

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



Undergraduate Nursing
Program Student Handbook
2025-2026

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Program Color Key

TBSN

ABSN

RN BS

SECTION 1: INTRODUCTION

1.1 Welcome from the Department of Nursing

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

1.2 Purpose of This Handbook

The Nursing Department's Handbook is a comprehensive guide for undergraduate nursing students. The handbook is a dynamic document subject to periodic updates and improvements. Students are expected to regularly review the current policies in the Nursing Undergraduate Handbook available on the MCNHS website. All nursing students, faculty, and staff are responsible for understanding and adhering to the policies, procedures, and requirements outlined in these documents. Failure to comply with these policies, procedures, and requirements may result in academic penalties.

Policies are subject to change; students will be notified via email in a timely manner of any important changes. The Manning College of Nursing and Health Science maintains the right to amend published policies and procedures.

This handbook supplements the online University publications, which contain general information related to student rights, academic policies, registration, financial aid, campus facilities, and course descriptions.

1.3 About the College

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

1.4 Nursing Department Philosophy

The philosophy of the Department of Nursing has been developed by the departmental faculty and is in accordance with the mission and vision of both the University and the College. This

philosophy contributes to the development and implementation of program goals and provides direction for students, faculty, and graduates. The faculty believes that the nursing meta-paradigm concepts include human beings, health, the environment, and nursing, and that the nursing discipline can be studied within a systems framework.

Nursing is an art and science with a body of knowledge concerning human beings, their environments, and their levels of functioning in health and illness in interaction with multiple systems- family, health care, community, and society. Nursing knowledge is based on different ways of knowing, including *facts* (empirics), *morals* (ethics), *personal* (personal experience), *creativity* (aesthetics), and *social awareness* (sociopolitical knowing). Ethical knowing includes rights and justice, responsibility, integrity, ethical comportment, and caring as a moral imperative. As an essential human service, nursing responds to the needs of society by implementing culturally sensitive, evidence-based nursing practices. The accumulation of evidence is facilitated by the nursing process and research guided by theory, augmented by knowledge from other disciplines such as the physical, biological, medical, social, and behavioral sciences. Current and historical contexts from political, social, legal, ethical, and economic perspectives are also considered in determining nursing practice.

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

The human being is an integral, whole, and open system with biological, psychological, social, developmental, spiritual, and cultural attributes. Humankind is the focus of nursing practice and is made up of diverse multicultural populations. The faculty believes that human beings possess

the right and ability to function on their own behalf in health promotion and disease prevention, detection, and management.

Education is a process in which changes, and learning is facilitated through interactions with teachers, learners, and the environment. Learning includes acquiring and generating new knowledge, skills, attitudes and values, and exercising sound clinical judgment, critical thinking, and reflection on actions. Optimal learning occurs when both the teacher and learner are motivated, open, engaged, and actively participate in creative, innovative, and integrative processes. Learning is fostered by freedom of inquiry in an environment of acceptance, trust, responsibility, and commitment to social justice.

1.5 Mission, Vision, Values, and Goals

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

MCNHS Mission, Values, Vision Statement, and Strategic Pillars	Department of Nursing Mission, Values, and Vision Statement	Department of Nursing Goals	Undergraduate Nursing Program Objectives (AACN Essential Domains)
<p>The MCNHS provides an intellectually rich and inclusive environment that fosters innovation in teaching, research, and service, for students, faculty, and staff, advancing systemic solutions for health across the lifespan and equity across populations.</p> <p>Values: Integrity, Transformation, Respect, Accountability, Collaboration, Excellence</p> <p>Vision: MCNHS will be recognized as a premier leader in the education of health innovators committed to achieving optimal population health equity in local and global urban communities is to improve the health of diverse urban populations through the integration of teaching, targeted research, service, practice and health policy in partnership with others.</p> <p>Strategic Pillars: Equity, Quality, Innovation, Population Health</p> <p>(Approved CNHS, Spring 2019)</p>	<p>MISSION: The mission of the Department of Nursing is to foster an anti-racist, inclusive, student-centered community of learners that promotes excellence and innovation in research and other scholarly activities, teaching, clinical practice, and service. The department prepares graduates to lead in advancing health equity, advocating for social justice, addressing social and structural determinants of health, and delivering quality care in complex health systems while embracing diversity across abilities and backgrounds.</p> <p>VALUES Excellence: Striving for the highest practice, research, and education standards. Integrity: Upholding ethical principles and accountability in all endeavors. Caring: Fostering compassion and empathy in all interactions. Collegiality: Promoting mutual respect, collaboration, and teamwork among students, faculty, and staff Inclusion, Equity, and Anti-Racism: Embracing diversity in all forms, including abilities, and advancing health equity through anti-</p>	<p>The goals of the Department of Nursing address the community of learners through practice, scholarship, instruction, and service to the University, communities, and the discipline of nursing. The goals are:</p> <p>Teaching & Practice Goal Foster excellence in teaching to enhance the success of learners to become professional nurses from diverse cultural and linguistic backgrounds.</p> <p>Service Goal Engage in interprofessional collaboration with the University, communities of interest and the profession of nursing</p> <p>Scholarship Goal Promote professional development and generate and disseminate nursing scholarship in the areas of discovery, teaching, and evidence-based practice.</p>	<ol style="list-style-type: none"> 1. Integrate knowledge from the liberal arts and sciences to enhance nursing knowledge and practice. (Domain 1) 2. Coordinate and deliver patient-centered care that is culturally sensitive and equitable in meeting the needs of diverse populations. (Domain 2) 3. Engage in scholarly inquiry to identify best evidence to deliver high quality nursing care for individuals, families, communities, and populations across the life span. (Domain 1, 2, 3, & 4) 4. Create a culture of quality and safety within complex healthcare systems to achieve optimal health outcomes across the lifespan for diverse populations. (Domain 5 & 7) 6. Integrate informatics and technology into contemporary professional nursing practice to provide equitable and safe care for individuals and communities. (Domain 2, 3, 8) 7. Engage in self-reflection to promote professional growth, personal well-being, leadership capacity, and lifelong learning in nursing practice. (Domain 10) 8. Develop a professional identity of accountability, social justice, legal responsibility, and ethical decision making that is reflective of excellence in nursing practice. (Domain 9) <p>Revised and Approved May 2025 Undergraduate Program</p>

