presence that is compassionate, age and culturally appropriate, and based on client preferences, values and needs.

2. Teamwork and collaboration: Collaborate with members of the interprofessional health care team to manage and coordinate the provision of safe, quality care for clients, families, groups, and communities.

3. Evidence-based practice: Integrate scientific information and best current evidence with clinical expertise and client preferences when making clinical judgements in the management of client-centered care.

4. Quality Improvement: Use quality improvement measures to evaluate the effect of change on the delivery of client-centered care and care outcomes.

5. Safety: Evaluate the effectiveness of strategies used to reduce the risk of harm to clients, self, and others in a variety of settings.

6. Informatics: Use empirical and evidence-based information and patient care technology to interpret and communicate relevant information, manage care, and mitigate error in the provision of safe, quality client-centered care.

7. Professionalism: Assimilate integrity and accountability into practices that uphold established ethical and legal principles and regulatory guidelines while providing client centered, standard-based nursing care.

8. Leadership: Integrate leadership and management theories and principles into practice when managing a caseload of clients and making clinical judgements about their care.

9. Communication: Use verbal and nonverbal communication strategies that promote an effective exchange of information, development of therapeutic relationships, and shared decision making with clients, families, groups, and communities from diverse backgrounds.

End-of-Program Outcomes

1. Seventy percent (70%) of students who enter the Nursing sequence will complete the Program.

2. Graduates will pass the NCLEX-RN on their first attempt at a rate equal to or greater than 80%.

3. Eighty percent (80%) of new graduates who are available for employment will be employed as RNs within one year of graduation.

4. Ninety (90%) of New York based graduates who have passed the NCLEX exam will complete their baccalaureate in nursing within ten years of graduation.

5. An overall rating of eighty-five percent (85%) will be achieved on the graduate satisfaction survey.

ASSOCIATE OF APPLIED SCIENCE NURSING CURRICULUM

AAS Nursing Program Curriculum (68 credits) – Effective Fall 2023					
Semester 1			**Semester 2**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
GSBN 117	Anatomy and Physiology I#	4	GNRN 110	Fundamentals of Nursing*#	7
GLLN 121	College Writing I	3	GNRN 115	Health Assessment#	3
GSCN 105	Introduction to Chemistry	3			
GPSN 110	General Psychology	3		**Non-nursing courses:**	
			GSBN 118	Anatomy and Physiology II#	4
Total semester credits		**13**	**Total semester credits**		**14**
Semester 3			**Semester 4**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
GNRN 130	Pharmacology in Nursing	8	GNRN 300	Medical Surgical Nursing II*#	7
GNRN 200	Medical Surgical Nursing I*#	3	GNRN 330	Mental Health Nursing*	4
	Non-nursing courses:			**Non-nursing courses:**	
GSBN 229	Applied Microbiology#	4	GCAN 100, 101, or 215	Speech	3
Total semester credits		**15**	**Total semester credits**		**14**
Semester 5					
Course #	**Course Name**	**Credits**			
GNRN 303	Clinical Decision Making and Transition to Practice*#	7			
GNRN 310	Maternal Child Nursing*	4			
GNBN 201	Community Service	1			
Total semester credits		**12**			

* Represents a course with clinical; #represents a course with lab; students must register these sections of the course.

The Associate in Applied Science in Nursing program is offered in both day and evening/weekend formats, both of which are full-time programs. While the day program is offered in the Fall and Spring semesters, the evening/weekend program will also be offered in the Summer semester. Additionally, weekend clinical and laboratory activities for the evening/weekend program may take place in the day or evening time, while activities taking place during the week will take place strictly in the evening format, except for occasional interprofessional education, select simulations, Bootcamp, and other such pre-semester activities.

The nursing program's curriculum is developed by the nursing faculty. Students progress from basic nursing practice to the more complex situations, which require increasing abilities in critical thinking, communication, judgment and decision-making.

In most cases, course credits are calculated approximately as follows:

15 hours Didactic = 1 credit
45 hours Lab/Clinical = 1 credit

Some Nursing courses have both theory and laboratory components. The laboratory component often includes skills practice as well as clinical laboratory experiences. Students may elect to take additional courses during any given semester. These courses are for elective credits.

COURSE DESCRIPTIONS

Liberal Arts and Sciences Courses

GSBN 117/117L Human Anatomy and Physiology I with Lab
This course is designed for pre-professional students as an introduction to a basic understanding of the structural organization of the human body starting with the tissues, integumentary, skeletal, muscular, digestive, and nervous systems. The course will focus on the cellular organization and on the tissue and organ level of each system. In laboratory exercises, students study and learn structures from various available anatomical models.
No prerequisites. 4 credits

GSBN 118/118L Human Anatomy and Physiology II with Lab
This is the second of the two courses offered to pre-professional students. The course focuses on the organization of the cardiovascular, respiratory, lymphatic, endocrine, urinary, and reproductive systems. Class discussions deal with the basic cellular, tissue level, and organ level organization of each system. Functional significances as well as clinical correlations of some structures are also covered. Special focus will be on fertilization and reproduction, pregnancy and lactation, coronary and cerebrovascular circulation. Laboratory exercises include studying structures from available anatomical models.
Prerequisite: GSBN 117. 4 credits

GSBN 229/229L Applied Microbiology with Lab
This course covers the structure, reproduction, physiology, biochemistry, genetics and identification of microorganisms. It includes a study of their relationship to each other and to other living organisms, their distribution in nature, and their beneficial and disease-causing effects on humans.
No Prerequisites. 4 credits

GSCN 105 Introduction to Chemistry
This course is a one semester course in chemistry to introduce students to concepts of chemistry who are not declared natural science majors. It consists of lecture, discussion, and problem solving. It is necessary to understand some of the basic concepts of chemistry and the physical sciences in order to better understand human health and physiology. There are several health and environmental notes or discussions in each chapter of the text that help to relate the chemical concepts to human health and the environment. *No Prerequisites.* 3 credits

GCAN 101/COC 101 Fundamentals of Speech
Techniques of public speaking. Includes the delivery of several speeches during the course of the program.
No Prerequisites. 3 credits

GNBN 201 Community Service
This one credit course is a requirement of the New York School of Career and Applied Studies. The student explores the concepts and principles of community service and Nursing as they apply to individuals, families, and the community as a whole. Students examine and recommend services and teaching available to their client(s) through independent study. This course must be completed by senior year. *No Prerequisites*. 1 credit

GLLN 121/LLE 101 - 102 College Writing I, II
Extensive practice in the composition of clear, concise, and grammatically correct sentences and paragraphs with special emphasis on the five-paragraph essay and the research paper (admission by assignment following placement test.)
Pre-requisite: Placement by departmental examination. 3 credits

GSPN 110 /PSY 101 General Psychology
Psychology as a biological, behavioral, and social science. Topics include: critical and scientific analysis of human behavior, fundamentals of psychological research, biological bases of behavior, states of consciousness, learning, thought memory and intelligence, social behavior and personality, mental health and adjustment, diagnosis and treatment of abnormal behavior.
No Prerequisite. 3 credits

Nursing Courses

GNRN 110: Fundamentals of Nursing
This course introduces students to basic nursing principles including concepts that form the theoretical basis for their roles as Registered Professional Nurses. The students develop nursing skills to meet the bio-psychosocial needs of a selected population i.e. adults and the elderly. The steps of the nursing process are introduced as the framework for nursing care and practice. The didactic or classroom portion of this course includes the theoretical principles of: therapeutic communication, vital signs, infection control practices, body mechanics and safety, hygiene, comfort measures, skin integrity and wound care, nutrition, elimination, oxygenation, fluid and electrolytes, pain assessment, medication administration, care of the dying, introduction to the health care system and health care team, and legal and ethical issues that affect professional nursing practice.

In the Nursing Skills Laboratory the students practice basic psychomotor skills related to the theoretical topics introduced in the classroom. They move on to applying these skills utilizing the nursing process with patients in the traditional setting of medical-surgical hospital units. *Pre-requisite: GSCN 105, GSBN 117/117L, admission to nursing program; Co-requisite: GSBN 118/118L.* 7 credits (4 credits lecture, 3 credits clinical).

GNRN 115: Health Assessment with Lab

This course provides the framework for preparing students to perform comprehensive health assessments on adult clients. Emphasis is placed on taking a thorough nursing history, performing physiological, psychological, sociological, cultural, and spiritual assessments, as well as identification of stressors and health risks. This course will focus on concepts such as patient-centered care, caring presence, safety, communication, and professionalism.
Pre-requisite: GSCN 105, GSBN 117/117; Co-requisite: GSBN 118/118L, GNRN 110. 3 credits (2 credits lecture, 1 credit lab). Lab = 45 hours.

GNRN 130: Pharmacology in Nursing

This course builds upon the foundation acquired in the Human Anatomy and Physiology I, Nutrition for Nursing Majors, and the co-requisite course Human Anatomy and Physiology II. Topics addressed comprise major drug classifications, pharmacokinetics, pharmacodynamics, pharmacotherapeutics, indications, uses, contraindications, cautions, side and adverse effects, toxicities, drug-drug, drug-food interactions and allergies. *Pre-requisite: GNRN 110, 115.* 3 credits.

GNRN 200: Medical-Surgical Nursing I

This course provides the basis for application of critical thinking skills in utilizing the nursing process in organizing nursing care. The course focuses on nursing management of adult patients with acute health problems. Emphasis is on the acute stages of disease as well as health promotion and prevention, nutrition, diagnostics and treatments. The course addresses nursing care issues in physiological, pathophysiologic and psychosocial contexts.
Pre-requisite: GNRN 110, 115. Co-requisite: GNRN 130. 8 credits (5 credits lecture, 3 credits clinical).

GNRN 300: Medical-Surgical Nursing II

This course is designed to advance the theoretical and clinical knowledge of the student when managing care of the adult medical-surgical patient. Emphasis is placed on identifying acute and chronic adult medical-surgical health care needs of patients as well as the gerontological changes that interfere with the adult patient's ability to manage increasingly complex needs. Both the nursing and medical management associated with meeting the needs of patients with various medical–surgical conditions are discussed. The nursing process continues to be incorporated utilizing QSEN and IOM as a framework for the organization and provision of care for the adult medical- surgical patient. This course introduces the nurse's role as manager of care. Aspects of liberal arts, health and social sciences are also integrated. Students are expected to be active participants in both the theoretical and clinical components of this course.

Clinical experiences include opportunities for students to care for adult medical–surgical patients in the acute care setting. Integration of the nursing process, as well as the psychosocial, physiological and socio-cultural needs of the adult medical-surgical patient population are investigated during each clinical experience.
Pre-requisite: GNRN 130, 200. 7 credits (4 credits lecture, 3 credits clinical).

GNRN 303: Clinical Decision Making and Transition to Practice

This course is the final course in the medical-surgical nursing sequence, with a heavy emphasis on preparing the student to transition to practicum. Through high-fidelity simulations, case studies, games, role play, and clinical judgment exercises, students are required to actively apply didactic material in the classroom, interprofessional education, nursing laboratory, and clinical setting. The course further stimulates the development of clinical judgment by culminating in both an intensive clinical experience and weekly NCLEX preparation modules.

Pre-requisite: GNRN 300. 7 credits (4 credits lecture, 3 credits clinical).

GNRN 310: Maternal Child Nursing

This course builds upon the foundation of GNRN 110 and GNRN 130. The student will continue to utilize and modify the nursing process and teaching/ learning strategies while refining critical thinking and clinical skills. It explores the nurse's role in caring for the pediatric patient and childbearing family. The health assessment skills will be adapted to address the pediatric population. In addition, it explores the patients' situations with acute and chronic disruptions of health, as well as complex health deviations which may be life threatening.

