



University of Bridgeport



AY 2020 – 2021

STUDENT HANDBOOK

2020-2021 UBSN Student Handbook

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1. Preface

All students entering the School of Nursing are responsible for being familiar with and complying with the current version of the School of Nursing (the “Program”) Student Handbook (the “Handbook”), which contains policies and procedures for the Program generally, as well as specific Program components. The School of Nursing adheres to all the University policies as stated in the *Key to UB* and the Catalog unless otherwise stated in the Handbook.

All students are also responsible for being familiar with and complying with the current version of the *Key to UB* and the *University of Bridgeport (the “University”) Catalog*. Please refer to the *Key to UB* and the *University Catalog* for full University policies and procedures. Online editions of the *Key to UB* and the *University Catalog* contain the most current version of these materials, available respectively at:

http://www.bridgeport.edu/docs/StudentLife/KeytoUB/Key_to_UB.pdf

<http://www.bridgeport.edu/academics/registrar/ub-catalog/>.

This edition of the Handbook replaces any previous version of the Handbook. The online edition of the Handbook contains the most current version of these materials, which is available at

<http://www.bridgeport.edu/academics/schools-colleges/school-of-nursing/>.

This Handbook covers policies for the entire curriculum and the requirements for the Program’s clinical components. Students must comply with all requirements contained therein.

The policies and procedures contained herein are subject to change without prior notice. The provisions of this Handbook do not and are not intended to create either an expressed or an implied contract with any student. The University reserves the right in its exclusive direction to add, modify, delete, deviate or amend the provisions of the Handbook, or grant exceptions from the applicability of its provisions

2. Overview of the School

a. Vision and Mission

University of Bridgeport: The University of Bridgeport offers career-oriented undergraduate, graduate and professional degrees and programs for people seeking personal and professional growth. The University promotes academic excellence, personal responsibility, and commitment to service. Distinctive curricula in an international, culturally diverse supportive learning environment prepare graduates for life and leadership in an increasingly interconnected world. The University is independent and non-sectarian. *Adopted by the Board of Trustees on April 23, 2004*

University of Bridgeport School of Nursing: The vision of the School of Nursing is to educate professional nurses who display a commitment to clinical excellence, global healthcare, and lifelong learning.

The mission of the School of Nursing is to provide innovative, evidence-based healthcare education that prepares a professional nurse to provide compassionate care that incorporates professional values of caring, excellence, integrity and diversity in the delivery of safe, quality healthcare and advancement of the profession within a global society.

The mission of the University Of Bridgeport School Of Nursing (UBSN) is congruent with the mission of the University of Bridgeport.

b. Accreditation and Licensure

The University of Bridgeport is accredited by the New England Association of Schools and Colleges, Inc. (NEASC) through its Commission of Higher Education. Accreditation of an institution of higher education by NEASC indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited university is one that has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.



Accreditation:

The baccalaureate degree in nursing program at The University of Bridgeport is accredited by the Commission on Collegiate Nursing Education:

Commission on Collegiate Nursing Education (CCNE)
655 K Street
Northwest Suite 750
Washington, DC 20001
(202) 887-6791
www.ccneaccreditation.org

Licensure:

The baccalaureate degree in nursing program at The University of Bridgeport is licensed by the State of Connecticut, Office of Higher Education and the State of Connecticut, Department of Public Health, Board of Examiners for Nursing.

CT Office of Higher Education
450 Columbus Boulevard, Suite 510
Hartford, CT 06103-1841.
The agency's main telephone numbers are voice (860) 947-1800; fax (860) 947-1310.

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Connecticut Board of Examiners for
Nursing Dept. of Public Health
410 Capitol Avenue, MS# 13PHO
P.O. Box 340308
Hartford, CT 06134-
0308
(860) 509-7603-Menu Option 2

c. **Philosophy and Core Values**

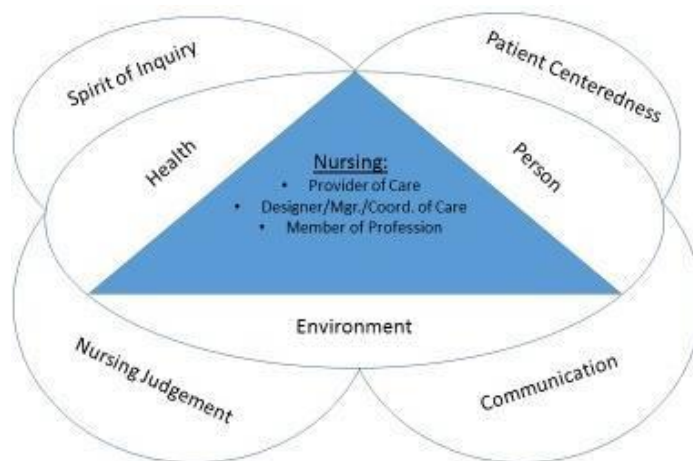
The goals of the UBSN Baccalaureate program are to prepare the graduate nurse for entry-level practice in a variety of healthcare settings, to provide the foundation for graduate nursing education and /or continuing education as a lifelong learner, and to contribute to quality patient outcomes.