	<p>racist and inclusive practices.</p> <p>Social Justice: Advocating for systemic change to address social and structural determinants of health.</p> <p>Lifelong Learning: Committing to ongoing personal and professional growth to adapt to evolving healthcare needs.</p> <p>VISION: To be the premier leader in preparing innovative nursing professionals who excel in practice, advocate for health equity and social justice, and achieve optimal health outcomes for individuals and populations.</p> <p>We aim to transform healthcare and redefine nursing in local, urban, and global communities through inclusive education, impactful research, and policy leadership.</p> <p>(Approved Spring 2025)</p>		<p>Committee and Department of Nursing. Dept. Oct 2025</p>
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1.6 Professional Nursing Standards

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

1.7 Shared Governance

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

1.8 Accreditation

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

1.9 Organization of MCNHS

The Dean of the College oversees the overall direction and operations of the College, including 4 departments: Exercise and Health Sciences, Gerontology, Nursing, and Urban Public Health. The Dean is supported by an Associate Dean of Academic Affairs, an Associate Dean of Research, and an Assistant Dean for Administration and Finance. The Department of Nursing Chairperson reports to the Dean. The Chairperson is supported by the Assistant Chairperson, Program Directors, Track Coordinators, Nursing Program Manager, and Program Assistants. The Department of Nursing Chairperson and Assistant Chairperson provide strategic oversight and advance curricula and policies developed by the faculty and Dean of the College. Undergraduate Program Directors are responsible for implementing curricula and policies with support from the Department of Nursing faculty, Nursing Program Manager, and Program Assistants. Undergraduate Nursing Program Directors oversee the program's professional staff working therein.

It is important for students to follow the chain of command to ensure it is addressed in the proper way. Following this process shows professionalism and helps ensure clear communication and fair outcomes.

The chain of command for students to follow with an issue or concern is as follows:

1. First, speak with your nursing faculty member, as they are your direct point of contact.
2. If the issue is not resolved, contact the Nursing Program Director.
3. If further follow-up is needed, you may then contact the Assistant Chair of the Nursing Program.
4. Finally, if the concern remains unresolved, the Chair of the Nursing Program will review the matter and make a final decision (if this is needed).

1.10 The Office of Student Success and Engagement (OSSE)

This department is supervised by the Executive Director and the Director of Advising who oversee a team of Student Services Specialists, Writing House Online (WHO), and the MCNHS First-Year Scholars program. The Student Services Specialists work closely with students on academic success, course registration, and other academic processes.

1.11 The Writing House Online (WHO)

The Writing House Online (WHO) is the Manning College of Nursing and Health Sciences' writing resource center. The aim of the Writing House Online is to help you become a stronger, more confident, and more accomplished writer. The Writing House Online offers a variety of resources to assist students, including writing guides, workshops, paper feedback, and live online tutoring sessions. Our tutors work with both undergraduate and graduate MCNHS students for coursework in major, elective, and general education courses, WPE/EWRAP, personal statements, resumes, and more.

The WHO offers two types of remote tutoring services:

Live Online Tutoring: Live tutoring sessions are *asynchronous*. These sessions allow you to consult with one of our tutors in real time about your assignment or paper. To book a live online

appointment, choose an appointment with one of our tutors. At the time of your appointment, log into the WHO platform, click on the appointment, and then click on the red box "Enter Live Online Tutoring Session." You will then meet online with a tutor to discuss your paper.

Paper Feedback: Paper feedback appointments are *asynchronous*. You will not meet online with a tutor. To book a Paper Feedback appointment, choose Paper Feedback appointment. You will upload your written coursework to the appointment, and within 12-24 hours, one of our tutors will review the paper and attach feedback to your appointment.

To register for an account: Visit the [UMB WHO homepage](#) where you will find a link to register.

To book an appointment: Visit the [WHO Scheduling page](#) and read the instructions.

If you have any questions about the WHO and their services, visit [the FAQ page](#)

or [email the WHO](#)

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

1.13 The Center for Clinical Education and Research (CCER) is staffed by a team of experienced nurses and simulation educators. It serves as the central hub for hands-on clinical learning, housing both the Nursing Skills Labs and the Simulation Suite. The CCER supports student success through a wide range of educational activities designed to strengthen clinical judgment, skill development, and readiness for practice. Students engage in clinical tutoring, hands-on workshops, and open lab sessions that reinforce key concepts from their courses. The CCER also facilitates required clinical competency examinations and provides structured opportunities to apply knowledge in realistic, practice-based scenarios. Through its resources and expert

guidance, the CCER plays a vital role in preparing nursing students for the demands of professional nursing practice.