Clinical experiences are provided in a structured multicultural medical center with a parent- child focus. Other learning experiences will occur in the classroom with assigned activities in the computer and skills labs.

Pre-requisite: GNRN 300. 4 credits (2 credits lecture, 2 credits clinical).

GNRN 330: Mental Health Nursing

Builds upon and expands basic psychosocial knowledge and skills acquired in PSY 101, GNRN 110 and GNRN 200. Progression to more complex mental health patterns as they relate to the practice of nursing provides students with the opportunity to broaden understanding of human-environmental interactions and evolving mental health patterns within diverse cultures. Behavioral patterns are explored from a normative growth and developmental perspective, and contrasted with alterations in function. The nursing process serves as the foundation for assessments and interventions necessary to meet the biopsychosocial, cultural, and spiritual needs of psychiatric mental health clients, their families, and significant others.

Prerequisite: GNRN 200 & GNRN 130. 4 credits (2 credits lecture, 2 credits clinical).

DEPARTMENT OF NURSING POLICIES AND PROCEDURES
Degree Policies for the Nursing Program

Admission Criteria

- To progress into the nursing sequence of courses or - in the case of transfer students – to be admitted to the university - the following admission and progression requirements must be met:
- 2.75 cumulative GPA
- Completion of TEAS test with a composite score of at least 65%. Additionally, students must achieve at least a 70% on the science and math components of the exam.
- Minimum of 'B-' or better in all nursing specific prerequisites
  - o Students who are unsuccessful in any two nursing specific prerequisite science courses (including repeating the same course twice) will be ineligible for admission to the program.
  - o Any course withdrawals from two required pre-requisite courses (whether from the same or different courses) equate to one failure. Two professional letters of recommendation
- Prerequisite coursework:
  - o Human Anatomy and Physiology 1 with lab (4 credits)
  - o Chemistry (3 credits)

Nursing Entrance Exams Policy

All students must take either the TEAS, HESI A2 (minimum 75% in each subject area and critical thinking score of at least 800), or NLN NEX examinations (minimum composite score of 180). The exam must be taken either on campus at Touro University or at another physical testing location. For the TEAS, students must achieve minimum composite score of 65% on the overall TEAS exam. Students must take the following four (4) sections of the TEAS exam:

1. English
2. Reading
3. Science (minimum score of 70%)
4. Math (minimum score of 70%)

Students must take one of the entrance exams before progressing into the nursing sequence.

Progression Criteria

To remain in the nursing program, the following are required of all students:

- Minimum of 'B-' (80%) in all nursing and required science courses (Anatomy and Physiology with lab, Microbiology with lab, Chemistry, all of which must be taken on-campus. Asynchronous and other online science classes are not permitted, except for the evening/weekend program.)

- Only **ONE** nursing or required science course may be repeated, whether in the same or different course.

- Any course withdrawals from two nursing or required science courses (whether from the same or different courses) equate to one failure. Course withdrawals resulting from an

approved leave of absence or medical withdrawal will not count against the student's progression in the program.

- Students who are unsuccessful in any two nursing or required science courses will be dismissed from the program.

- Attend any Bootcamp or other pre-semester required experiential activity planned by the Department of Nursing. See the policy in Appendix C.

- Students taking science courses at Touro may only register for specific sections as approved by the Department of Nursing.

- Students may transfer to/from the evening/weekend program only once, after which no additional transfer shall be permitted, subject to space availability and approval of the Nursing Appeals Committee.

Grading Policies

The minimum grade required for successful completion of a course is 80%. All coursework must be completed by the last day of the semester. Coursework submitted or completed after the last day of the semester will not be accepted. **Nothing in this policy shall be construed to mean that students are permitted to submit late work without consultation with the professor or as stated in the syllabus.** No course examinations may be re-taken to seek a higher grade.

Numeric Grade Values

The grade in a course is calculated as

98-100	A+	77-79	C+
93-97	A	74-76	C
90-92	A-	70-73	C-
87-89	B+	65-69	D
83-86	B	<65	F
80-82	B-		

Grade Values

The following grade values are assigned for each credit-bearing hour:

Excellent	A+ = 4.000	A = 4.000	A- = 3.667
Good	B+ = 3.333	B = 3.000	B- = 2.667
Average	C+ = 2.333	C = 2.000	C- = 1.667
Poor but Passing	D+ = 1.333	D = 1.000	D- = 0.667
Failing	F and WU = 0		

(Note: the grade of "P" is not included in the GPA.)

Grade Point Average

The GPA is obtained by dividing the total number of grade points earned at Touro University by the total number of course credits completed, except for those with the grade of "P". Example: A student receives the following credits and grades:

Grade	Credit Hours		Grade Value		Grade Points
A	4	x	4.000	=	16.000
A-	3	x	3.667	=	11.001
B+	4	x	3.333	=	13.332
B-	3	x	2.667	=	8.001
C	4	x	2.000	=	8.000
Totals	18				56.334
Calculated GPA			56.334 / 18 = 3.130		

Grade Definitions

P: Passing.

F: Student attended/participated in 60% or greater of scheduled classes per semester, but did not achieve passing grades on examinations and assignments, or stopped attending/participating after 60% or greater of scheduled classes in the given semester.

W: (No penalty.) This grade is assigned when a student officially withdraws from a course after the add/drop period by filing an Add/Drop form with the Office of the Registrar, signed by an academic advisor. A student who does not withdraw from a course officially will receive a failing grade of F or WU depending on the number of class sessions attended and the amount of work completed.

WU: Student stopped attending/participating before 60% or less of the scheduled classes per semester; calculated as a failing grade.

WNA: Student never attended class. This grade is not included in calculating the student's grade point average (GPA), but it appears on the student's transcript.

INC: May be issued to a student who did not complete all assignments in a course (see NYSCAS Catalog for more information).

N: No grade assigned.

Laboratory and Clinical Experience Grading

The clinical and laboratory components of nursing courses are graded pass-fail. PASS "P" indicates that the student has met all laboratory and clinical outcomes. FAIL "F" indicates that the student has not met all skills or clinical laboratory outcomes. A student must pass **all** components of a course: didactic, clinical, and laboratory. A failure of one or more of these components (didactic, clinical, or laboratory) results in a failing grade in the **entire** course.

When repeating a course in which a student was unsuccessful, the student will repeat all components of the course (didactic, clinical, and laboratory), regardless of whether the student passed a certain component. This will result in a delay in graduation. Students may not take courses when they have not been successful in a prerequisite course. For example, a student may not take Medical-Surgical Nursing II when they have not been successful in Pharmacology.

Professional Decorum

Students must behave in a professional manner toward administrators, faculty, staff, and patients. This behavior includes courtesy, honesty, ethical actions and responsible verbal and electronic communication. Behavior that interferes with clinical agency/staff/faculty relationships may be cause for dismissal from the Department of Nursing.

Unprofessional behavior or any display of incivility towards administrators, faculty, staff, fellow students, or others on campus, in the classroom, or in any clinical setting, will result in a meeting with the Director of Nursing and relevant course coordinator; at the discretion of the Director of Nursing, a referral for proceedings under the university code of conduct policies may be initiated. However, any unprofessional behavior occurring in the clinical environment is an especially serious offense that potentially jeopardizes the safety of patients, staff, and fellow students. Additionally, such behavior may directly jeopardize the business relationship between Touro University and the clinical affiliate. Therefore, for such unprofessional conduct taking place in the clinical environment – including in any laboratory or interprofessional education session - the Director of Nursing may take action against the student resulting in a warning, suspension, or dismissal from the program without referral to the dean of students or other proceedings under the university code of conduct policies.

Nothing in this policy shall be construed to abridge a student's right to appeal any such decision pursuant to established department and university policy. A warning is a formal notice of conduct which must be rectified immediately. 'Suspension' is a status in which the student is identified as having seriously breached the policies contained in this handbook **or** has either repeatedly engaged in prohibited conduct or has received warnings before and is therefore removed from all courses with a clinical component (both didactic and clinical components) for not more than one semester. Such students are not in good academic standing and shall have their academic record reflect the suspended status and shall not participate in university or departmental related extracurricular activities or hold other such privileges in ceremonies, etc.

Unprofessional behaviors or incivility include, but are not limited to, the following and are prohibited:
1. Academic misconduct, including but not limited to cheating, plagiarism, falsification, forgery, and misuse.

2. Disruption or obstruction of teaching, classroom, or educational interactions or use of abusive, aggressive, or rude language or behavior towards administrators, faculty, staff, fellow students, or others on campus, in the classroom, or in any clinical setting.

3. Unprofessional or dishonorable conduct which may deceive, defraud, or injure patients.

4. Physical, verbal, visual abuse, threats, intimidation, stalking, bullying, harassment, including any conduct based on gender, race, sexual orientation, age religion, or physical disability.

5. Sexual misconduct or indecent language or behavior.

6. Use of electronics to make video or photographs of a person on campus or in clinical where there is a reasonable expectation of privacy or without said person's consent.

7. Failure to comply with the verbal or written direction of staff, faculty, or employees while acting in the performance of their duties.

8. Attempt or actual theft, vandalism or damage of school, hospital, or clinical facilities' property or unauthorized use of same.

9. Disruption of the peace at university, hospital, or clinical sites.

10. Use, possession, distribution of alcoholic beverages, illegal drugs, or weapons.

11. Abuse of computer facilities or technological resources, unauthorized entry or use of computers, access codes, or disrupting the normal operations of the school or hospital.

12. Falsifying school's or hospital's records, or knowingly submitting - or causing to be submitted - false information to school or hospital officials.

13. Interference with or misuse of fire alarms, elevators, or other safety and security equipment or programs.

14. Posting pictures or other information containing any HIPAA information to any public or private platform.

15. Attempting or actively influencing, intimidating, interfering, or coercing others to commit an abuse of the student code of conduct, school, or hospital's policies.

16. Violation of any policy, rule, regulation, publication, or standard of practice of the school, hospital, or clinical facility.

Violations of items 1, 2, 4, 5, 7, 8, 11 or 16 above will be adjudicated under the appropriate Touro policy and procedures.

Class Attendance

Students are required to be present, prepared and on time for each class session. Students are responsible for all missed work. An absence is defined as any situation in which a student does not attend class or is present for less than 75% of the scheduled class period. Students are expected to attend the entire class session. Any student who leaves before the professor concludes the session shall be considered to have departed early. Two early departures equal one unexcused absence, unless a valid extenuating circumstance occurs, with appropriate documentation at the discretion of the faculty and administration. Students that have unexcused absences for quizzes or exams will receive a 0 for the missed quiz or exam. Students that are late for quizzes or exams will NOT be given extended time to complete the quiz or exam.

Students that arrive more than 15 minutes late for a quiz or exam will not be permitted to test and will receive a grade of 0. Course faculty are under no obligation to provide make-up quizzes or examinations or to extend deadlines.

Any student who is medically unable to attend class must notify their course faculty and Academic Affairs prior to class time and provide appropriate medical documentation to the NYSCAS Student Disability Services Coordinator. This is considered an excused absence. If a student misses a class without appropriate documentation, it will be considered an unexcused absence. More than two

unexcused absences from class will usually result in the student being unable to meet course outcomes. In such cases, the student will be unsuccessful in the course and receive a grade of C in the course.

For excused absences, a student will be granted a total of two weeks absence from class and clinical rotations for documented health conditions or other circumstances requiring the student to seek medical care. Any student requiring more than two weeks absence must take a leave of absence. This leave will not count against the student for progression purposes. Upon return to school, the student must submit a letter from a health care provider stating that the student is cleared to resume class and clinical duties with no limitations. In the discretion of the Department of Nursing administration, certain exigent circumstances may be covered under this policy.