The UBSN philosophy integrates the national standards and principles of professional nursing organizations, with the academic and curricular values of the School of Nursing. Specifically, as to the latter, UBSN philosophy is grounded in the standards, principles, and guidelines of the American Association of Colleges of Nursing Baccalaureate Essentials, the National League for Nursing Competencies for baccalaureate graduates, and the QSEN competencies for quality and safety in nursing education.

The caring, professional nurse is the epitome of the nursing profession, which consists of the following four core values (as defined by UBSN):

- ***Caring:*** A concept central to professional nursing practice encompassing the nurses' empathy for, connection to, and being with the patient, as well as the ability to translate these affective characteristics into compassionate, sensitive, and patient-centered care.
- ***Excellence:*** Reflects a commitment to continuous growth, improvement, and understanding. It is a culture where transformation is embraced, and creative, bold and original strategies are continually sought to do things better.
- ***Integrity:*** Acting in accordance with the ANA Code of Ethics for Nurses (Appendix A) and ANA Nursing Scope and Standards of Practice (Appendix B). Integrity is evident when organizational principles of open communication, ethical decision-making, and humility are encouraged, expected, and demonstrated consistently. UBSN students are responsible to foster an environment of academic integrity and mutual respect and are accountable to maintain a high standard of ethical conduct as described in the Key to UB: Academic Integrity Policy, Principles, and Procedures.
<https://www.bridgeport.edu/life/key-to-ub-student-handbook/>
- ***Diversity:*** The culture of diversity embraces acceptance and respect for the differences among persons, ideas, values, and ethnicities while affirming the uniqueness of each.

Academically, UBSN builds on a foundation of the liberal arts and sciences, integrating the following four nursing competencies, as further described below: patient centeredness, the spirit of inquiry, nursing judgment, and communication. Additionally, Neuman's Model – which encompasses the four major assumptions of nursing, person, health, and the environment – is interwoven into the design of the University of Bridgeport School of Nursing curriculum model as the interconnecting links for course design.



- **Patient-Centeredness:** An orientation to care that incorporates and reflects the uniqueness of an individual patient’s background, personal preferences, culture, values, traditions, and family. A patient centered approach supports optimal health outcomes by involving patients and those close to them in decisions about their clinical care. Patient centeredness supports the respectful, efficient, safe, and well-coordinated transition of the patient through all levels of care continuously advocating for disease prevention, wellness, and promotion of healthy lifestyle, including a focus on population health. (NLN, 2010; AACN Baccalaureate Essentials, 2008, QSEN, 2005)
- **Spirit of Inquiry:** A persistent sense of curiosity that informs both learning and practice. A spirit of inquiry in nursing engenders innovative thinking and extends possibilities for discovering novel solutions in ambiguous, uncertain, and unpredictable situations. A nurse infused by a spirit of inquiry will raise questions, challenge traditional and existing practices, and seek creative approaches to problems. (NLN, 2010)
- **Nursing Judgement:** The application of critical thinking and clinical reasoning with the integration of evidence-based practice to determine safe, effective decisions for the provision of patient care. Integration of best evidence ensures that clinical decisions are informed to the extent possible by current research. (Craig & Smith, 2007)
- **Communication:** The exchange of information, thoughts, and feelings. The ability to listen and respond to clients’ needs, convey both oral and written information and utilize available technology to assure the quality and safety of patients. Communication occurs with individuals and in groups, and with diverse patient and inter-professional populations.

Finally, in addition to the foregoing, the UBSN program is based on the program goals and outcomes on the Institute of Medicine’s (IOM) report on *The Future of Nursing: Leading Change, Advancing Health* (2010), Commission on Collegiate Nursing Education (CCNE) *Standards & Professional Nursing Guidelines Standards for Accreditation of Baccalaureate and Graduate Nursing Programs* (2013), American Nurses Association *Scope & Standards of Practice* (2012), the ANA *Code of Ethics for Nurses* (2015), *Quality and Safety Education for Nurses (QSEN) Competencies, Nurse of the Future, Nursing Core Competencies* (2010), and the American Association of Colleges of Nursing *Essentials of Baccalaureate Education for Professional Nursing Practice* (2008).