SECTION 2: POLICIES AND PROCEDURES

2.1 Admission

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

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

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

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

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

2.2 Disability-Related Accommodations

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

The Ross Center for Disability Services approves and coordinates academic accommodations, provides resources, and offers training in assistive technology. If you are a student at UMB and have a disability, you may be eligible for accommodations through the Ross Center. For more

information about the Ross Center, including eligibility information and a description of the process for applying for reasonable accommodation for a qualified disability.

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

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

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

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

2.3 Attendance

The Manning College of Nursing and Health Sciences follows the university policy for attendance.

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

In the case of an absence of more than 3 days, students should request a Notice of Absence (NOA) letter from the Deans of Students office. [Forms - UMass Boston](#)

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

2.4 Advanced Placement of Military Personnel

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

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

2.5 Interdepartmental Transfers

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

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

2.6 Transfers Between Nursing Program Options

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

Requests to Take Non-UMB Courses during Program In accordance with university policy, all courses taken after matriculation to MCNHS must be taken at UMass Boston to receive credit. Students with a compelling rationale to enroll in a course at another accredited university or college while matriculating at UMass Boston in good standing must first discuss their plans with their Student Services Specialist and program director. The student must then seek permission from the Registrar. (NOTE: Only the Registrar can grant permission to take a course off campus). The student must use the Transfer Credit Permission Form to obtain permission from the Office of the Registrar. https://www.umb.edu/media/umassboston/content-assets/documents/pdfs/UndergradTransferCreditPermissionForm_SP22V1.pdf If this request is approved, the student should keep a copy of the approval for their records, register for the course at the location approved and after finishing the course successfully, submit an official transcript to the Registrar's Office as soon as it is available to have credit applied to the official UMass Boston degree audit. It is the responsibility of the student to ensure the completion of this process and that the transfer credit appears on their degree audit.

2.7 Courses Completed Prior to Matriculation

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

science courses must have been completed with a minimum grade of "C+" or better and within 10 years of transfer application.

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

2.8 Transfer Policies Transferring Credits to MCNHS

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

2.9 Educational mobility

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

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

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

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

The course description and syllabus from similar courses taken at an accredited program will be reviewed by the program director who will determine if they are equivalent and therefore transferable. MCNHS offers several options for educational mobility beyond the baccalaureate degree including BSN-MS, BSN-DNP, and BSN-PhD.

Traditional Undergraduate Nursing Students Taking Graduate Level Courses

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

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

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

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

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

2.10 Course Exemptions

“Students who have previously completed the MassTransfer Block at one of the 15 Massachusetts Community Colleges, are exempt from the “Verbal Reasoning and Expression”, “Arts or Humanities”, “Social and Behavioral Sciences” and “Natural Sciences” requirements. Students who hold a prior baccalaureate degree from an accredited, four-year College or University are exempt from the FYS, FE, AR/HU, World culture/World language (WC/WL) and Writing Proficiency requirements.

2.11 Incomplete Grades for Courses (INC)

See policy on incomplete grade at the following link:

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

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

2.12 Withdrawal

Undergraduate nursing students should follow the University's general Academic Regulations regarding course withdrawal and be aware of withdrawal policies and deadlines. Withdrawal from a clinical course or course with co-requisites should be discussed with Student Services Specialist and program director, as progression is based on fully meeting these requirements. Students must note that they are responsible for program costs if they withdraw from the program after the Add/Drop deadline. Registration in a clinical or lab course in a subsequent semester is based on space availability.

2.13 In-Semester Deadline Waiver and Retroactive Withdrawals

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

2.14 First-time Withdrawals

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

2.15 Subsequent Withdrawals

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

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

2.16 Voluntary Withdrawal from MCNHS

Students who consider withdrawing from the College or taking a leave of absence from the University should first discuss their situation with their faculty or Student Services Specialist. If a faculty advisor has not been assigned, students should discuss the situation with a Student Services Specialist or the Program Director.

If the student then decides to withdraw, they must first meet with their Student Services Specialist to discuss how this affects their progression in the program, and then the student must submit a Withdrawal form through the Registrar.

<https://www.umb.edu/registrar/forms/undergraduate/>

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

2.17 Readmission to MCNHS Nursing Programs

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

Instructions for readmission can be found here:

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

2.18 Filing for Graduation

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

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

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

- Complete a minimum of 30 residency credits at UMass Boston. (Students who hold a previous bachelor's degree from UMB must complete a minimum of 30 residency credits in addition to their first degree).
- Complete credits (54 credits for ABSN, 123 for TBSN) as reflected on the Degree Audit Report or Transcript and following the Curriculum Plan in effect when the student matriculated.

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

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

- Clear all restrictive "holds" listed in their WISER account, including outstanding balances, immunization records, and/or advising holds.
- Apply for Graduation online through WISER. This is listed on the UMB Commencement web page, and Student Services Specialists send out periodic reminder emails.

2.19 Nationally Recognized Predictive Exam Policy

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

TBSN

The predictive NCLEX assessments are administered in the last semester of the program, specifically, in the NU456 course. Students are required to complete comprehensive practice predictor assessments prior to sitting for the proctored comprehensive predictor exam. Specific remediation expectations are outlined in the course syllabus. Upon completion of the program, prelicensure nursing students are required to complete a specific external licensure. Nursing students are required to complete a specified external NCLEX-RN® review course offered by the program prior to taking NCLEX-RN®. Attendance for the NCLEX-RN review course is mandatory.