Course Withdrawal and Repeat Procedures

Repeating Failed Credit-Bearing Courses
A student may repeat a failed credit-bearing course without obtaining special permission. Failing grades are calculated in the grade-point average and appear on the student's permanent record. A student taking a course for the third time will not have those credits counted in his credit load for financial-aid purposes. A student may not repeat a failed developmental course more than once. Failure of a developmental course a second time may lead to expulsion from the College.

Repeating Passed Credit-Bearing Courses
A student who has taken and passed a credit-bearing course and wishes to repeat the course may do so only one time. After this, the same course or any other passed course may not be repeated. A student may only repeat a course in which a grade of B- through D- has been received, and only if the overall grade point average in that semester is at least 3.0, excluding the course being repeated. Both courses will appear on the student's permanent record. The code "E" ("Excluded") will be added to the entry for the earlier course on the transcript, indicating that the grade received *will not* be calculated in the student's GPA. The grade will remain on the record. The repeated course entry will appear with the code "I" ("Included") added, indicating that the grade received will be calculated in the GPA. Therefore, *only the second grade earned – whether higher or lower than the original one – will be calculated in the student's GPA.*

The student must file a "Request to Repeat a Passed Course" form with the Office of the Registrar at the time of registration. Failure to submit this form may result in the exclusion of the second grade received, and the inclusion of the original grade, in the GPA calculation. In cases where the student has received permission to take (a) course(s) at another college and/or submits a transcript to the Office of the Registrar that indicates passing transferable grades (C or better), the course(s) may not be repeated for credit at Touro College. If repeated at Touro, the code "E" ("Excluded") (see above) will be added to the entry for the repeated course on the transcript, although the grade for that course will be allowed to remain on the student's record. A repeated passed course will not count toward the student's minimum credit load for financial aid purposes. Please note that graduate programs may recalculate a student's GPA, including the student's original grade.

Leave of Absence Procedures

A matriculated student enrolled at Touro who chooses to interrupt his/her attendance but intends to return and continue his/her study at Touro must submit to the Office of the Registrar a completed "Leave of Absence" request form signed by all parties noted on the form. Normally, a leave of absence should be requested *before* the start of the first semester in which the student plans not to attend. However, if extenuating circumstances arise, a student may request a leave of absence midsemester. These circumstances include, but are not limited to, a death in the family, medical reasons, and personal well-being.

A student whose leave of absence is approved, and who is registered for courses at the point of approval, is automatically withdrawn from all courses. Tuition will be refunded in accordance with Touro's published refund policy.

If the student is a recipient of Title IV financial aid funds, the leave of absence, together with any additional leaves or absences, **must not exceed a total of 180 calendar days in any 12-month period. This 12-month period begins with the first day of the first leave of absence. PLEASE NOTE:** *This regulation may impact students who wish to take leaves of absence extending beyond one semester.* Therefore, students receiving Title IV financial aid funds should meet with a Financial Aid officer to discuss their situation before filing a "Leave of Absence" request form. A student on an approved leave of absence will retain "in-school" (but not enrolled) status for reporting purposes.

A student returning from a leave of absence should contact the Registrar's Office at least one month prior to the first day of the semester in which he/she intends to resume attendance.

Withdrawal Procedures

Policy for Withdrawing from a Partial Load
Students are required to submit an add/drop form or other written notification (email from the official Touro email address will be acceptable) listing all of the courses that they wish to withdraw from to initiate the process. The form must be approved by the appropriate program advisor (department chair, or dean). The add/drop form must be submitted to the Office of the Registrar by the deadline set by the student's school in order to be processed in the student information system. Students must refer to their school's academic calendar and/or college catalog for withdrawal dates and submission deadlines. The official date of withdrawal from the course(s) is the date on which a completed add/drop form is submitted and time-stamped at the Office of the Registrar.

Non-attendance, non-participation or notification to the instructor/program director does not constitute an official withdrawal.

(See the NYSCAS Catalog for information on tuition liability and refunds.)

Policy for Withdrawing from All Classes
Students who wish to officially withdraw from a program are required to complete a "Withdrawal from the Program" (WFP) form, obtain approval from their program advisor (department chair or

dean), Financial Aid and Bursar and submit it to the Office of the Registrar for processing. The official date of withdrawal from the program is the date on which the completed withdrawal form is submitted and time-stamped at the Office of the Registrar.

Non-attendance, non-participation or notification to the instructor/program director does not constitute an official withdrawal.

The Office of the Registrar is the only Designated Campus Official for all official withdrawals.

Official notification to the school occurs when a student notifies the Registrar of their intention to withdraw. Intent to withdraw means that the student indicates that they have either ceased to attend the school and do not plan to resume academic attendance or believes at the time that they provide notification that they will cease to attend the school. Notification is not considered provided until the Registrar receives the notification.

Students who wish to withdraw from all courses in a given semester without officially withdrawing from a program must complete an Add/Drop form.

 (See the NYSCAS Catalog for information on tuition liability and refunds.)

Withdrawal from the University
Students who wish to withdraw from their studies at Touro University in good standing should give official notification to the Office of the Registrar by completing a "Permanent Withdrawal" form. The date of the withdrawal is the date on which notification is received by the Office of the Registrar. (See the NYSCAS Catalog for information on tuition liability and refunds.)

Academic Dismissal
A student who fails to meet the standards outlined in the Academic Standard Charts (NYSCAS Catalog, pp. 59-60) may be dismissed from the University. Students who receive an academic dismissal may appeal to the Committee on Academic Standing for readmission. A student may apply for readmission to the program pursuant to the policy in Appendix F at the end of this handbook.

Medical Leave Policy
Students who are on leave must contact the Office of the Registrar and submit a Petition to Return to Classes form at least 30 days prior to the start of the semester in which they wish to resume their studies. To return from a medical Leave of Absence, the student must also submit evidence, such as a letter from the student's physician or an evaluation by a responsible medical authority, that there is no medical impairment that would prevent the student from fully participating in all phases of the program.

Nursing Course Residency Policy
Touro University does not accept <u>nursing</u> courses previously completed at other institutions. All nursing courses **must** be completed in residence. Furthermore, under no circumstances will matriculated students be permitted to take a nursing course at another institution in an attempt to apply that course and corresponding credits to their Touro nursing degree.

Nursing Academic Advisement and Registration Procedures

Academic Advisement
Upon entering their first semester of clinicals, all nursing students will be assigned an advisor. Advisors can assist students with general academic advisement inquiries including semester registration, program progression, core and major requirements, transfer credits, graduation auditing, change of major facilitation, general university policies and procedures, etc. Advisors can also serve as the student's direct point of contact to discuss and seek guidance with academic difficulty in nursing courses, career exploration within nursing, RN-BSN degree completion opportunities, professional letters of recommendation, etc.

Registration Procedures
Students may not change their assigned clinical site, schedule, or rotation, nor can they request to make a change in site, schedule, or rotation. Students also may not "swap" schedules with another student. The Department of Nursing reserves the right to cancel any under-registered blocks and reassign effected students to a different block schedule.

If a student drops a clinical section without the advice of the student's advisor or the Director of Nursing, the student jeopardizes the clinical placement. In such cases, a student's clinical placement can no longer be guaranteed, since clinical affiliates have deadlines to submit student rosters and clinical clearance requirements.

Nursing Exam Administration and Review Policy

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

ExamSoft® Policy

Overview: The Department of Nursing has implemented ExamSoft® as the testing platform for all nursing courses. ExamSoft® is a secure, computer-based testing environment providing students with an experience similar to the NCLEX-RN exam using a software download known as Examplify®.

Student Responsibilities for ExamSoft® Use:
1. Students are expected to have access to a fully functioning laptop computer meeting the minimal system requirements for ExamSoft® for all testing sessions in nursing courses. (The minimal system requirements for computer devices can be found after this section.)
2. Prior to the start of the nursing program, students are expected to download ExamSoft® by the designated due date using the instructions provided by the Department of Nursing. This information will be communicated via Touro university email. If the student has an issue with downloading or utilizing ExamSoft®, it is the responsibility of the student to directly notify and discuss the circumstance with a member of the nursing faculty by the date when ExamSoft® is to be downloaded.
3. Students are required to complete the download of each examination in Examplify® as instructed and come to the testing session prepared to begin testing. A due date and

instructions for downloading an examination will be provided by the faculty via an email sent to all students in the course.

4. Students who do not complete the download of an examination during the designated time frame will receive a 5% deduction in the examination grade for any examination not downloaded within the download window provided by the faculty. If a student fails to download an exam within the specified time frame, the student may be provided with an opportunity to download the exam at the testing session at the discretion of the faculty. The 5% deduction will still apply. Make-up examinations will not be administered for failure to download the exam.

5. Students are expected to have a functioning computer for all examinations. Students are expected to report any problems with examination downloading or technical issues related to personal computers to the course coordinator or Nursing IT Consultant for ExamSoft® as soon as a problem is identified and no later than 5:00pm on the last business day PRIOR to the scheduled testing session. (For example, if the exam is at 9:00am on Monday, the student needs to notify the faculty by 5:00pm on Friday of any problems; for an 8:00am exam on a Tuesday when Monday is a holiday, the student needs to notify the faculty by 5:00pm on Friday). If persistent computer issues prevent the student from using their own device beyond one exam 5% may be deducted from the examination score.

6. Students are expected to follow all pre-testing computer set-up instructions including, but not limited to, closing all applications and de-activating all antivirus software. These practices will assure optimal performance of Examplify® during the testing session.

7. Students are expected to arrive to the testing session with a fully charged computer device. Each classroom will have differing levels of access to electrical outlets. Electrical outlets can be used as available.

8. Students are expected to upload their completed examinations immediately upon completion of testing.

9. All students are expected to follow the University's Academic Integrity Policy as stated in the Nursing Handbook.

10. All students are expected to follow the Testing Session Procedure as stated in the Nursing Handbook.

Any student requiring accommodations must contact the NYSCAS Student Disability Services Coordinator, Rachel Baror.

Examplify®: Minimum System Requirements
Link for Minimum System Requirements for Examplify® Testing Session Procedures

1. Students are expected to arrive on time for testing sessions and are to be seated and ready to test at the designated start time.

2. All personal belongings should be placed in the front of the room or at a designated area determined by the faculty. This includes all bags, coats, hats, phones, watches, electronic devices and any other items at the discretion of the faculty.

3. All cell phones or other electronic devices should be turned off. Cell phones may not be visible to the student or the exam proctor.

4. Students should use the restroom prior to the testing session. Restroom use is restricted during the testing session and will be allowed only in emergency situations.

5. Students will not be permitted to leave the classroom during testing except in the case of an emergency.
6. Only a computer and mouse (as needed), Touro University identification, and a pencil will be allowed on the desk during the testing session.
7. Faculty will provide scratch paper for each student. Students will be required to write their name on the paper and return it to the faculty at the conclusion of the examination.
8. No food or beverages will be allowed at the desk during testing sessions.
9. Talking during the exam is not permitted unless an emergency occurs.
10. No questions will be answered during the examination unless related to an error/typo on the examination or a technical difficulty. Raise your hand for assistance if this occurs.
11. Do your own work. Any evidence of cheating will be subject to the University's [Academic Integrity Policy](#).
12. Students are required to upload the examination as soon as the examination is completed or when testing time has expired. Proctors should confirm the green screen prior to the student leaving the testing room. Students should not leave the testing session without confirming an examination upload with the proctor.
13. When the student leaves the testing session after the completion of the examination, the student will not be allowed to return to the testing session until all students have completed the examination.

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

Continuity of Test Review

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

Exam Makeup

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

SafeMedicate

SafeMedicate is a required component of some clinical courses. Each student will independently complete the required self-study/practice modules as assigned per semester prior to the assessment (examination). Before the student may take any examination, the student must compete the assigned module.