Specifically, The American Association of Nursing *Essentials of Baccalaureate Education for Professional Nursing Practice* emphasizes the following nine expectations of a baccalaureate-nursing program (available in full at <http://www.aacn.nche.edu/education-resources/BaccEssentials08.pdf>):

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- **Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice**
A solid base in liberal education provides the cornerstone for the practice and education of nurses.
- **Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety**
Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.
- **Essential III: Scholarship for Evidence Based Practice**
Professional nursing practice is grounded in the translation of current evidence into one's practice.
- **Essential IV: Information Management and Application of Patient Care Technology**
Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.
- **Essential V: Health Care Policy, Finance, and Regulatory Environments**
Healthcare policies, including financial and regulatory, directly and indirectly, influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.
- **Essential VI: Inter-professional Communication and Collaboration for Improving Patient Health Outcomes**
Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.
- **Essential VII: Clinical Prevention and Population Health**
Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.
- **Essential VIII: Professionalism and Professional Values**
Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.
- **Essential IX: Baccalaureate Generalist Nursing Practice**
The baccalaureate graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments. The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.

d. Student Learning Outcomes (SLOs)

Student learning outcomes or SLOs are statements specifying what students will know, be able to do or be able to demonstrate when they have completed the nursing program. The UBSN program has nine (9) SLOs, all of which are equally important to achieve:

- Synthesize knowledge from a liberal education in communication, human experience, scientific literacy, analysis, and global society.
- Communicate using an ongoing interactive process that builds therapeutic interpersonal and inter-professional relationships for an increasingly interconnected healthcare environment.
- Apply the nursing process to provide patient-centered, evidence-based, clinically competent, contemporary professional nursing care.

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- Apply critical thinking skills to support excellence in nursing practice and to provide comprehensive, compassionate, evidence-based nursing care across the life span.
- Promote healthy lifestyles through health education, health promotion strategies and population-focused interventions.
- Comprehend system-based practice and its impact on safe, quality patient care within the scope of professional nursing practice.
- Apply leadership and management skills in the provision of safe, quality and cost-effective care in the continuum of healthcare environments.
- Exercise innovative inquiry in the use of information and patient care technology with knowledge based on research for the improvement in patient outcomes.
- Practice within the values, ethics, and legal standards of professional nursing.

e. **Technical and Professional Standards**

Technical standards, as distinguished from academic standards, refer to the physical, cognitive, and behavioral abilities required for participation and completion of all aspects of the curriculum and for entry into the nursing profession. Technical standards are common to all nursing programs.

These standards are not intended to deter any student who might be able to complete the requirements of the curriculum with reasonable accommodations. Requests from students or prospective students for reasonable accommodations should be directed to the Office of Student Accessibility Services (see Section 11 of this Handbook for more information).

Each student must be able to meet the following technical standards and related skills, with or without reasonable accommodations:

- **Communication:** Must be able to communicate effectively with patients, families, and members of the healthcare team through oral, written, and interpersonal means. Must be able to obtain information, describe patient situations, and perceive both oral and non-verbal communication (including the ability to understand normal speech without seeing the speaker's face).

Must be able to speak, comprehend, read, and write in English at a level that meets the need for accurate, clear, and effective communication. Examples include but are not limited to: giving clear oral reports, reading watches or clocks with second hands, reading graphs, reading and understanding documents printed in English, writing legibly in English, discriminating subtle differences in medical terminology.

- **Observation:** Must be able to observe a patient accurately. Examples include but are not limited to: listening to the heart and breath sounds; visualizing the appearance of a surgical wound; detecting bleeding, unresponsiveness or other changes in patient status; detecting the presence of foul odor; and palpating an abdomen.

Must be able to detect and respond to emergencies, including audible alarms (e.g. monitors, call bells, fire alarms).

- **Motor Function and Endurance:** Must have sufficient strength and mobility to work effectively and safely with patients and carry out related nursing care. Examples include but are not limited to: lifting and positioning patients (lifting up to 50 pounds, carrying up to 25 pounds), transferring patients in and out of bed, cardiopulmonary resuscitation (AHA Health Care Provider), preparation and administration of medications (oral, injection, intravenous, including hanging IV bags at shoulder height), reading and emptying body fluid collection devices below bed level, application of pressure to stop bleeding, clearing/opening an obstructed airway, provision of daily hygiene care.

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Must be able to complete assigned periods of clinical practice, including up to 12-hour shifts (including days, evenings, nights, weekends).

Must be able to respond at a speed sufficient to carry out patient assignments within the allotted time.

- **Cognitive and Affective:** Must possess the mental and emotional health required for total utilization of intellectual abilities. Must be able to tolerate physically taxing workloads. Must be able to respond and function effectively during stressful situations. Must adapt to rapidly changing environments and respond with flexibility in uncertain situations. Must be able to interact appropriately with others (patients, families, members of the healthcare team) in various healthcare contexts.

Students must be able to meet all technical and professional standards to enroll in UBSN program and attend classes/lab/clinical experiences. Students are required to identify prior to enrollment that they meet these standards (with or without reasonable accommodations) and are required to notify the School of Nursing immediately for any changes in their abilities to meet the technical and professional standards. Clinical agencies may have additional or agency-specific technical standards. In the event of a conflict, the clinical agency technical standards apply.