ABSN

The predictive NCLEX assessments are administered in the last semester of the program, specifically, in the NU471 course. Students are required to complete comprehensive practice predictor assessments prior to sitting for the proctored comprehensive predictor exam. Specific remediation expectations are outlined in the course syllabus. Upon completion of the program, pre-licensure nursing students are required to complete a specified external NCLEX-RN® review course offered by the department prior to taking NCLEX-RN®. Attendance for the NCLEX-RN review is mandatory. Approved UGPC 9/15

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

2.20 Academic Integrity

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

<https://www.umb.edu/academics/academic-integrity/> For a full list of actions that constitute academic dishonesty, refer to Types of Academic Dishonesty at:

<https://www.umb.edu/academics/provost/academic-integrity/integrity-errors/#d.en.741589>

Academic dishonesty sanctions can include a failing grade for an assignment or even the course. In severe cases, faculty may recommend further penalties, which are considered university sanctions, as outlined in the Student Code of Conduct.

2.21 Standards of Conduct

The Manning College of Nursing and Health Sciences has standards of conduct. As representatives of the College and University, MCNHS students are required to adhere to our standards of conduct outlined below:

1. Accept responsibility for one's actions and attitudes.
2. Develop and maintain appropriate personal and professional relationships and boundaries.
3. Demonstrate a respectful, sensitive, and non-judgmental manner with others, e.g., peers, faculty and staff members, clients, families, and the public, regardless of race, culture, ethnicity, religion, work experience, gender, age, difference of ability, and sexual orientation.
4. Demonstrate personal and professional honesty and integrity and are expected to adhere to the testing policies and guidelines listed in the course syllabi. Should a faculty member suspect a student of academic dishonesty, the faculty member will follow the policy for academic honesty.
5. Complete assignments as required and scheduled, providing prior notification to faculty of any emergencies which might interfere with this completion.
6. Participate in classroom, lab, and group/team activities, arriving on time and prepared.
7. Display professional appearance and presentation in all MCNHS-related activities.
8. Use good judgment in all decision-making and provide sound rationale for actions.
9. Respect others during classroom and lab activities, i.e., no talking while others are talking, silencing cell phones, and avoiding inappropriate use of computers.
10. Maintain confidentiality of client information in conversation, electronic, and written communications. In addition to our Code of Conduct, as a registered nurse, there is a professional code of ethics provided by the American Nurses Association.

American Nurses Association. (2025). Code of ethics for nurses.

<https://codeofethics.ana.org/home>

2.22 Plagiarism and Cheating

Should a faculty member suspect a student of plagiarism or cheating, the faculty member will notify the nursing student in writing of the charges and inform him/her of his/her rights and

responsibilities as outlined in the University's "Procedures for Academic Dishonesty":

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

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

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

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

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

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

Student Services Specialists in OSSE can work with students throughout this process.

2.23 Code of Conduct

Should a member of MCNHS faculty or administration suspect a nursing student of a breach of the code of conduct as defined in either the UMB Code of Conduct

https://www.umb.edu/media/umassboston/editor-uploads/campus-life/dean-of-students/UMass_Boston_Code_of_Conduct_08.07.25_ada.pdf that person will notify and submit a report to the Dean of Students Office. <https://www.umb.edu/campus-life/dean-of-students/referral--complaint-forms/>

2.24 Intolerance

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

2.25 Electronic Communication & Social Media Policies

All those who represent the Manning College of Nursing and Health Sciences are expected to exercise respect, sensitivity, discretion, and politeness in all forms of communication, including verbal, nonverbal, written, and electronic.

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

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

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

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

The Manning College of Nursing and Health Sciences website includes a faculty/staff directory with contact information to facilitate communication between students, faculty, and staff: [Directory - UMass Boston](#)

There is also an Offices & Directory listing on the University website. However, before contacting faculty or staff members, be sure to review appropriate information on the MCNHS website and this Handbook, as many of your questions will be answered there.

2.26 Student Rights and Grievances

All concerns will be handled in accordance with written policies of the University of Massachusetts Boston and the Manning College of Nursing and Health Sciences. The college encourages direct communication for resolution of the concern. Concerns may relate to, but are not limited to, the course expectations, the overall program of study, faculty, classmates, college staff, or other college activities.

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

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

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

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

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

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

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

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

2.27 Appeals of Grades Received

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

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

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

The Beacon2Beacon program is a conflict resolution program and support for students. They offer a range of services targeted at empowering students with services to include conflict coaching, mediation, facilitation, and understanding your options.

<https://www.umb.edu/campus-life/dean-of-students/resources-for-students/beacon2beacon/>

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

2.28 Dismissal from MCNHS Programs

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

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

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

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

All students who meet the criteria for dismissal will be given an opportunity to appeal to the Nursing Department Standards and Credits committee (SCC). Appeals will only be granted in situations where extenuating circumstances exist. If the committee overturns a dismissal, the student is allowed to continue in the nursing program, although the committee may apply stipulations for continuing in the program. The committee may also opt to uphold the dismissal. In those cases, the student will be dismissed from the nursing program and required to select another major in order to continue as a student at UMass Boston.

Students who are dismissed may have an option to appeal to the Senior Associate Dean of Academic Affairs for the Manning College. The decision of the senior associate dean will be considered final.