Prior to beginning the SafeMedicate modules in the first semester, each student is required to take a foundation numeracy examination. A grade of 90% or higher is recommended for success with the SafeMedicate modules. A grade of less than 90% indicates a fundamental arithmetic problem. If you receive less than 90% on the foundation numeracy examination, it is recommended that you seek tutorial assistance at the ARC before continuing to the SafeMedicate modules.

Each student must achieve 90% on the specific SafeMedicate assessment prior to advancing into the next clinical course or administering medications in the clinical setting. The course lists SafeMedicate as a pass/fail activity. **To pass, the student must achieve 90% on the specific SafeMedicate assessment or the student will fail the course and have to repeat it the next time it is offered.** The student will have 2 chances to achieve a 90%. If the student does not achieve 90% on their first attempt, the student is to meet with their course faculty and a remediation plan will be initiated. The student is expected to complete this remediation prior to the next scheduled examination date. Proof of completion of modules and a 100% on a practice assessment is required prior to taking the assessment for a second time.

If the student is unsuccessful in attaining a score of 90% on the specific SafeMedicate exam after the second attempt, the student will not be able to progress in the nursing program and a meeting with the student, the student's course faculty and the Director will be scheduled.

RECOMMENDED SCHEDULE

Semester 1	
Self-study modules to be completed at home	**Foundation Numeracy Assessment** *FNS* Essential Skills Modules • Introduction Prescriptions & S. I. Units Tablets Capsules Liquid Medications Injections IV Infusions Practice Your Skills: Choose: Authentic Diagnostic Assessment – Adult – Tablets – Capsules, Liquid Medications – Injections
Required Assessment (must achieve 90%)	***FNS* Essential Skills Assessment (AA) to be completed before semester 2 (Adult)** • Introduction • Prescriptions & S. I. Units • Tablets • Capsules • Liquid Medications • Injections • IV
Semester 2	
Self-Study modules to be completed at home	Review/remediate all *FNS* Essential Skills Modules as needed • Introduction • Prescriptions & S. I. Units • Tablets • Capsules • Liquid Medications • Injections • IV infusions ***FNS* Advanced Skills - BWC (AA) to be completed prior to semester 3 (Adult and Child)** • Introduction • Single Dose • Daily Divided Dose • Body Surface Area • IV Infusions Practice Your Skills—Choose: Authentic Diagnostic Assessment – Adult/Child – Liquid medications – Injections – IV infusions

Required Assessment (must achieve 90%)	*FNS* **Advanced Skills Assessment-BWC (AA) to be completed prior to semester 3 (Adult and Child)** • Introduction • Single Dose • Daily Divided Dose • Body Surface Area • IV Infusions
Semester 3	
Required Assessment (must achieve 90%)	**FNS Advanced Skills - Injectable Medicines Therapy (Adult)** • Introduction • Slow IV Injections • Intermittent Infusions • Continuous Infusions Practice Your Skills—Choose: Authentic Diagnostic Assessment – Adult – Slow IV injections – Intermittent infusions – Continuous infusions **FNS Advanced Skills-IMT-AA to be completed prior to semester 4**
Required Assessment (must achieve 90%)	**FNS Advanced Skills Assessment - Injectable Medicines Therapy (Adult)** • Introduction • Slow IV Injections • Intermittent Infusions • Continuous Infusions Practice Your Skills—Choose: Authentic Diagnostic Assessment – Adult – Slow IV injections – Intermittent infusions – Continuous infusions
Semester 4	
Self-Study modules to be completed at home	**FNS Advanced Skills - Word Problem Skills** • Introduction • Slow IV Injections • Intermittent Infusions • Continuous Infusions Practice Your Skills—Choose: Authentic Diagnostic Assessment – Adult – Slow IV injections – Intermittent infusions – Continuous infusions
Required Assessment (must achieve 90%)	**FNS Advanced Skills Assessment - Word Problem Skills (Adult)** • Introduction • Slow IV Injections • Intermittent Infusions • Continuous Infusions

DEPARTMENT OF NURSING CHAIN OF COMMUNICATION (CHAIN OF COMMAND)

When discussing course/class issues, students are to address issues as follows, to:

- the specific professor teaching the class;
- the course coordinator; and finally
- the Director of Nursing

Students practicing in a clinical setting are the responsibility of Touro University, **not** the clinical agency. Students are required to follow the policies of Touro University and our clinical partner at all times. Students wishing to appeal a decision beyond the level of the Director of Nursing shall follow the procedure contained in the section **Department of Nursing Grievance Policy and Procedure.**

DEPARTMENT OF NURSING GRIEVANCE POLICY AND PROCEDURE

Students who believe that a Department of Nursing or university policy has not been accurately followed may initiate a grievance process. Prior to initiating a grievance, the student must attempt to resolve the issue following the Chain of Command (see above). **Grades on individual assignments, quizzes, or tests may not be appealed.** Students may grieve a course or clinical grade to the Director of Nursing **only** under the following circumstances:
- an error in grade calculation
- a decision rendered that was not part of the original syllabus OR a policy that was on the original syllabus which was not followed, recognizing that certain extraordinary circumstances may require changes to a syllabus, provided proper notification is given to the students
- a decision that appears to be arbitrary

Procedure

1. Students will follow the Chain of Command:
      a.   Issue to be addressed in the following order:
        i.   Clinical or didactic instructor
        ii. Course coordinator
        iii. Director of Nursing

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

2. The procedure to file a formal grievance is:
      a. A request to file a grievance must be provided in writing to the Director of Nursing within 10 days of the grade/clinical decision.

      i.   Grievances must be presented in writing
     ii.   The request for a grievance hearing must include:
          1. Concise fact-based material
          2. Documentation of efforts to resolve the issue at each level of the process
          3. Any written documents and/ or written communications between the student and other members of the faculty/professional staff involved in the process

b. The following issues may **<u>not</u>** be grieved:
      i.   Items on exams
     ii.   Grades on papers or assignments
    iii. Safety based clinical decisions
    iv. Policies within this handbook

c. The Director of Nursing will review the grievance request within 72 hours of receipt.

1. If the grievance request is approved, a committee will be convened consisting of one member of the student nursing club selected by the student, if so desired and if said body exists at the time of the grievance; the entire nursing faculty; the Director of Nursing, who will serve as committee chairperson. The team's decision will be communicated by the Director of Nursing within one week.

2. Cases in which a student files a grievance in a course taught by the Director of Nursing, the Nursing Appeals Committee will be automatically convened.

3. A review of the matter by the Associate Deans or Dean of NYSCAS may be possible, for the purpose of ensuring compliance with departmental or university policy or procedure, after the above procedures have been followed.

    a) An appeal may only be granted on the basis of:
       i) evidence of an arbitrary or capricious decision by the Committee;
      ii) new material documenting information that was not available at the time of the decision;
     iii) procedural error.

    b) The student has three (3) business days within which to submit a formal written appeal of the decision to the NYSCAS Dean. The appeal should be accompanied by the committee's letter and by a narrative explaining the basis for the appeal. The narrative should fully explain the student's situation and substantiate the reason(s) for advocating a reversal or modification of the decision by the Committee. The Dean may request to meet with the student. After consideration of the appeal, the Dean may accept, reject or modify the Committee's decision and will notify the student and committee in writing of the decision. The Dean's decision is final.

CLINICAL AND SIMULATION EDUCATION POLICIES AND PROCEDURES
Clinical Health Clearance

Students in all clinical courses must complete health clearance requirements as determined by Touro University, facility administrators, and NYS mandated medical requirements for all health care facilities. The Department of Nursing uses CastleBranch to facilitate the clearance process. Please refer to the separate CastleBranch handout for further instruction and detail on how to register for CastleBranch. No student is permitted to start clinical until all health clearance requirements are met. If at any time students' CastleBranch accounts are not compliant students will immediately be withdrawn from the course.

Maintenance of your health clearance information is a professional, legal, and ethical responsibility of all nursing students to ensure the safety of patients, colleagues, and themselves. All clinical facilities will make absolutely no exception, exemption, or extension to these medical regulations that ensure the safety of all their patients. Additionally, in order to permit students to attend clinical, the university has attested to every facility, the medical compliance of all students. Students must ensure their accounts remain active. **Failure to maintain compliance of all regulations (including renewals)** by the deadline **will result in the inability to continue in the clinical setting and therefore the course as well as other disciplinary action detailed below**.

The Department of Nursing will be performing random audits to ensure all remain in compliance. Please note that any student that attends clinical without being in **complete compliance** is in direct violation of the medical regulations of the assigned healthcare facility and will be removed from the clinical setting and the course, receiving an unsuccessful grade in the course (C). Students in violation of this policy may face dismissal from the program.

Students must have their clinical clearance documents and CastleBranch profile updated at least <u>two weeks prior to the beginning of the semester</u>. Otherwise, students will be dropped from the clinical course. Clearance documents include:
- Annual yearly physical
- Seasonal flu documentation
- COVID vaccination competition and immunity in accordance with CDC guidelines • Two-step PPD testing (preferred over QuantiFERON) • Immunizations and titers:
  - Measles
  - Mumps Rubella Varicella Hepatitis B and CTetanus (TDaP) o Influenza
- CPR
- Fit test
- Color vision
- Health insurance
- Background check
- Drug test

Refer to the CastleBranch handout that reviews all required medical documentation needed in depth.

Failure to comply with the medical clearance mandates will result in a student being administratively withdrawn from a course.

Falsified medical documents will result in immediate disciplinary action from the University and serves as grounds for dismissal from the program and University.

Positive Drug Test Policy

Students who test positive on a drug screen may request a retest if the student disputes the findings. The student must cover any costs associated with this testing. The student must first consult with the Assistant Director of Nursing for Clinical and Simulation Learning or his or her designee. The repeat drug test must be "negative" for the student to return to clinical. A "negative dilute" or any other equivocal result is considered to be an inadequate specimen.

The student must meet with the Director of Nursing or his or her designee within 48 hours of the positive result or there will be no further recourse. Any retest granted arising out of a dispute must be done within 48 hours of this meeting. Failure to retest within 48 hours of the meeting will be considered untimely and will be treated as if the student had retested positive.

If the student does not dispute the results of the first test or if results of a drug screening are positive on a second test or determined to be "negative dilute" **the student will not be permitted** to attend any clinical rotations or any classes.

For those nursing students whose drug screenings remain positive, actions may include, but are not limited to:
1. mandatory leave of absence, or,
2. dismissal from the program.

Uniform Policy

While in any clinical agency or simulation lab, students are expected to dress professionally. Professional dress means all students will wear clothing that is clean, pressed, conservative, and modest. Students need to arrive at clinical (including laboratory and interprofessional education sessions) in **full nursing uniform**. Backless shoes are not permitted. Touro University student ID and facility ID are always required.
• Students should come prepared with a stethoscope, pen light, and watch
• Facial piercings removed
• Bracelets, necklaces, hoops or dangling earrings are not allowed
• Long hair past the shoulders should be tied up neatly in a ponytail or bun
• Facial hair is to be neat, trimmed, and cleaned
• No artificial nails or long nails. Nails must be clean, cut short, without any nail polish.
• Modest makeup

Uniform Requirements:
- Scoop neck or V- Neck top with embroidered school logo
- NAVY BLUE top only (NOT royal blue, sky blue, etc.)
- No button- down tops; pullover style only with bottom pockets
- If a shell is worn underneath, it must be white
- NAVY BLUE pants or skirt only
- Skirt must be knee-length or longer
- White tights/hose must be worn with the skirt
- WHITE SHOES ONLY: liquid proof/resistant
- No sneakers, clogs, heeled or open- toed shoes permitted

Students must also purchase the following Nursing Kit:
- stethoscope
- blood pressure cuff
- pen light
- bandage scissors
- lanyards with ID tag holder

Perfume, Cologne: Scents or perfumes are not to be worn.