In such instances, the program will attempt to provide a comparable alternative learning experience but if that is not possible, students may not be able to progress in the program or complete program requirements.

f. Administration and Faculty

Administration

Dawn Nair, DNP, MSN, APRN, APN-BC, CNE, Interim Director

Faculty:

Elizabeth Armstrong, DNP, MSN, RN, CNE

Christine Booth, DNP, RN, CHSE

Janet Dombroski, Ph.D., CMSRN

Rosale Lobo, Ph.D., RN

Sally Maglione, MSN, RN, CCRN, CNE,

Deborah Morrill, MSN, RN, CMSRN

Esther Park, Ph.D., RN

Marlene St. Juste, MSN, APRN, FNP-BC

Linda Tampellini, DNP, MSN, RNC-MNN

Suzanne Turner, MSN, MSHA, RN, CMSRN

Christopher Sage, DNP, RN, CCRN, CNE

Linda Wagner, EdD, MSN, RN

Staff:

Ahmed El-Sayed Ph.D., MSEM, BSEE; Simulation Technology Specialist, Postdoctoral Research Fellow

Sheniqua Ewers, Executive Secretary

The UBSN main office number is 203.576.2345

3. **Health, Drug, Background Check Requirements**

In addition to meeting all admissions requirements which include a completed application packet of all official transcripts of courses taken, two professional references, any healthcare experience, official score of ATI Test of Essential Academic Skills (TEAS VI), all UBSN students must satisfactorily complete the following health, drug, and background check requirements prior to matriculation and throughout the UBSN program.

a. **Health Requirements and Vaccinations**

All students must meet the following requirements, except those who qualify for Medical or Religious exemption. To apply for an exemption, students must fill out the [Medical or Religious Exemption form PDF](#) and the exemption must be approved in writing by the Director for on-campus activities and the Clinical Coordinator and/or off-site supervisor for off-site clinical experiences. Please be aware that without certain immunizations, certain clinical sites may refuse to accept the placement, which may result in a delay in progression in the course and in the UBSN program.

1. Matriculation: All students must meet the UBSN Health Requirements for nursing students upon admission or prior to or at the start of classes as documented on the form titled: UNIVERSITY OF BRIDGEPORT STUDENT HEALTH SERVICES HEALTH FORM A For All Nursing Students, available on the University of Bridgeport website at:
<http://www.bridgeport.edu/life/student-services/health-services/health-and-immunization-requirements/>

The form includes medical information as proof of pre-admission physical, tuberculin screening, and immunizations to the University of Bridgeport Student Health Services completed within the past year.

2. Ongoing Requirements: It is the responsibility of the student to submit evidence of all required annual updates of immunizations and certification renewals (including PPD testing and flu vaccinations). In order to be eligible for clinical placements, students MUST meet all University immunization requirements and any additional requirements imposed by the clinical agency to which the student is assigned. In cases where the clinical site does not pay for the completion of any additional required immunizations, the student is responsible for paying any associated fees. Without full clearance of immunization requirements, students may not be eligible to begin clinical learning experiences, and consequently may be unable to meet program requirements.

b. **CPR Certification**

- Nursing students must provide proof of the following Basic Life Support (BCLS) certification: American Heart Association (AHA) Basic Life Support (BLS) for the Health Care Professional. Students must provide a copy of the AHA BLS Health Care Professional Level Card indicating active certification. AHA requires recertification every two years.
- American Red Cross “Basic Life Support (BLS) for Healthcare Providers.” Students must provide a copy of the American Red Cross BLS Card for Health Care Providers indicating active certification.

***Do NOT** register for a course that includes *first aid* this is not the appropriate course for student nurses.

If there are any questions regarding the suitability of a particular CPR course, the student should contact the Executive Secretary in writing to confirm that the course is sufficient.

c. **Drug Testing**

UBSN requires all Traditional BSN students to satisfactorily complete drug testing prior to the first day of class. Drug checks are administered by the Connecticut League for Nursing (“CLN”) through Employee Reference Services (“ERS”). Prior to matriculation, students receive a memorandum regarding drug testing, including information for registering for and authorizing the drug test.

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- **Authorization:** An authorization for the drug test must be completed at least two (2) months prior to the start of class.

Failure to complete the authorization within the prescribed time period may result in a delay of classes and clinical placement. Students declining or refusing to authorize a background check are prohibited from entering the clinical phase of UBSN, resulting in automatic dismissal from UBSN.

- **Information contained in the Drug Test:** A “12 Panel Drug Test will be conducted by CLN, consisting of the following: Amphetamines, Barbiturates, Benzodiazepines, Cocaine, Marijuana, Methadone, Methaqualone, MDA-Analogues, Opiates, Oxycodone’s, Phencyclidine, and Propoxyphene.

- **Additional Checks Required by Certain Clinical Sites:** Students are also required to comply with the drug test policy of any off-campus clinical site at which they seek to participate. Some off-campus sites require drug test(s) beyond that required by the University (i.e. additional check(s) may be required). Failure to comply shall result in sanctions, up to and including dismissal from the UB program.

- **Procedure:** Drug tests are not the property of the University -- those services are only provided by CLN. CLN reviews each positive drug screen report to determine whether there is any drug present that might affect a student’s ability to be placed at an off-campus clinical site. Where necessary, CLN communicates directly with the off-campus site to confirm and facilitate placement (inquiring whether the site will accept an anonymous student with specific drug results). Upon confirmation of placement from CLN, the University provides a list of students to the off-campus site who will be placed.