2.29 Policy Exception Requests

Under extenuating circumstances, a student may petition to allow a policy exception such as taking a course out of sequence, without a co-requisite. Petitions are reviewed on a case-by-case basis. Nursing students must first review their request with their Student Services Specialist who will consult with the Program Director. The student must submit a formal, typed letter of petition that clearly outlines the requested exceptions and the rationale for the request. This letter of petition should be sent at a date that is provided by the Student Services Specialist via email to MCNHSstudentservices@umb.edu or mail to MCNHS Student Services, University of Massachusetts Boston, 100 Morrissey Blvd., Boston, MA 02125. The letter should include the student's rationale and supporting evidence for the policy exception request. Students will be notified of the Committee decision after it meets. The policy exemption letters are reviewed by the Program Director and/or Standards and Credits Committee. If the extenuating circumstance involves the student's disability, the Ross Center will be consulted regarding the petition. If the extenuating circumstance involves sexual harassment, pregnancy related conditions, or other forms of legal prohibited harassment or discrimination CRTIX will be consulted regarding the petition. The student will be informed of the decision via email by the Student Services Specialist.

2.30 Student Understanding of Handbook

MCNHS students, faculty, and staff members are responsible for reading this handbook and familiarize themselves with applicable policies and requirements outlined herein, and all are expected to refer to the most current version of the Handbook available on the MCNHS website. Some of the policies are unique to the Manning College of Nursing and Health Sciences and may differ from the University policies.

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

SECTION 3: UNDERGRADUATE NURSING PROGRAMS

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

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

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

Online RN to Bachelor of Science (for registered nurses with an associate degree)

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

3.1 MCNHS Undergraduate Programs

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

Traditional BSN Julianne Mazzawi, PhD, RN

Accelerated BSN Kimberly Sykes, DNP, RN, CCRN

RN/ BSN Judith Pare, PhD, RN, RHNC

3.2 Program Objectives

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

utilized by program faculty in assessing, analyzing, and determining action for ongoing program improvement.

The objectives of the undergraduate nursing program are:

1. Integrate knowledge from the liberal arts and sciences to enhance nursing knowledge and practice.
2. Coordinate and deliver patient centered care that is culturally sensitive and equitable in meeting the needs of diverse populations.
3. Engage in scholarly inquiry to identify best evidence to deliver high quality nursing care for individuals, families, communities, and populations across the life span.
4. Create a culture of quality and safety within complex healthcare systems to achieve optimal health outcomes across the lifespan for diverse populations.
5. Collaborate across healthcare settings to assess the needs and concerns of diverse populations within complex healthcare systems.
6. Integrate informatics and technology into contemporary professional nursing practice to provide equitable and safe care for individuals and communities.
7. Engage in self-reflection to promote professional growth, personal well-being, leadership capacity, and lifelong learning in nursing practice.
8. Develop a professional identity of accountability, social justice, legal responsibility and ethical decision making that is reflective of excellence in nursing practice.

3.3 Curriculum

The curriculum plans for each track in the undergraduate program:

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

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

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

3.4 Writing Proficiency Requirement/Exams (WPR/WPE)

The purpose of the Writing Proficiency Requirement is where students demonstrate the ability to evaluate different points of view, read critically, and write analytically. Fulfilling the WPR/WPE is a requirement within all Baccalaureate degree programs at the University. Nursing

students who have a previous bachelor's degree and some transfer students (who have over 90 credits) are eligible to waive the Writing Proficiency Requirement. The Writing Proficiency Office can answer questions related to the waiver process. Further information on these requirements can be found on the Writing Proficiency website:

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

3.5 Early Alerts, Competency Testing, and Warning Notices

The Undergraduate Nursing Program participates in the University Academic Early Alert System. An Early Alert is a type of mid-term "grade" that is being submitted in WISER. Students will see green (satisfactory), yellow (caution), or red (in danger of failing) grades in wiser. If you receive a yellow or red alert, talk with your professor and Student Services Specialist for guidance. If you receive a green alert, keep up the good work.

3.6 Progression

Students in the Undergraduate Accelerated Bachelor of Science in Nursing program option (ABSN) must successfully complete all four courses each semester to progress to the next semester. Failure to achieve the benchmark grade of 77 or greater, failure to demonstrate competency of the identified skills, and/or failure in clinical will result in a failing grade for the course(s). In MCNHS, the first grade of "C" or below in a required Nursing (NU) will result in academic probation. Students who do not successfully complete a course must meet with their student services specialist to discuss options for academic progression. Probation status also occurs if the GPA falls below 2.5.

3.7 Grading

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

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

3.8 Pass/Fail (P/F)

In accordance with university policy, only one course per semester may be taken pass/fail. If the minimum cumulative GPA of 2.50 is maintained, there is no specific limit to the number of general education courses which may be taken Pass/Fail. Students should remember that grades of "P" neither add to nor significantly reduce the quality points used to calculate their GPAs (Grade Point Average); however, a grade of "F" is treated the same in all conditions and is likely to significantly reduce a student's overall GPA. <https://www.umb.edu/registrar/policies/pass-fail-withdrawal/>

For TBSN and RN/BS

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

For ABSN

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

3.9 Academic Progression Undergraduate

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

- Attend all New Student and Clinical Orientations, as scheduled, to gather the information necessary to undertake the program and maximize potential for success.
- Complete the University's General Education requirements.
- Complete core nursing requirements outlined on the Curriculum Plan specific to the program of study.