Other: Gum-chewing is not permitted in the clinical areas.
Students who do not follow the uniform policy will be dismissed from clinical for the day, which will result in an unexcused absence.

Identification

The following identification must be worn and clearly visible in every clinical setting:
1. Touro student ID should be worn on your nursing uniform.
2. An institutional ID badge should be worn in any facility that requires and provides one.

Clinical Attendance

Students are required to be present, prepared, and on time each clinical day. This includes all simulation and nursing skills sessions. Punctuality is a professional responsibility. A student must arrive prepared (in clinical uniform) for pre-conference or laboratory experience. Lateness will not be tolerated. Lateness is considered to be one (1) minute beyond the start time.

Lateness will be documented on the student's Performance Evaluation by the clinical or lab instructor. Any student who is more than 15 minutes late for a clinical or lab experience will be sent home. This is considered an unexcused clinical absence. An absence is additionally defined as any situation in which a student does not attend clinical or is present for less than 75% of the scheduled clinical period. Students are expected to attend the entire clinical session. Any student who leaves before the professor concludes the session - but has attended at least 75% of the session - shall be considered to have departed early. Two early departures equal one unexcused absence, unless a valid extenuating circumstance occurs, with appropriate documentation at the discretion

of the faculty and administration. This policy will not apply to valid extenuating circumstances supported by documentation.

Any student who is medically unable to attend clinical that day must notify their clinical instructor and the Course Coordinator prior to the absence and submit appropriate medical documentation. Students with clinical absence must complete a clinical make-up day. When the absence is not related to a disability or pregnancy-related condition, the make-up day will incur a student cost of $250, payable to Touro University and submitted directly to the Bursar's Office. The day and time of the make-up will be determined by the Department of Nursing and may include weekends and evenings. All costs associated with the make-up session are solely the student's responsibility. Even **excused,** documented medical absences that exceed 2 may result in a medical withdrawal from the course because the student is unable to complete required learning objectives. A medical withdrawal will <u>not</u> count against the program course withdrawal policy. **Any unexcused absence will result in failure of the course.**

Inclement Weather

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

EMERGENCY CLOSING

In case of severe weather conditions or other emergencies, information about the closing of the School will be transmitted via TC alert. It is the student's responsibility to make sure their contact information is correct and updated on the portal. For all campuses, students can check Touro outgoing phone messages and the Touro website.

Department of Nursing Building Policy:

Please be informed that when there is an extreme change in weather which impacts the scheduling of classes, the Chairperson will inform the faculty and staff if the department is to be closed and/or clinical cancelled. In the meantime, information is available on the Touro website or via the Touro University Emergency Alert System. If Touro closes all campuses via these communication methods, the nursing building will be closed. Unless you hear otherwise, classes and clinical will be scheduled as usual.

If a student misses a class that has not been officially cancelled due to inclement weather, the student must make up that class and speak with the instructor who will inform the Chairperson how many students missed the class and who they were.

For Clinical Cancellation:

If there is a severe storm on the day of a clinical, the Chairperson will be in touch with your clinical professor. Your clinical professor will contact one person in the group, and there will then be a "phone tree" to contact each member in your group if clinical is cancelled.

CLINICAL IS NOT CANCELLED UNLESS YOU HEAR FROM YOUR PROFESSOR OR OTHER OFFICIAL THAT IT IS A FACT.

Cell Phone Policy

Cell phones must be off and put away at all times during the clinical day. There is a zero-tolerance policy for cell phone usage during clinical.

Appropriate Behavior

Any unsafe or unprofessional behavior must be communicated to the clinical instructor and Course Coordinator immediately. Unsafe and unprofessional behavior includes, but is not limited to:

1. Performing activities beyond the scope of preparation and ability
2. Ignoring instructor and staff advice regarding client care
3. Refusing a patient care assignment
4. Leaving clinical unit without notifying the instructor
5. Failure to report significant observations to the appropriate staff and instructor
6. Failure to prepare adequately and appropriately for clinical sessions
7. Failure to establish and maintain appropriate communication and interaction with staff/faculty at clinical site and the University
8. Cell phone usage
9. Posting on social media
10. Insubordination
11. Uncivil behavior
12. Unsafe clinical conduct or violation of safety, privacy, impairment or intoxication, or infection control practices.
13. Failure to care adequately for patients or to conform to minimum standards of acceptable practice under the supervision of the faculty or the designee of the facility.

Clinical Registration, Placements, and Onboarding Process

Students can be placed at any of the facilities with whom the program has a clinical contract. Students may have to travel in excess of 30 miles of the University campus to fulfill the clinical portion of their education. Students are not placed according to their area of residence or means of transportation. Students are responsible for travel, gas, and any parking fees. **Clinical placements are non-negotiable.**

Students must be available for every day that clinical is planned on their block schedule and for the **entire** day. Students are not permitted to leave clinical early for evening classes. Absolutely no exceptions will be made.

It is the sole responsibility of the student to review and complete all necessary facility onboarding paperwork and assignments **on time**. Failure of the student to comply accordingly will result in forfeiture of placement and a new placement will not be secured.

Simulation Success Day and Clinical Skills

Simulation Success Day and Clinical Skills education are **clinical days.** All policies that relate to clinical education pertain to Simulation and Clinical Skills (for Simulation and Clinical Skills attendance policy, please see "Clinical Attendance"). Simulation and Clinical Skills sessions will be outlined in the course syllabus.

Preparation:
- All students are required to attend in proper clinical attire, a stethoscope, and a watch with a second hand for their simulation session and complete all prep work as directed by the Simulation team.
- Students should arrive at least 5 minutes before their scheduled session in order to avoid delays in the simulation scenario start time.
- Students will be considered absent (unexcused) if they arrive more than 15 minutes late for the scheduled session.
- Students that are not prepared for Simulation Success Day as outlined above are considered unprepared and will be asked to reschedule.
- Participant Guidelines:
- Each session requires a minimum of 2 participants in order to accomplish the simulation's objectives. Students may be asked to reschedule if they are the only person signed up for a session.
- Each session also has a maximum of participants allowed. Students should not schedule themselves for a session that has already been filled.
- If a student signs up for a session that is already filled, they will be removed from the session will be required to reschedule.
- Maintaining Integrity:
- In order to maintain the integrity of the simulation scenario, students should not discuss details with other students outside of the simulation session.
- Students are expected to behave in a courteous and respectful manner towards their peers.
- The simulation lab is a no-judgement zone and students should be allowed to make mistakes without fear of ridicule by their peers.

Cancellations:
Last minute cancellations are prohibited as it interferes with the structure of the scenario.
- If a student is unable to attend Simulation Success Day due to an emergency, they must contact the Simulation Faculty and their course instructor immediately.
- Students who do not complete their mandatory simulation session by the end of the semester as a result of an approved excused absence will receive an IP (In Progress) in the relevant course until it is successfully completed.

Clinical Skills
In addition to Simulation Success Day, students are mandated to successfully complete additional clinical skills known as "modules." Students will complete various modules on campus throughout the duration of the course. Students are responsible for completing all modules as indicated in the course syllabus.

STUDENTS WITH DISABILITIES
Reasonable Accommodations

Touro University ("Touro" or the "University") complies with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, which protects persons from discrimination on the basis of physical or mental impairments for all educational and employment purposes. Reasonable Accommodations may be available for students who have physical or learning-related disabilities.

The University is committed to providing reasonable accommodations to students with documented disabilities who request accommodations. Policies and procedures ensure that students with a disability will not, on the basis of that disability, be denied full and equal access to academic and co-curricular programs or activities or otherwise be subjected to discrimination under programs offered by the University. The University has a centralized Office of Student Disability Services headed by an Executive Director who oversees Student Disability Services operations in the Undergraduate, Graduate, and Professional Divisions. Students with disabilities seeking reasonable accommodations should do so through the NYSCAS Student Disability Services Coordinator, Rachel Baror.

A student requesting accommodation for a documented disability under the ADA must meet with the OSDS coordinator and submit an *Application for Accommodations & Services*. Verbal disclosure of a disability and request for accommodation is not sufficient and cannot substitute for required documentation. Students may apply for reasonable accommodations at any time. Accommodations, if granted, are only done so on a prospective basis. Reasonable accommodations are never provided retroactively.

Students seeking reasonable accommodations must:
1) Complete the *Application for Accommodations & Services*.
2) Provide documentation as described in the *Guide to Documentation Requirements*.
3) Participate in an interactive dialogue with the OSDS coordinator.

The process, as described above, will result in the issuance of a *Receipt of Accommodations* form, which will either approve or deny the request. This form is signed by the Program Director and the student.

The process, including all submitted documentation, remains confidential. The *Receipt of Accommodations* ("Receipt") should not contain any disability-specific information; rather it only lists approved accommodations. The Receipt is shared with the program in which the student is registered to ensure that the approved accommodations are implemented.

A copy of the *Application for Accommodations & Services* may be available by contacting the NYSCAS Student Disability Services Coordinator, Rachel Baror.

Student Rights and Responsibilities

Student Rights

- Confidentiality of all information pertaining to a student's disability, except where disclosure is required by law.
- Equal access to courses, programs, services, jobs, activities, and facilities available through the University.
- Reasonable and appropriate accommodations, and/or academic adjustments determined by the coordinators of OSDS.
- Access to all services and support available to all Touro students with reasonable accommodations where necessary and appropriate.

Student Responsibilities

- Request reasonable accommodations as necessary and appropriate.
- Meet University and programmatic qualifications, technical, academic, and institutional standards set for all students.
- Identify themselves as an individual with a disability when seeking reasonable accommodation (please note that the approval process takes some time, and as such students are urged to file their paperwork as soon as possible).
- Provide documentation (i.e. diagnosis, diagnostic exam results, etc.) from an appropriate professional source(s) to verify the nature of the disability and functional limitations as related to the requested accommodation(s).
- Respond in a timely fashion to the Office of Student Disability Services' requests for additional information.
- Follow specific procedures for obtaining reasonable accommodations.
- Attend all classes for enrolled courses, unless otherwise medically excused.
- Immediately report to the OSDS coordinator if previously-approved accommodations are not being made.
- Report to the OSDS coordinator if previously-approved accommodations require modification, which will result in an interactive dialogue and may result in modifications to reasonable accommodations.
- Understand that accommodations are never provided on a retroactive basis.
- Understand that receiving reasonable accommodations is not a guarantee of academic success.
- Keep a copy of their submitted documentation. Touro is not the custodian of the student's application or medical records.