If CLN cannot place a student at any clinical site due to the student’s drug test results, acceptance shall be revoked (if prior to the first day of class) or the student will be referred for discipline in accordance with UBSN disciplinary procedures (if matriculated).

- **Fees:** Costs associated with drug tests are the responsibility of the student. If an off-campus clinical site requires an additional test, students are responsible for covering that cost as well.

- **Recordkeeping:** The University does not have access to or receive copies of drug tests. Notwithstanding, all materials generated in accordance with this Policy shall be maintained for five (5) years.

d. **Criminal Background Checks**

UBSN requires all students satisfactorily complete a criminal background check(s) prior to the first day of class in the program. All background checks require a social security number. A social security number is required for admission into the Traditional BSN nursing program. Our background checks are administered by the Connecticut League for Nursing (“CLN”) through Employee Reference Services (“ERS”). Prior to matriculation, students receive a memorandum regarding the background check, including information for registering for and authorizing the background check.

- **The basis for a Background Check:** The University is committed to educating and training students of high moral character who exhibit the professional qualities required for licensure candidacy in the health sciences disciplines. Accordingly, the University conducts criminal background checks to identify any student whose criminal history may:

- Interfere with his/her qualification for professional licensure;
- Inhibit his/her ability to successfully complete required clinical rotations, particularly as all clinical sites in Connecticut require a successful CORE (defined below) background check; and;
- Affect his/her suitability to practice in a health sciences profession requiring: ethical judgment; responsibility for the health, welfare, and safety of patients; and highly regulated access to confidential and sensitive information.

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- **Authorization:** An authorization from the student is required to complete a criminal background check. This must be completed at least two (2) months prior to the start of classes. Failure to complete the authorization within the prescribed time period may result in a delay of classes and clinical placement. Students declining or refusing to authorize a background check shall be prohibited from matriculating, resulting in the revocation of acceptance to UBSN.
- **Information contained in the Background Check:** A “CORE” background check will be conducted by CLN, consisting of the following: state criminal background check of all states resided in the last five (5) years (including Connecticut), federal criminal background check of all states resided in the last five (5) years, National Sex Offender search, Homeland Security search, and Office of Inspector General Search.
- **Additional Checks Required by Certain Clinical Sites:** Students are also required to comply with the background check policy of any off-campus clinical site at which they seek to participate. Some off-campus sites require a background check(s) beyond that conducted by the University (i.e. additional check(s) may be required). Failure to comply shall result in sanctions, up to and including dismissal from the UB program. e.g. Fingerprinting
- **Procedure:** Background checks are not the property of the University-- those services are only provided by CLN. CLN reviews each background check to determine whether there is any criminal conviction that might affect a student’s ability to be placed at an off-campus clinical site. Where necessary, CLN communicates directly with the off-campus site to confirm and facilitate placement (inquiring whether the site will accept an anonymous student with specific conviction). Upon confirmation from CLN, the University provides a list of students to the off-campus site who will be placed¹.

If CLN cannot place a student at any clinical site due to the student’s criminal record, acceptance shall be revoked (if prior to the first day of class) or the student will be automatically dismissed from UBSN in accordance with the UBSN disciplinary procedures (if matriculated).
- **Fees:** Costs associated with criminal background checks are the responsibility of the student. If an off-campus clinical site requires an additional background check, students are responsible for covering that cost as well.
- **Recordkeeping:** The University does not have access to or receive copies of the background checks. Notwithstanding, all materials generated in accordance with this Policy shall be maintained for five (5) years.
- **Falsification of Information:** Any false information submitted as part of the UBSN admissions process (specific questions regarding convictions or related misconduct) or this background check process, shall result in revocation of acceptance and/or automatic dismissal from UBSN.
- **Confidentiality:** The University maintains the confidentiality of all criminal background checks unless release is otherwise required by law.

Notice regarding Effect of Criminal Convictions on Licensure: Felony and misdemeanor convictions, as well as other behavior that does not conform to the accepted standards of the profession, may affect a student’s eligibility for licensure (and participation in clinical rotations). As requirements vary by state, students are solely responsible for consulting the state licensing boards in the state(s) they seek to practice. For more information about the effect of a criminal conviction on eligibility for licensure in Connecticut, please see the link in footnote two below.²

Due to these stringent licensure requirements, any student arrested between matriculation and graduation must immediately notify his/her Director in writing to disclose the arrest. Any questions or concerns should be directed to the School of Nursing Director.

***False Information or an Omission in the School of Nursing Application or as Part of Background Check Process.**

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Any omission or false information in the School of Nursing admissions application or background check process (see above), shall result in automatic dismissal from the School of Nursing.

¹Students are required to conduct themselves professionally and in a manner befitting of a healthcare professional throughout their enrollment with the Health Sciences Program. As such, after a successful background check and entry into the clinic, the **University, in its absolute discretion, retains the right to end a student's clinical participation, if at any time; information comes to its attention that the student is not morally suitable.** The student will be referred to the Health Science Program's disciplinary process for determination of sanctions, up to and including dismissal.