- Maintain a cumulative GPA of 2.50 or higher every semester for the program duration. If the cumulative GPA falls below 2.5 (after completion of the 1st semester of the nursing program), the student will be dismissed from the program.
- Receive a grade of "C+" or higher in all required Science courses (A&P I and II, Chemistry, Microbiology and Nutrition), HLTH courses (212 Health Promotion and Teaching, 230 Growth and Development, 201 Pathophysiology), and all Nursing courses. Students in the accelerated nursing program must receive a grade of "C+" or higher in all Health Science pre- requisite courses and Nursing courses. A grade less than "C+" in any of the listed courses is considered a failing grade and will result in being placed on probation.
 - Students who receive a grade of "C" or below for the first time in any Nursing course will be placed on probation.
 - Students who receive a grade of "C" or below for the second time in any required HLTH, nursing or science course will be dismissed from MCNHS.
 - If a student fails either a clinical or lab portion of a nursing course, the student fails the entire course and must repeat ALL the course components.
- Complete all mandatory examinations, including but not limited to class exams, competency testing, the Writing Proficiency Exam (not applicable for ABSN students), standardized Exams and Clinical Medication Administration and Calculations Examinations. Completion of standardized examinations and NCLEX Prep course is required for preparation for the NCLEX exam.
- Manage their academic career by reviewing their Degree Audit Report and student account on WISER and meeting periodically with a Student Services Specialist and/or Faculty Advisor.
- **For TBSN students:** Complete all general education requirements and electives prior to the beginning of the 8th semester. Only NU455 and NU456 can be taken during the 8th semester.

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

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

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

3.10 Independent Study - TBSN

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

- a brief description of the proposed area of study
- objectives and learning activities
- evaluation methods
- time frame and number of credit hours per week (1-3).

The Program Director/faculty member, in collaboration with the student, may revise the proposal and collaborate with the Department Chairperson if needed. The Program Director inputs grades for nursing students registering for independent studies.

3.11 Requirements for Writing Papers

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

Please refer to university policy regarding plagiarism, academic dishonesty, and their related consequences. Students may consult the Writing House Online or other writing resources on

campus for writing support. It is the student's responsibility to utilize available university resources to support their writing skills.

3.12 Research Opportunities for Undergraduate TBSN Nursing Students

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

SECTION 4: UNDERGRADUATE CLINICAL POLICIES

The Department of Nursing offers clinical experiences in a variety of settings. The Clinical Internship and Placement Office (CIPO) maintain valid and current contractual agreements with these numerous facilities and agencies. Nursing students must meet the expectations of both MCNHS department of nursing and the assigned clinical agencies regarding professional conduct, attire, health clearance, background checks and other requirements. Individual clinical agency policies may supersede UMB and MCNHS policies. Both the College and students must adhere to all applicable clinical agency requirements within the identified dates and timelines, or the placements cannot be secured for clinical experiences.

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

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

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

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

4.1 Good Moral Character

All MCNHS students, faculty and staff are expected to read, understand, and comply with the College's policy regarding Essential Nurse Competencies and Good Moral Character (GMC). Prior to receiving a clinical placement, students must sign an acknowledgement of this policy. This policy rests on the assumption that pre-licensure nursing students will become eligible for licensure as registered nurses. The professional nature of these experiences requires that nursing students fulfill requirements related to Essential Nursing Competencies and GMC. Violations of either Essential Nurse Competencies and/or GMC standards may be addressed through the Undergraduate Nursing Program Director or the MCNHS Standards and Credits Committee.

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

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

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

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

4.2 Clinical Placement Requirements

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

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

Clinical clearance documents must be submitted according to the procedures specified by their option director and the CIPD representatives. Deadlines will be provided and failure to meet

these deadlines may result in administrative withdrawal from the clinical course. Students are responsible for checking their email during Summer and Winter breaks as these are the clinical onboarding periods. Students are fully responsible for completing and submitting clinical clearance requirements and agency onboarding requests correctly and on time. Following initial clearance, it is the students' responsibility to remain in compliance with clinical requirements. Nursing students are responsible for all costs related to required immunizations, tests, certifications, insurance, illness, and/or hospitalization.

4.3 Cardiopulmonary Resuscitation (CPR) Certification

TBSN

All nursing students entering NU226 must enroll in the RQI 2025 Health Care Provider course for CPR certification. After completing the online HeartCode module, students will practice and test their skills by using the self-directed HeartCode Voice-Assisted-Manikin (VAM) system, available in the CCER. The initial certification is valid for two years. However, to maintain active status, students are required to complete quarterly skills checks, with each check extending the certification by 90 days. Ongoing quarterly compliance is mandatory to remain current in CPR certification throughout the nursing program.

ABSN – RN BS

All other students must hold a valid Basic Life Support Provider certification from either the American Red Cross or American Heart Association. BLS certification must remain active throughout the semester; if any certification expires mid-semester, it must be renewed by the deadlines set by the CIPO office. Students may complete their BLS Provider certification in the CCER.

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

Students accepted into a MCNHS undergraduate nursing program must undergo a Criminal Offender Record Information (CORI) and National Background Check (NBC) biannually in order to participate in the clinical component of their program. The College is authorized and certified by the Commonwealth of Massachusetts Criminal History Systems Board (CHSB) to access CORI and other national background records including convictions and pending criminal cases;

students will be screened by an authorized CORI Administrator. A copy of the College's CORI policy is freely available to students upon request.

4.5 Initial Screening

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

4.6 Subsequent Notice of Violation(s)

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

4.7 Disputes/Discrepancies Regarding CORI/NBC Results

Applicants challenging the accuracy of the CORI shall be provided with a copy of CHSB's Information Concerning the Process in Correcting a Criminal Record. If the CORI record provided does not match the identification information provided by the applicant, MCNHS will make a determination based on a comparison of the CORI record and documents provided by the applicant. MCNHS may contact CHSB and request a detailed search consistent with CHSB policy. If necessary, CIPO will ask the Associate Dean to convene a CORI Committee, which will be comprised of CORI authorized individuals. The committee will review each case individually to determine a plan of action. If we reasonably believe the record belongs to the applicant and is accurate, then the determination of eligibility for practical experience will be made. Unless

otherwise provided by law, factors considered in determining suitability may include, but are not to be limited to the following:

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

4.8 Health and Insurance Clearance

In accordance with MCNHS policy and Massachusetts state law, all students are required to provide proof of required immunizations https://www.umb.edu/bursar/health_insurance and health insurance. Students should have insurance sufficient to cover all medical expenses related to injuries incurred while in clinical or academic settings.