Grievance Policy

If a student feels that he/she has been discriminated against on the basis of their disability or disability status, he/she has the right to file a complaint through the grievance or student complaint mechanisms stated in the Catalog or Student Handbook. A similar procedure can be followed by a student to appeal the University's response to a request for reasonable accommodations. For more information and a copy of the Office of Student Disability Services Handbook, please visit https://www.touro.edu/departments/student-disability-services/

UNIVERSITY CODES AND POLICIES

The Touro University Code of Conduct

Students are expected to behave in a manner that is harmonious with and supportive of the activities and functions of an educational institution. The following types of actions are considered violations of the Touro University Code of Conduct and will result in disciplinary sanction:

1. Theft of, or damage to, University records and property, caused by intentional, negligent or irresponsible conduct;
2. Unauthorized use of any University property, including, but not limited to, its name, property, offices, premises, equipment (computer equipment, telephones, fax machines, copying equipment, laboratories and misuse of student ID cards);
3. Conduct which interferes with or obstructs any University functions or which physically obstructs or threatens to obstruct or restrain members of the University community;
4. The physical or sexual abuse or harassment of any member of the University community (such incidents must also be reported to the Title IX coordinator);
5. Threatening or actual infliction of bodily injury, assault, emotional trauma against students, faculty or staff of the University (such incidents must also be reported to the Chief Security Officer);
6. Disorderly, disruptive or abusive conduct in the classroom or on University premises;
7. Refusal to follow the directives of University officials acting in performance of their duties; 8. Impersonating University faculty, University officials, or University staff;
8. Forging signatures or other information on registration forms, financial aid forms, or any other University documents;
9. Computer abuse, including possession of unauthorized passwords, plagiarism of programs, unauthorized destruction of files, misuse of computer accounts, and disruptive or annoying behavior on the University's computer system;
10. Unauthorized sale, distribution, or consumption of alcoholic beverages on University premises;
11. Distribution, purchase, or possession of barbiturates, amphetamines, marijuana, hallucinogens, opiates, or any other addictive or illegal drugs or paraphernalia on University premises;
12. Gambling in any form on University premises;
13. Possession, distribution, or sale of weapons, incendiary devices, or explosives on University premises;
14. Tampering with or misusing fire-fighting equipment and/or safety equipment (such as alarm-boxes and extinguishers);
15. Participation in or furtherance of any illegal activity on Touro's premises;
16. Offensive or derogatory written or verbal statements intended to inflict harm on members of the University community, including, without limitation, racist, ethnic, or sexist remarks or references regarding any member or group of the University community;
17. Any abusive conduct or harassment directed at an individual or group of individuals in the University community on the basis of the actual or perceived race, gender, color, national origin, ethnicity, religion, age, disability, sexual orientation, marital or parental status, or citizenship status of such person(s);

18. Refusal to identify oneself to an official or security officer of the University or to present proper identification upon entering the University premises;
19. Actions that are not harmonious with and supportive of the activities and functions of an educational institution; actions that harm the reputation of the University;
20. Aiding or abetting any conduct prohibited by this University Code;
21. Conviction of a felony crime while enrolled at the University;
22. Intentionally filing a false complaint under this University Code of Conduct;
23. Academic dishonesty and lack of academic integrity.

Touro University Social Media Policy

Touro University policies apply to students' online conduct. University staff members do not "police" online social networks and the University is firmly committed to the principle of free speech. However, when the University receives a report of inappropriate online conduct it is obligated to investigate. This is true even when a student posts to a personal social media account using their own phone or computer while off-campus or during a break. The University has the right to discipline students for misconduct or lack of professionalism wherever it occurs, including online.

Individuals who violate any of the provisions of the Code of Conduct are subject to disciplinary action at the discretion of Touro University. Student organizations violating the above regulations may be penalized by having their charter revoked. Furthermore, disciplinary sanctions may also be imposed against the officers and members of student organizations at the discretion of Touro University.

Adjudication of Code of Conduct Violations
[Please note that there is a separate adjudication process for academic integrity violations (#24 in the Code of Conduct) in the section below entitled "Procedures in Response to Violations of the Academic Integrity.]

Any member of the University community may notify the Program Director or their designated representatives of a Code of Conduct infraction by submitting a written statement describing the alleged violation within ten (10) school days from the time the charging individual learned of the alleged code violation, but no later than within three (3) months of the violation.

The Program Director shall inform the individual charged with the infraction, in writing, of the nature of the charges against him/her and designate a time and place for a meeting.

Touro University Academic Integrity Policy

The complete Touro University Academic Integrity Policy can be found here:
https://www.touro.edu/students/policies/academic-integrity/

Policy on Title IX and Sexual Misconduct

This policy applies to all members of the Touro University ("Touro") community, including students, faculty, and administrators as well as third parties (i.e. vendors, and invitees). Discrimination or harassment of any kind in regard to a person's sex is not tolerated at our institution. Information and/or training regarding this policy is available to students, faculty, and staff.

Touro promotes an environment in which the dignity and worth of all members of the community are respected. It is the policy of Touro that sexual intimidation of students and employees is unacceptable behavior and will not be tolerated.

Title IX Grievance Policy

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access our educational programs and opportunities.

This Title IX Grievance Policy became effective on August 14, 2020, and only applies to formal complaints of sexual harassment alleged to have occurred on or after August 14, 2020. Alleged Conduct that occurred prior to August 14, 2020 will be investigated and adjudicated according to the Title IX and Sexual Misconduct Policy then in effect.

Title IX Coordinator

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

Contact Information for the Title IX Coordinator:
Matthew Lieberman
3 Times Square, 11th Floor
New York, NY 10036
Phone: (646) 565-6000 x55667
Email: matthew.lieberman@touro.edu

Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

When Title IX Applies

The Title IX process will apply when all of the following elements are met:
1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred in Touro's education program or activity; and
4. The alleged conduct, if true, would constitute covered sexual harassment, as defined under Title IX, as:
    1. an employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
    2. unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity; or
    3. sexual assault (as defined in the Clery Act); or dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act (VAWA)).

If the alleged misconduct meets these requirements, then the Title IX grievance process applies, and the Potential Complainant may file a Formal Complaint or their prior Complaint submission will become a Formal Complaint. For the purposes of this Title IX Grievance Policy, "formal complaint" means a document – including an electronic submission - filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent about conduct within Touro's education program or activity and requesting initiation of the procedures consistent with the Title IX Grievance Policy to investigate and adjudicate the allegation of sexual harassment.

If the alleged misconduct does not meet these Title IX requirements, it requires a mandatory dismissal under Title IX, but it may be addressed by the broader Touro Sexual Misconduct Policy or another applicable Touro policy.

For more details surrounding the Title IX Grievance Policy please see:
https://www.touro.edu/titleix-policy/

Sexual Misconduct

Touro prohibits discrimination based on sex, including sexual harassment. The prohibition against discrimination extends to employment and third parties. Sexual harassment is unwelcome conduct of a sexual nature and can include sexual advances, request for sexual favors, and other verbal, non-verbal, or physical conduct. Environmental harassment (sometimes referred to as hostile environment) is sexually harassing conduct that is sufficiently severe, persistent, or pervasive to limit an individual's ability to participate in or receive benefits, services, or opportunities at Touro. This can include persistent comments or jokes about an individual's, sex; verbal behavior, including insults, remarks, epithets, or derogatory statements; nonverbal behavior, including graffiti, inappropriate physical advances short of physical violence such as repeated and unwanted touching; and assault, including physical violence or the threat of physical violence.

New York Law also defines these acts as crimes if any of them are engaged in with a person who is incapable of consent either because of the person's age or because the person is mentally defective, mentally incapacitated, or physically helpless. Therefore, sexual abuse, sodomy, and rape are sex crimes and violators will be prosecuted in accordance with New York Penal Law.

Retaliation against any individual who made a complaint will not be tolerated.

To officially file charges for an act of sexual assault or rape, please contact the Office of Institutional Compliance If the alleged perpetrator is a student, you can initiate disciplinary action against this individual. All incidents must be reported within six (6) months of their occurrence.

All divisions of Touro seek to foster a collegial atmosphere in which students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Discrimination or harassment of any kind is anathema to Touro's mission, history, and identity. Touro will resolve any identified discrimination in a timely and effective manner and will ensure that it does not recur. Compliance with Touro's policies and procedures is a necessary step in achieving a safe environment in our educational community. The policies set forth were developed to promote a safe educational environment in compliance with the Violence Against Women Act (VAWA) and a high-quality campus life.

Those believing that they have been harassed or discriminated against on the basis of their sex, including sexual harassment, should contact the Office of Institutional Compliance immediately. When Touro has notice of the occurrence, Touro is compelled to take immediate and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects.

This policy applies to all members of Touro, including students, faculty, and administrators as well as third parties (including, but not limited to, vendors, invitees, etc.). Information and/or training regarding this policy are available to students, faculty, and staff. In addition, information about this policy will be available on Touro's website.

Complaints may be filed by contacting the Office of Institutional Compliance:
Phone: 646-565-6000, ext. 55330
Email: compliance@touro.edu

For Further Information: Students are strongly urged to read the full policy at https://www.touro.edu/sexual-misconduct-policy/

Students are also urged to read the Annual Security and Fire Report.

Additional information about this policy will be available on Touro's website. Students may contact the Office for Civil Rights of the U.S. Department of Education for inquiries concerning the application of Title IX as well as the implementation of its regulations. The Office for Civil Rights can be contacted using the following information:

U.S. Department of Education
Office for Civil Rights
32 Old Slip, 26th floor
New York, NY 10005
Phone 646-428-3800
Fax 646-428-3843
Email: OCR.NewYork@ed.gov

Student Complaints

Touro University is committed to safeguarding the interests of all students. Students are entitled to be treated with fairness and respect in accordance with the University's policies and procedures. The University does not condone unfair treatment of students by administration, faculty and/or staff. Students who believe that they have been aggrieved by the University, and that such occurrence is not governed by another complaint mechanism, may seek redress through the complaint procedure outlined below. No adverse action will be taken against any person who files a complaint because of the filing of such complaint.

This student complaint procedure is available to any Touro University student who seeks to resolve a legitimate grievance directly affecting that student, provided that such circumstance is not governed by another complaint mechanism (see Exception to Policy below). The procedure only applies to complaints that are the result of actions by another member of the University community while acting in an official capacity (e.g. faculty member, administrator, or staff) in contravention of the written policies of the University or the school in which the student is enrolled.

If any student believes that his or her rights have been violated or infringed upon, or that Touro's policies and procedures have not been followed, that student may file a formal complaint with the Program Director for the program in which they are enrolled. When a complaint concerns an administrative function of the University, including, but not limited to, tuition refund and student financial assistance, a student may file a formal complaint with the University-wide director or supervisor of the administrative unit in question, or their designee. Prior to filing the formal complaint, the student should attempt to remedy the situation via an informal mediation (described in Phase One, found at https://touro.app.box.com/v/studentgrievancepolicy). If the informal mediation is unsuccessful, or if the student is uncomfortable attempting an informal resolution, then a formal complaint may be filed. The complaint should state, with particularity: the person(s) involved, the nature of the claim, the date, witnesses (if any), documents (if any), and the circumstances under which the alleged claim may have been committed.

Limitation Period
Claims under this policy may only be brought within sixty (60) calendar days of the alleged misconduct.

Exception to Policy

This Policy is not applicable to situations that are governed by other policies. For example, complaints of sexual harassment are governed by Title IX; the University currently has a robust policy and procedure for dealing with such allegations. Therefore, all such incidents are considered under that anti-harassment policy/process. Other examples of exceptions to the Grievance Policy include, but are not limited to, race discrimination, Code of Conduct violations, and ADA Reasonable Accommodations requests and complaints.

Additionally, this Policy is separate and distinct from the Touro University or program-specific grade appeals polices. Therefore, this Policy may not be used for appealing grades, dismissals, or academic decisions by any Touro University programs. Such appeals are governed by the Student Handbook or Catalog for the program in which the student is enrolled.

Students are urged to read the entire policy at https://touro.app.box.com/v/studentgrievancepolicy.

Alternative Dispute Resolution
See the Touro University NYSCAS Catalog.

Failure-to-Educate and Liability Disclaimer See the Touro University NYSCAS Catalog.

Touro Policy on Bias-Related Crimes See the Touro University NYSCAS Catalog.

Policy on Drugs and Controlled Substances See the Touro University NYSCAS Catalog.

Confidentiality of Student Education Records
THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)
See the Touro University NYSCAS Catalog.