Acceptance into a clinical rotation does not constitute a waiver by the University to discontinue a student's clinical participation, should information regarding a student's unsuitability be discovered.

² <http://www.portal.ct.gov/DPH/PractitionerLicensingInvestigations/PLIS/Practitioner-Licensure-General-Policies-and-Procedures>

4. Academic Policies of UBSN

a. Attendance Policy

Each student is required to attend and participate in all lectures, laboratories, clinical exercises, examinations, and all other course-related activities.

Excused absence: An excused absence requires that a student provide written request to his/her faculty member. An excused absence is limited to the circumstances and deadlines narrowly defined below:

- **Religious Holidays:** must be requested in writing to the faculty member at least three (3) days before the religious holiday. Ex post facto (after the fact) notice is not accepted;
 - **Known Medical or Legal Reason:** must be requested in writing at least seven (7) days before the absence. The faculty member may require documentation. Ex post facto notice is not accepted;
 - **Death in Immediate Family:** includes death of significant other, child, mother, father, siblings and/or grandparents. A written notice must be provided within three (3) days of the absence;
 - **Medical:** unplanned medical or health issue, including without limitation: car accident, illness, injury to the body, etc. The written notice must be provided within three (3) days of absence. Documentation may be required by the faculty member; or
 - **Miscellaneous Extenuating Circumstances:** unexpected or unplanned circumstances, including without limitation: inclement weather or serious illness of dependent. The written notice must be provided within three (3) days of absence. A faculty member may require documentation.
- Any missed assignment or examination must be made up within one week of the excused absence. If the student fails to do so in a timely manner, s/he shall receive an automatic grade of zero for the missed work.

Unexcused Absence: An unexcused absence is defined as follows: An absence which, in the faculty member's discretion, does not qualify as excused absence (as defined above); or

- Any instance where a student arrives to class more than 15 minutes late to class or leaves class more than five (5) minutes early. Should the student arrive at class late or leave early, it is the student's responsibility to immediately contact the faculty member in writing to document that s/he arrived or departed within the required window (e.g. if class starts at 8 am and the student arrives at 8:07 am, the student must email the faculty member before 8:16 am to document his/her arrival or s/he will receive an unexcused absence).
- Any missed assignment or examination resulting from unexcused absences shall earn an automatic grade of zero. There will be no opportunity to retake or submit at a later date.

Clinical Unit/Agency Absence: In the event of clinical lateness or absence, all students are required to leave a message on the clinical faculty voicemail and call the clinical unit or agency at least 60 minutes prior to scheduled clinical hours. If for any reason, a student needs to leave a clinical lab or clinical observational experience prior to the scheduled time, the clinical faculty must be notified. Failure to do so is grounds for dismissal.

- All clinical absences will be made up. Clinical absences in excess of two (2) may jeopardize the

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successful completion of clinical objectives and may result in a clinical grade of “Failure” (F).

- Absence also includes those students who are held from clinical experiences due to noncompliance with mandatory requirements (e.g. PPD, CPR, malpractice insurance, etc.)

Nursing on Campus (Laboratory)/Simulation Absence

Classroom laboratory and simulation absences are made up on the dates scheduled by the faculty. If a nursing student was, absent from a classroom laboratory (lab) or simulation exercise, he/she is required to contact the appropriate laboratory/simulation faculty within one week of missing the lab/simulation to schedule a makeup session. Missed classroom laboratory and simulation experiences must be made up within two weeks of the missed lab/simulation.

Students must be flexible to accommodate their classroom laboratory/simulation make-up. Successful completion of the assigned make-up session is required to pass the course.

b. Curriculum

The UBSN Overall Curriculum Plan illustrates the required sequencing of courses for the academic year. Each course is a pre-requisite to the next course in the sequence. Please see below:

Year I-Pre-Nursing-Track-Gen Ed Courses

Fall Semester: 16 weeks		Spring Semester: 16 weeks	
<i>Courses</i>	<i>Credits</i>	<i>Courses</i>	<i>Credits</i>
*English Comp & Rhetoric ENG 101	3	*Anatomy & Physiology II BIOL 114	4
*Anatomy & Physiology-BIOL 113	4	*Public Communication Mass Comm 110	3
*General Psychology PSYC 103	3	*Sociology 101 SOCI 101	3
*Freshman Seminar-FYS 101/Liberal Arts Elective	3	*Introductory Chemistry CHEM 113	4
*Intro College Statistics & Algebra MATH 103	<u>3</u>	*Life Span Development PSYC 205	<u>3</u>
Total Credits	16	Total Credits	17

Year II-Nursing

Fall Semester: 16 weeks		Spring Semester: 16 weeks	
<i>Courses</i>	<i>Credits</i>	<i>Courses</i>	<i>Credits</i>
Microbiology BIOL 106	4	NURS 206 Health Maintenance & Restoration I	6
*Fine Arts	3	NURS 208 Pharmacology for the Professional Nurse	3
NURS 201 Intro to Professional Nursing	2	*Humanities	3
NURS 202 Fundamental of Professional Nursing	4	*Math 203 Elementary Statistics	<u>3</u>
NURS 204 Health Promotion I: Health Assessment	<u>3</u>		
Total Credits:	16	Total Credits:	15