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

4.9 Medication Administration and Clinical Calculation Competency

Safe Medication Administration Policy

TBSN and Incoming Spring and Summer 2026 ABSN Students

Upon entering NU226 in the TBSN program and level one in the ABSN program, students will receive access to safeMedicate®, a web-based program designed to ensure competency in clinical calculations and accurate technical measurements of medications administered.

Students will complete the self-paced modules assigned to the corresponding clinical course, as indicated in the course syllabus. Math proficiency and accurate technical measurement are required for medication administration. Under no circumstances will students be allowed to administer medications in a clinical setting prior to passing the safeMedicate Exam with 100%.

Exam Format Each semester; students will take a 60-minute safeMedicate[©] exam comprised of 20 items in Authentic Assessment format. Exams will be cumulative, covering material from all past semesters. Students with testing accommodation must provide documentation from the Ross Center to the CCER at least three days in advance.

Students who do not test on the scheduled dates will earn a zero on the missed attempt. Make-up exams are not provided for missed attempts. Course faculty and clinical coordinators will be notified of student results after each exam.

Initial Remediation Students who do not meet the 100% benchmark after safeMedicate Exam #1 will be expected to complete a self-remediation plan provided by the CCER.

Clinical Alert Status Students who do meet the 100% benchmark after safeMedicate Exam #2 will be placed on clinical alert and will be notified that they are at risk for a clinical failure. These students are required to complete an in-person remediation, which includes practical skills and practice assessments. Achieving 100% on these practice assessments is required to be eligible for Safe Medicate Exam #3.

Inability to achieve the required 100% benchmark on safeMedicate Exam #3 will result in clinical failure unless all the criteria below are met:

1. The student scores 90% or higher on Exam #3.
2. Upon faculty review of the student's activity in safeMedicate, it is determined that the user record reflects significant effort to improve their score.
- 3.

Opportunity for Fourth Attempt Following faculty confirmation that students have met these criteria, students will be given a fourth and final attempt. The students will need to obtain a 100% benchmark on the 4th attempt to pass. No further attempts will be given to any student following safeMedicate Exam #4, resulting in a clinical failure and subsequent failure of the associated didactic course. Students with a resulting clinical failure should meet with the course clinical coordinator, course faculty, lead clinical coordinator and advisor to discuss their academic plan.

Revised Undergraduate Program Committee April 2025

ABSN students admitted prior to the Spring 2026 semester

Students admitted to the ABSN program prior to the Spring 2026 semester will receive access to ATI Dosage Calculation and Safe Medication Administration learning modules and assessments. The Dosage Calculation assessments consist of eleven assessments in the following content areas: Fundamentals, Adult Medical Surgical, Nursing Care of Children, Mental Health, Maternal Newborn, and Critical Care. Each proctored assessment consists of 25 scored items and 10 unscored items related to the appropriate dosage calculation of medications. The time allowed for each assessment is 90 minutes. Math proficiency is required to administer medications safely in the clinical setting beginning in level two.

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

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

Students must reach the 100% benchmark on the Dosage Calculation Proctored Assessment every semester. Students who have not achieved 100% on the proctored assessment after their second attempt must schedule an appointment to meet with their clinical course faculty member and level coordinator to develop an intensive remediation plan prior to taking their third attempt. Inability to achieve the required 100% benchmark on the dosage calculation assessment #3 will result in clinical failure unless all the criteria below are met:

1. The student scores 90% or higher on Exam #3.

2. Upon faculty review of the student's activity in ATI, it is determined that the user record reflects significant effort to improve their score.

Opportunity for Fourth Attempt Following faculty confirmation that students have met these criteria, students will be given a fourth and final attempt. The students will need to obtain a 100% benchmark on the 4th attempt to pass. No further attempts will be given to any student following dosage calculation assessment #4, resulting in a clinical failure and subsequent failure of the associated didactic course.

4.10 Expectations for Clinical Performance and Conduct

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

the chances for student success. A total of three Clinical Alerts in the same clinical course will lead to clinical failure and consequently course failure.

8. If a nursing student's clinical practice is determined unsafe, unprepared, or inappropriate at any time during the semester by nursing faculty or clinical agency staff, the student will be removed from a clinical placement. Removal from clinical placement under these circumstances will result in a notice of Academic Warning and possible clinical failure. Unsafe, unprepared, or inappropriate practice may result in additional consequences, up to and including dismissal from the College.

9. Under no circumstances are students permitted to self-enroll in activities at the CCER during scheduled didactic course times or clinical experiences. Failure to adhere to this policy will result in a referral to the course faculty and clinical coordinator for further review.

4.11 Professional Attire of Nursing Students

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

4.12 Professional Attire with Uniforms

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

Other Uniform Requirements:

- Clean, standard white (no trim or colors) nursing shoes or plain white or black leather athletic shoes are acceptable (i.e., no high tops, trim colors, or open toes or open heels).
- A watch with a second hand (not a smart watch), stethoscope, and a manual blood pressure cuff are required when starting your clinical coursework. Other equipment may also be required depending on the clinical course.