STUDENT RESPONSIBILITIES AND RIGHTS
Campus Citizenship

Students of Touro University are expected to be considerate of all individuals at the University – fellow students, faculty, staff and administrators – and to help maintain a harmonious and supportive environment conducive to learning and the furtherance of academic pursuits. While specific regulations are listed on the following pages, it is expected that all members of the University community demonstrate respect for their colleagues, sensitivity to their needs, and tolerance for their ideas and views. Please cooperate with University officials by observing the rules and regulations of the University, and by exercising respect for University values and property.

Standards of Classroom Behavior

The faculty has primary responsibility for managing the classroom. Students who create a disruption in the classroom may be directed by the instructor to leave the class for the remainder of the class period. Behaviors defined as disruptive include persistently speaking without being recognized, using a cell phone in the class, eating in the classroom, interfering with the class by

entering and leaving the room without authorization, carrying on private conversations, and refusing to follow the directions of the course instructor.

To ensure a clean and healthy environment for all students at the University, eating drinking and smoking are not permitted in any classroom, laboratory, or auditorium.

Students are strictly forbidden to bring pets or other animals into any facilities of the University, unless they have obtained specific authorization in advance from the program director of their division/school.

Additionally, please see Touro's Policy on Weapons in the [Annual Security and Fire Safety Report](#).

Acceptable Use Policy for Information Technology

The Acceptable Use Policy provides for users of the institutional technology resources, facilities, and/or equipment to act responsibly, to abide by Touro's policies, and to respect the rights and privileges of other users. Each user of Touro technology resources is responsible for adhering to all legal and ethical requirements in accordance with the policies of Touro and applicable law.

All users of Touro technology resource users must submit, upon commencement of their relationship with Touro, or at another appropriate time, acknowledgement of the Acceptable Use Policy (AUP). In submitting the AUP Acknowledgement Form, each individual will be certifying that he/she has read and will comply with the AUP.

Students are urged to read the complete policy, which can be found at https://touro.app.box.com/v/AcceptableUsePolicy.

Internet Services and User-Generated Content Policy

As an educational institution, we recognize that these Internet-based services can support your academic and professional endeavors, but we are also aware that, if not used properly, they can be damaging. In both professional and institutional roles, students, faculty and staff should follow the same behavioral standards online as they should offline, and are responsible for anything they post to a social media site regardless of whether the site is private (such as a portal open to the Touro community only) or public. The same laws, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media and other university agents apply online as apply offline.

Students are urged to read the complete policy, which can be found at [https://touro.app.box.com/v/InternetService- UserGenContent](https://touro.app.box.com/v/InternetService-UserGenContent).

Dress Code

While individual variations regarding dress code and personal grooming are accepted, appropriate professional appearance is expected.

Anti-Hazing Regulations

No student or group of students shall encourage or participate in any form of hazing. Hazing is defined as action taken or situations created to produce excessive mental or physical discomfort, embarrassment, harassment or ridicule. This covers coercive activities and mentally degrading games.

No-Smoking Policy (including the use of electronic cigarettes or vapor devices)

Touro University recognizes the health, safety and benefits of smoke-free air and the special responsibility that it has to maintain an optimally healthy and safe environment for its faculty, students, employees and guests. Touro is committed to the promotion of good health, wellness and the prevention of disease and to comply with state law regarding smoking indoors. Out of respect and loyalty to the University and its mission, smoking (including electronic cigarettes) is not permitted inside any campus building, any of our healthcare facilities where patient care is delivered or inside University vehicles. Violators are subject to disciplinary action. In addition, smoking materials shall not be sold or in any way distributed under the auspices of Touro University.

EMERGENCY PROCEDURE INFORMATION

Medical Emergencies

The following instructions are designed to help you prepare for and deal with emergency medical situations that you may encounter during your work or study at Touro University. It is therefore important that you familiarize yourself with the material in this section.

First Responder:
- Assess the situation for safety. Take no action that may endanger yourself or others.
- Do not move a seriously injured person unless it is a life-threatening situation.
- Call the **Touro Emergency Hotline Number 1-88-TOURO-911** or **911**.
- Notify Security and shout for help.
- Inform Security of exact location, number of people involved, type of injury, cause, action taken and any other information you can provide (e.g. chemical, victim unconscious, heart attack).
- Render assistance if able. Keep other people away from the scene until help arrives.
- If the victim is conscious, obtain information about his/her injury or medical history.
- Avoid physical contact with blood or other bodily fluids.
- If exposed to bodily fluids wash the affected area with soap and water as soon as possible and report your exposure to the emergency responders when they arrive.
- Wait for emergency responders, keeping victim as calm and comfortable as possible. Do not transport someone in a private vehicle to a hospital unless absolutely necessary.

As soon as you are able, notify the Program Director's office of the Incident. The Program Director will notify the Touro University Office of Security. The victim's family will be notified by the Office of Security.

Minor Emergency (requires no more than first aid)

- Rinse chemical from skin or eyes with running water; rinse burns in cool water for 15 minutes; wash laceration or puncture wounds with soap and water; stop bleeding by applying pressure or tying a cloth tightly around the wound.
- Complete an Incident Report documenting the Incident, circumstances and cause if known and submit to your supervisor.

Blood and Bodily Fluid Precautions

Provide medical treatment or first aid only if you are trained to do so.

Exercise Universal Precautions when exposure to blood and bodily fluids is possible. Universal Precautions assume all blood and bodily fluids are potentially infectious. Therefore, it is very important to follow these instructions:

- Avoid contact as much as possible with blood and bodily fluid. Use latex gloves or gloves of other approved material whenever coming into contact with blood and bodily fluids.
- Avoid splashing of blood and bodily fluids. If splashing is inevitable, use eye protection and a face shield, if possible.
- Avoid puncture by sharp objects that may be contaminated with blood or bodily fluids.
- Dispose of contaminated materials as bio-hazardous waste. Contact the Department of Facilities for more information.
- Wash hands immediately after coming into contact with blood and bodily fluids.

If you were exposed to blood or bodily fluids and were not adequately protected with the use of gloves, eye protection, or a face shield do the following:

- Wash contaminated area thoroughly with soap and water for a minimum of 15 seconds.
- If eyes face or mucous membranes were splashed, flush these areas with water or saline solution for a minimum of 15 seconds.
- Wet eyes with saline to avoid them drying out.
- Report exposure to Emergency Personnel immediately.
- Record the source of the contamination.

The Heimlich Maneuver

Choking because of an obstructed airway is a leading cause of accidental death. If a choking person is not coughing or is unable to speak, that's your cue to perform the Heimlich maneuver immediately. If you are unable to, or are not comfortable performing the Heimlich maneuver call **911** or the Touro emergency hotline at **1-88-TOURO-911**. Here are a few steps to help save a choking victim:

1. Ask the choking person to stand if he/she is sitting.
2. Place yourself slightly behind the standing victim
3. Reassure the victim that you are about to perform the Heimlich maneuver to help.
4. Place your arms around the victim's waist.
5. Make a fist with one hand and place your thumb toward the victim, just above his/her belly button.
6. Grab your fist with your other hand.
7. Deliver five upward squeeze-thrusts into the abdomen.
8. Make each squeeze-thrust strong enough to dislodge a foreign body.
9. Understand that your thrusts make the diaphragm move air out of the victim's lungs, creating a kind of artificial cough.
10. Keep a firm grip on the victim, since he/she can lose consciousness and fall to the ground if the Heimlich maneuver is not effective.
11. Repeat the Heimlich maneuver until the foreign body is expelled.

DIRECTORY

Campus
3 Times Square
New York, NY 10036
(212) 463-0400 Ext. 55261

Administration

Jordan Yakoby, EdD, DNP, ACNP-BC, CCRN, CNE, FNYAM, FCCM, FNCS
Director and Associate Professor of Nursing
Room 322
jyakoby@touro.edu

Stephanie Palmer
Administrative Coordinator
Suite 320 #1
spalmer9@touro.edu
(212) 463-0400 ext. 55261

Anjelica Montalvo
Clinical Operations Manager
Suite 320 #15
amontalv3@touro.edu
(212) 463-0400 ext. 55804

Joy Sarabosing, MSN, RN, CEN
Laboratory and Simulation Manager
Instructor of Nursing
Suite 320 #12
lsarabos@touro.edu
(212) 463-0400 ext. 55199

Faculty
Faculty are located in Room 320 and are best reached by email but can be contacted by phone at:
(212) 463-0400 ext. 55261.

Bernal-Castillo, Oscar, MSN, RN, CCRN
Instructor of Nursing

Course(s) taught: Health Assessment

Buddle, Deidre, DNP, RNC-OB, C-EFM
Instructor of Nursing

Course(s) taught: Maternal Child

Chen, Anna, DNP, RN, MBA, FNP-BC
Assistant Professor of Nursing

Boyle-Egland, Patricia, MSN, RN, PNP-BC
Instructor of Nursing

Course(s) taught: Maternal Child

Cesar, Maylissah, MSN, RN
Instructor of Nursing

Course(s) taught: Pharmacology, Medical
Surgical Nursing 1

Chirayil, Suzanne, MSN, RN, FNP-BC
Instructor of Nursing

Course(s) taught: Health Assessment, Medical Surgical Nursing 2
Delmar, Katelyn, MSN, RN, PMH-BC
Instructor of Nursing

Course(s) taught: Mental Health, Medical Surgical Nursing 1

Gray-Brooks, Nicodee MSN, RN
Instructor of Nursing

Course(s) taught: Fundamentals, Health Assessment

Jones, Fayette, MSN, RN
Instructor of Nursing

Course(s) taught: Fundamentals, Health Assessment

Kaur, Manjinder, DNP
Instructor of Nursing

Course(s) taught: Pharmacology, Clinical Decision Making

Osei-Tutu, Peggy MBA, RN
Instructor of Nursing

Course(s) taught: Home Health Nursing concentration

Santram, Shiv, MSN, MBA, RN
Instructor of Nursing

Course(s) taught: Medical Surgical Nursing 1, Clinical Decision Making

Course(s) taught: Medical Surgical Nursing 2, Clinical Decision Making

Graham, Shevonba DNP, RN, FNP-BC, CMSRN, GERO-BC, PCCN, RNC, C-EFM
Assistant Professor of Nursing

Course(s) taught: Fundamentals, Pharmacology

Irizarry, Katherine EdD, RN
Instructor of Nursing

Course(s) taught: Health Assessment, Medical Surgical Nursing 1, 2

Jose, Jessy, MSN, RN
Instructor of Nursing

Course(s) taught: Fundamentals, Health Assessment

Nunez, Arlette, MSN, RNAC-CT
Instructor of Nursing

Course(s) taught: Pharmacology

Paris-Wilson, Marie DNP, WHNP-BC, RNC-MNN, CLC
Instructor of Nursing

Course(s) taught: Maternal Child

Sarabosing, Leil Joy, MSN, RN, CEN
Laboratory and Simulation Manager
Instructor of Nursing

Course(s) taught: Medical Surgical Nursing 1, 2; Clinical Decision Making

Seto, Alina, MSN, RN, PMH-BC
Instructor of Nursing

Course(s) taught: Medical Surgical Nursing 2

Webb Gedes, Raquel, MSN, RN
Instructor of Nursing

Course(s) taught: Home Health Nursing
concentration

Yakoby, Jordan EdD, DNP, ACNP-BC,
CCRN, CNE, FNYAM, FCCM, FNCS
Director of Nursing
Associate Professor of Nursing