Year III-Nursing

Fall Semester: 16 weeks		Spring Semester: 16 weeks	
<i>Courses</i>	<i>Credits</i>	<i>Courses</i>	<i>Credits</i>
NURS 314 The Research Process in Nursing	3	NURS 323 Essentials of Family Nursing	5
NURS 316 Health Maintenance & Restoration II	6	NURS 328 Health Policy & Health System	3
*Humanities	3	NURS 318 Essentials of Psych/Mental Health Nursing	4
HSCI Fundamentals of Nutrition	<u>3</u>	General Elective	<u>3</u>
Total Credits	15	Total Credits	15

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Year IV-Nursing

Fall Semester: 16 weeks		Spring Semester: 16 weeks	
<i>Courses</i>	<i>Credits</i>	<i>Courses</i>	<i>Credits</i>
NURS 344 Health Promotion II: The Community	5	NURS 357 Current Issues & Trends in Nursing	3
NURS 345 Leadership & Management Roles in Nursing	3	NURS 358 Transitions to Professional Practice: Sr. Practicum	6
NURS 326 Health Maintenance & Restoration III	6	NURS 393 Capstone II	3
Total Credits		Total Credits	
14		12	

Total Credits: 120: Nursing Courses: 65cr (54%)
College General Education Courses: 55cr (46%)

Students are responsible for monitoring their own academic and clinical progress and for seeking appropriate assistance if needed. At the beginning of each course/term, students will receive a course syllabus, which will contain general information such as goals and objectives of a course, prerequisites, the grading/evaluation scheme and topics to be covered to complete the course.

Students will also receive a clinical evaluation form, which is used in assessing expected clinical competencies for the course. All students must understand course information, including grading criteria. Nursing students must meet with their assigned faculty advisor at least once a semester to review academic needs, the progression policy, and update their Student Education Plan.

c. Assignment Submission Policy

Assignments must be submitted in accordance with the following:

- Assignments that contribute to the numerical calculation of the course letter are due at designated intervals during courses as defined by the course syllabus.
- Failure to submit assignments on time will result in a 5-point penalty off the total assignment grade for each day late.
- Extensions are granted at the discretion of the student's professor and only in extenuating circumstances (e.g., death of a parent, child, sibling, car accident, hospitalization). A written request for an extension must be provided to the professor prior to the assignment due date. In the event of an emergency that prevents timely submission and timely notice (i.e. before the assignment is due or within 3 days after), students must request (in writing) permission from the instructor for the late submission. The instructor will review the basis of the student's request and shall notify the student in writing of his/her decision.
- Students are required to actively participate in the course while the request is pending.
- Consideration of the student's total course performance to date will be a contributing factor.
- If a student is absent from class the day an assignment is due, the Attendance Policy (Section 4, Section A) applies to determine whether an extension is granted.

d. Examination Policies

UBSN requires students to adhere to the following examination policies:

- Students are required to take examinations on the date and time they are scheduled.
- Reasonable accommodations for examinations must be approved and documented by the Office of Student Accessibility Services.
- Personal belongings may be left in the back of the classroom. UBSN is not responsible for lost or stolen property.
- Students may be given assigned seats for the examination. UBSN will provide calculators (if needed for use) during exams.
- Calculators may not be shared between students. UBSN will provide a substitute calculator if a malfunction occurs. Students may request a substitute calculator during an exam. Cell phones cannot be used as calculators.
- Students are expected to remain in the examination room until they finish the exam. If a special circumstance arises, then a proctor will accompany the student.

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- Students with questions should raise their hand and a proctor will come to them.
- Students arriving late for an exam will take the exam within the remaining exam time left.
- If a student is unable to take the examination at the designated time, the student must notify the faculty prior to the beginning of the exam. The makeup exam must be completed within one week. The makeup exam may differ in format from the original exam.
- Students who are absent for more than one exam in each course will have additional points deducted from their exam grade (5 points each exam that is not taken at the assigned time).
- Examination grades are made available within 5 school days

e. Medication Calculation Testing

Medication administration is an integral component of nursing care. In order to administer medications safely, students must complete the ATI Dosage Calculation online study modules.