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

4.13 Professional Attire When a Uniform is Not Appropriate

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

1. Professional attire must be neat, clean, and appropriate – neither overly casual nor overly formal. Slacks, skirts, and dresses are acceptable.
2. The following items are considered too casual and are not permitted: jeans, stretch pants, sweatshirts, sweatpants, T-shirts, sneakers, sandals, revealing clothing, mini-skirts, or shorts.
3. A UMass Boston name pin must be worn at all times, regardless of attire, when participating in clinical educational activities or as directed by faculty.

4.14 Jewelry, Hair, Nails and Beards

Policies related to jewelry, hair, nails, and beards are based on infection control standards and are intended to reduce the risk of inadvertent transmission of microorganisms between patients and students.

1. Jewelry: Only a watch, one (1) band ring, and one pair of small stud earrings may be worn.
2. Earrings: Must be small studs or flesh-tone gauges.
3. Hair: Must be worn off the collar and secured away from the face.
4. Nails: Must be clean and trimmed to a reasonable length. Artificial nails and chipped polish are not permitted.
5. Facial hair: Students must be clean shaven or have beards and mustaches that are neatly trimmed and kept close to the jawline.

4.15 Fragrances and Gum Chewing

To promote a safe and healthy clinical environment—and to accommodate individuals who are medically sensitive to scented products—students should refrain from wearing any fragranced items on clinical days. This includes, but is not limited to:

- Colognes
- After-shave lotions
- Perfumes

- Scented deodorants
- Hair sprays or similar products

Gum chewing is not permitted during clinical activities

Clinical agency or unit policies may be more restrictive. For example, maternity units may prohibit long sleeves. Students must fully comply with all agency and unit-specific policies.

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

Students are expected to always maintain a professional appearance in the CCER. Portraying a professional image reinforces the values of the nursing profession and supports a respectful, patient-centered learning environment. Out of courtesy, earbuds should be removed when engaging in conversation with peers, faculty, or staff.

Students are expected to follow the guidelines for clinical uniforms outlined in sections 4.11, 4.12, 4.13, 4.14, and 4.15. Students **must be in full clinical uniform** to participate in the following activities:

- Course simulation
- On-campus clinical (e.g., NU226)
- Clinical referral
- Competency testing

Clinical uniform is not required for tutoring appointments, open lab, or academic referral sessions.

4.17 Missed Clinical Day Make-up

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

4.18 Health and Safety Concerns

Faculty may temporarily remove a student from a clinical experience due to practice, safety, or health concerns. If a student is removed from a clinical experience due to practice, safety, or

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

4.19 Pregnancy

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

4.20 Incidents of Illness/Injury in Clinical or College Settings

Nursing students who become ill or injured while in clinical or at MCNHS may receive emergency treatment in the agency or, if it occurs on campus, at UMB. The Agency's and University's designated forms must be completed by the nursing student and faculty if necessary. The nursing student is expected to pay for services rendered, through their medical coverage. Nursing students should obtain medical advice from their own primary care provider, or UMass Boston Health Services, if they become ill or are exposed to an infectious disease. Faculty should

consult with the Program Director and Clinical Placement Specialist about all incidents occurring in the clinical areas and required reporting. A Clinical Incident Report must be completed and submitted to the CIPO.

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

4.21 Transportation to/from Clinical Placement

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

4.22 Clinical Evaluation and Grading Policy

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

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

4.23 Clinical/Lab Alerts and Failure

If, at any time during the semester faculty deems a nursing student's clinical, and/or lab performance to be unsatisfactory, the student will be issued a written Clinical/Lab Alert. The

nursing student must work toward achieving all the required improvements, utilizing all available resources to support success. The student should also meet with the academic and/or faculty advisor for further guidance and support. Alerts and At-Risk of Failure notices may not be appealed. Clinical failure will result in course failure. The Manning College of Nursing and Health Sciences holds students to a higher standard than that of the University due to the requirements of public health and safety elements of nursing education. Standing at the University is noted as follows: 1. Good Standing 2. Alert 3. Warning 4. Probation 5. Extended Probation 6. Suspension 7. Dismissal.

4.24 Withdrawing from Clinical Courses

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

4.25 Re-entry to Clinical Courses

As a condition of re-entry to a clinical course following a stop out of greater than two semesters, pre-licensure nursing students must have their nursing knowledge, and clinical skills refreshed and must demonstrate at least a minimum level of competency required for progression in the clinical nursing courses. The specifics of the remediation process will be determined by the Undergraduate Nursing Program Director. For pregnancy-related re-entries reasonable effort will be made to effectively reinstate the student to the same status as was held when the leave began. Intent to return to clinical courses from a stop out must be declared during the registration period for the subsequent semester.

4.26 Verification Procedure for CNA/PCA Position

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

Once you have successfully completed NU 226 (TBSN) or Level 1 (ABSN) and remain a student in good standing, you are eligible to request a letter to verify Academic and Clinical status. To have a letter sent to the agency of interest, please adhere to the following instructions. Please note the following: this is not a certification; this is a verification of your status of completion of a Fundamentals' course.

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

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

2. The email must include the following information:

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

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

Additional information

- If you are applying to more than one agency, be sure to send all the information for each agency and an email from each agency must be sent.
- We cannot provide any additional information, i.e., TB results, transcripts, copies of clinical evaluation tools or other information other than verification. You will need to provide any additional information directly to the agency.

- After processing, all letters will be sent directly to the agency via mail, fax or email. No letters will be given to the student.
- In the case of the American Red Cross, students will receive their letter in a sealed envelope.
- If you have any additional questions about the process, contact the program assistant.