Stewart-Martin, Rene, MSN, RN
Instructor of Nursing
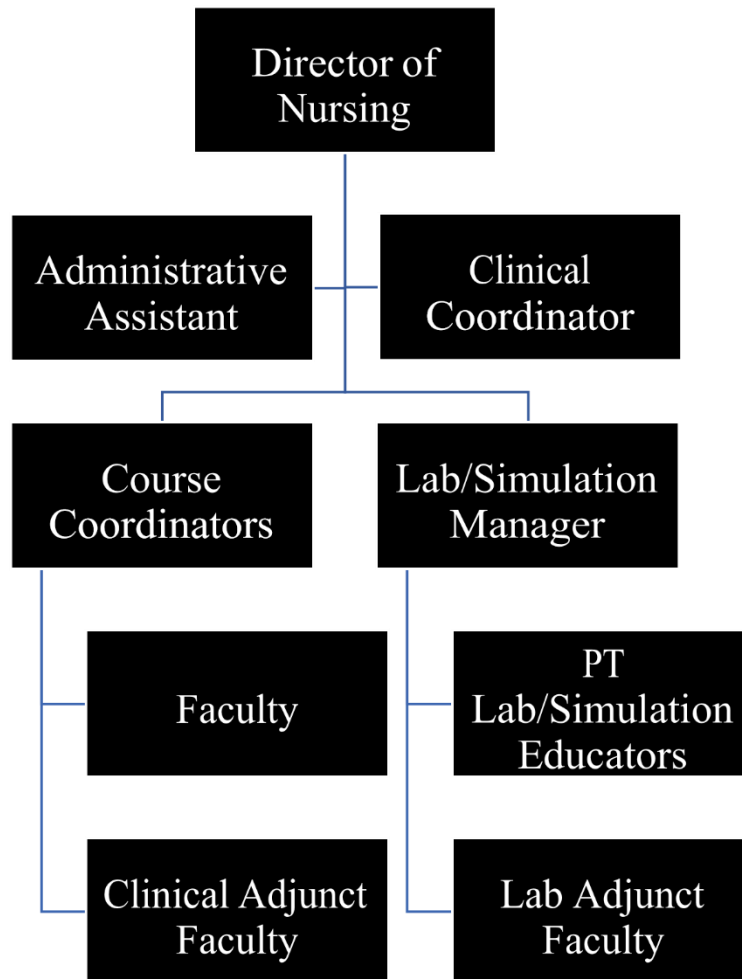
Course(s) taught: Fundamentals

Williamson, Marsha PhD, ANP-BC, FNP-
BC, CCRN-L
Assistant Professor of Nursing

Course(s) taught: Medical Surgical Nursing
1, Nutrition

Zurndorfer, Juda DNP, RN, ACNP-BC,
CCRN
Assistant Professor of Nursing

Course(s) taught: Community Service,
Clinical Decision Making

Appendix A: Department of Nursing Table of Organization


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                    ┌─────────────────┐
                    │   Director of   │
                    │     Nursing     │
                    └────────┬────────┘
             ┌───────────────┼───────────────┐
    ┌────────┴────────┐           ┌───────────┴────────┐
    │  Administrative │           │      Clinical      │
    │    Assistant    │           │    Coordinator     │
    └─────────────────┘           └────────────────────┘

    ┌─────────────────┐           ┌────────────────────┐
    │     Course      │           │   Lab/Simulation   │
    │   Coordinators  │           │      Manager       │
    └────────┬────────┘           └─────────┬──────────┘
             │    ┌───────────┐             │   ┌──────────────┐
             ├────│  Faculty  │             ├───│      PT      │
             │    └───────────┘             │   │Lab/Simulation│
             │                              │   │  Educators   │
             │    ┌──────────────┐          │   └──────────────┘
             └────│Clinical Adjunct│        │   ┌──────────────┐
                  │    Faculty     │        └───│  Lab Adjunct │
                  └──────────────┘              │    Faculty   │
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Appendix B: Background Check

Each student in the Nursing Program is screened prior to the first clinical semester. Students are responsible for the expenses incurred for the background check.

The licensing of health professionals is a process designed to protect the public. State licensure and/or certification boards (for example, The New York State Education Department) may require a background check as part of the application process for licensure. In addition, many clinical training sites require a background check. A criminal background may; (a) prohibit a student from participating in clinical experiences, which are required for successful completion of the program and obtaining a degree; and /or (b) prevent a student from obtaining a license or certification to practice in his/her chosen health profession.

Students in the Touro University New York School of Career and Applied Studies (NYSCAS) must successfully complete the program clinical education requirements to meet graduation requirements. In the event that a student's background check findings limit or prevent acceptance at clinical sites, the student may be unable to successfully complete the clinical education requirements and thus be unable to graduate. Therefore, a student with a criminal background who opts to enroll in the program does so at their own risk. Touro University is not responsible for a student whose criminal background prevents completion of the clinical rotations required by the program.

In addition, a criminal history may prohibit licensure. Each credentialing body has its own policies and procedures related to use and evaluation of background checks. It is the student's responsibility to determine if, after successful completion of a NYSCAS program, he/she will be permitted to take the licensing exam, and/or obtain a license and/or certificate to practice. Persons convicted of a felony may not qualify for Registered Nurse licensure.

While enrolled in the Nursing Program or on leave of absence from the Nursing Program, the student is responsible for notifying the Chairperson of the Department of any arrests, regardless of adjudication, that occur during enrollment in the Program. Failure to notify the Chairperson of the Department, promptly, constitutes grounds for dismissal from the Nursing Program.

Appendix C: Bootcamp and Tutorial

As part of a student's required academic experience, the Department of Nursing has implemented a Bootcamp. Bootcamp will take place every year before each semester offered. The purpose of Bootcamp is to provide academic support for both incoming and continuing students alike. Bootcamp will include seminars in testing skills, academic success coaching, orientation to new policies and procedures, review of student schedules, and a content refresher to help students prepare for the semester.

Attendance at Bootcamp is mandatory for all students. Failure to attend Bootcamp will preclude students from registering for nursing courses. Students who are already registered for courses will be withdrawn from all nursing courses. For the sake of defining 'attendance', the policy "Class Attendance" in this handbook shall apply, except that an absence will result in a withdrawal rather than a grade of 'C'. This administrative withdrawal will not count against students' progression in the nursing program within the meaning of the policy "Progression Criteria".

Furthermore, tutorials are a required part of the academic experience for students identified as needing additional learning support. Criteria used to refer students to tutorial include, but are not limited to, any student who:

➢ Scores less than 80% on two (2) consecutive weekly quizzes
➢ Scores less than 60% on any quiz, even if it is a first failure
➢ Scored less than 80% on any exam
➢ Poor performance on a practice ATI assessment
➢ Failed the course in the previous semester
➢ Withdrew from the course in the previous semester due to academic difficulty
➢ Students readmitted to the program or otherwise on academic probation

Students who are referred to tutorial, but do not attend tutorial within one week will be administratively withdrawn from the nursing course in which they were referred to tutorial. A student withdrawn from the course under this policy is not dismissed from the program. This policy is designed to improve student success in the program. Students should attend tutorial sessions after speaking with their professor and gathering an idea of what they did not master on the recent quiz or test.

Appendix D: Standardized ATI Grading Rubric

Complete the Practice Assessments			
4 pts. are earned by completing these two Practice Assessments with Focused Review if Level 1 or higher is achieved on Proctored Exam			
Complete Practice Assessment A *Remediation:* • Minimum one hour online Focused Review • For each topic missed, complete an active learning template		Complete Practice Assessment B *Remediation:* • Minimum one hour online Focused Review • For each topic missed, complete an active learning template	
TAKE: Standardized Proctored Assessment EXAM			
If you earn: Level 3 +4 pt.	If you earn: Level 2 +3 pt.	If you earn: Level 1 +0 pt.	If you earn: Below Level 1 +0 pt.
Remediation: • Minimum one hour Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember.	*Remediation:* • Minimum two hour Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember.	*Remediation:* • Minimum three hour Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember	*Remediation:* • Minimum four hour Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember
Remediation = +2 pts.	Remediation = +2 pts.	Remediation = +2 pts.	Remediation = +0 pts.
Total Points = 10/10	Total Points = 9/10	Total Points = 6/10	Total Points = 0/10
The total number of Points you can earn for this course using ATI is 10 (ten) [10% of the Course Grade]. Points earned depend upon: 1. Completion of Practice Assessments (Forms A & B) plus the focused review for each Practice Assessment 2. The grade (Level) Earned on the Standardized Proctored Assessment Exam 3. Remediation for the Proctored Exam			

Appendix E: Standardized Course Evaluation Criteria[1]

Didactic Component	
Graded Activities	**Percentages of Final Grade**
Exams	80%
Quizzes and activities	5%
CoursePoint+ or Other Assignments	5%
ATI	10%
Clinical Component (must pass to pass course)	
Bootcamp	Required for progression
SafeMedicate	Pass/Fail (must achieve 90% to pass course)
Nursing Care Plan (minimum of 2) *Clinical instructors may assign more at their discretion*	Pass/Fail (must pass to pass clinical)
Virtual Simulation (CoursePoint)	Pass/Fail (must achieve a minimum of 80% on each simulation; failure to complete a simulation will lead to a clinical failure) Virtual simulations ***must*** be completed before going to lab or clinical. If not completed, students will not be permitted to attend lab or clinical and this will be an unexcused absence, and may result in a clinical failure of the course
Clinical Judgment Exams (Midterm and Final)	Midterm – 60% Midterm Remediation – 20% Final – 10%
Simulation Success Day and Skills Lab (including IPE if offered)	Pass/Fail (must pass lab activities to pass course; absence is the same as a clinical absence)

[1] Courses without certain elements, for example, SafeMedicate, may remove those irrelevant items from the evaluation criteria table.

Appendix F: AAS in Nursing Re-Admission Policy

To apply to re-enter into the AAS in Nursing program, a student must have a zero balance and fill out and sign the Nursing Program's Memorandum of Understanding. If this paperwork is not completed and submitted with the application, the student's re-admission to the program will not be considered.

AAS Program Requirements for Re-Admission:

Students who have been dismissed from the program may, under special circumstances, be considered for readmission one time only via a student appeal. A successful application reinstates the student to the same point in the curriculum where they left off. Such an appeal must be placed in writing and addressed to the Nursing Appeals Committee and delivered to the Director of Nursing for dissemination to the committee. Students may be considered for readmission only after a minimum of a nine (9) month waiting period. At the sole discretion of the committee, reconsideration after seven (7) months may be possible if this aligns with the start of an academic term. Students may not apply for readmission if more than 1 year has passed from their dismissal from the program. The rationale for such an appeal must be as a result of mitigating or special circumstances and must include supporting documentation. Specifically, the student must submit in writing a letter which reflects on:

1. Why they were unsuccessful in their coursework.
2. What has changed that will now allow the student to meet the academic requirements of the program.

Mitigating or special circumstances to be considered may include the following:
• Natural disaster
• Serious illness requiring hospitalization
• Death of an immediate family member
• Financial hardship such as an eviction

The list above is not comprehensive, but rather contains examples of what may have adversely affected a student's academic success.

Upon receipt of the appeal, the Committee will review within ten (10) business days, unless the appeal is submitted during the summer or winter break, in which case the committee will review at its next regularly scheduled meeting. The student will receive a notice in writing disclosing the outcome of his/her appeal after the committee deliberates. The decision of the Committee is final and may not be further appealed. If re-admitted to the program, the committee may decide to allow the student to undertake only a part-time nursing load with or without probationary status reflected on the transcript. If this is the case, the student may be permitted to resume a full-time course of nursing study in the following term, subject to course pre-requisites.

During any probationary period, the student will receive academic advisement including a plan developed in conjunction with the Director of Nursing. Such a plan may include attending tutoring services, repeating coursework, and meetings with Nursing faculty to help improve academic performance. To be removed from academic probation, student must achieve the minimum standards of academic progress as outlined in the Student Nursing Handbook in relation to GPA and program completion in the subsequent semester. The student, in the sole discretion of the committee, may be admitted with a starting point in Fundamentals of Nursing (and co-requisite nursing courses) or they may be admitted to the program at a point equivalent to where they were previously.