- Upon completion of the study modules, students will test their knowledge by taking a Dosage Calculation & Safe Medication Administration Assessments which measures the student's drug calculation competency. Students must demonstrate completion of tutorials and study modules prior to taking the first math exam and prior to taking the Remediation Exams.
- All Dosage Calculation & Safe Medication Administration Assessment tests must be passed with a minimum of 90% in order to administer medications in the assigned clinical area.
- If 90% is not achieved on the assessment test, students will complete a remediation plan with two additional attempts to pass the assessment testing.
- Dosage Calculation & Safe Medication Administration Assessments will be given at the beginning of each clinical rotation. Students must pass the Dosage Calculation & Safe Medication Administration Assessment in order to successfully pass the lab component of their course.
- All on-campus and clinical lab experiences are graded pass/fail. A student must pass the lab in order to pass the course.

f. Grading Policy

The School of Nursing will adhere to the following grading schedule for all nursing courses:

Grade	Points	QPR (Student Nurses Only)
A	100-94	4.00
A-	93-90	3.67
B+	89-87	3.33
B	86-84	3.00
B-	83-80	2.67
C+	79-77	2.33 (minimum passing grade)
C	76-74	2.00
C-	73-70	1.67
D+	69-67	1.33
D	66-64	1.00
D-	63-60	0.67
F	<60	0.00

S/U (Pass/Fail): the University's equivalent of Pass/Fail. Courses with a clinical or on campus lab will have a clinical or laboratory evaluation that is graded S/U.

- **S** A Grade of "Pass" is the successful demonstration of all the required objectives in clinical and/or lab as detailed on the clinical lab evaluation sheet.
- **U** A Grade of "Fail" is the inability to successfully meet the objective in the clinical and/or lab as detailed on the clinical lab evaluation sheet.

I (Incomplete): Terminal coursework remains incomplete when final course grade is entered, resulting from a legitimate, unavoidable reason (illness, family emergency, etc.) as determined in the sole discretion of the student's faculty member. A grade of "I" shall revert to a failing grade ("F") if the unfinished work is not satisfactorily completed by the beginning of the next semester.

W (Withdrawal): Grades of "W" are determined in accordance with the deadlines set forth in the "Graduate and Undergraduate Academic Calendar" (contained in Section 1 of the Key to UB). More specifically:

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- *Drop during Change of Registration Period:* If a student drops a course during the official change of registration period, that course does not appear on the student's transcript. Dropping during this period includes those initiated by the student and those administratively initiated by the University (e.g. cancellation of course sections, student never attending the class).
- *Withdrawal during Withdrawal Period:* If a student officially withdraws from a course after the official change of registration period, but before the end of the official withdrawal period, a grade of "W" is assigned and that course remains on the student's transcript. Courses with the grade of "W" do not count toward the QPR but does count toward the "hours attempted."
- *Late Withdrawal after Withdrawal Period:* A student may petition for a late withdrawal (due to serious personal or medical circumstances) after the withdrawal period has ended. The student must submit the petition to his/her Director. Both the Director and the Dean of the College of Health Sciences, in their absolute (good faith) discretion, must approve the petition. If granted, the grade is assigned in accordance with Step 2 above. If denied, the student will earn the grade received in the course (e.g. C, D, or F).
- *Administrative Withdrawal Following Dismissal:* If a student is dismissed from UBSN during the semester, s/he is administratively withdrawn from all courses and grades are assigned in accordance with Step 2 above (*Withdrawal during Withdrawal Period*).
- *Drop for Never Attending Class:* If a student never attends a course in a semester, s/he is administratively dropped from the course and the course does not appear on the student's transcript.

g. Maintenance of Good Academic Standing and Academic Sanctions

1. Maintenance of Good Academic Standing

To be in good academic standing, UBSN students must meet the following requirements:

- ***Cumulative QPR***
- The cumulative QPR required to remain in good academic standing in the School of Nursing courses (i.e. cumulative QPR of all Nursing Courses) is 2.33. Nursing course grades are based on academic, clinical laboratory/simulation, and classroom laboratory achievement.
- **NOTE:** Final course grades of 77 or greater are rounded up to the next number if the decimal point is at or above 0.5. *Final course grades below 77 are not rounded.* Individual components (making up the final course grade) are not rounded.
- ***Nursing, Math and Science Courses:*** Students must achieve a C+ or better (77 points/2.33 QPR) in all nursing Courses (NURS), mathematics courses, and science courses to remain in good academic standing. Nursing courses run concurrently within a semester.
- ***Course Components:*** Clinical, Laboratory, and Simulation components are graded Pass/Fail.
- Students must achieve a grade of "Pass" in all Clinical, Laboratory and Simulation components to remain in good academic standing.
- ***Clinical Evaluation Tool:*** students must achieve a grade of "Pass" the final Clinical Evaluation Tool (CET) to pass each clinical course. A failing grade in clinical or laboratory/simulation will result in course failure regardless of course theory grade.

2. Academic Sanctions

Academic sanctions are issued in the following situations, to designate poor academic performance:

- A. ***Academic Warning:*** Midterm written notification of a course grade below C+ (77) of nursing course or "Fail" for clinical competency.
- B. ***Academic Probation:*** Probation is issued in the following situations, wherein the student is required to meeting with the Director to review his/her academic or clinical status as well as a

plan for remediation:

- Failure to meet the required standard of a final course grade at or above a C+ (77) for a nursing course;
- Failing a clinical laboratory, simulation or clinical placement requirements with a final course grade of “Fail”; or
- Failing to meet the required standard of achieving a final course grade at or above a C+ (77) in a math or science course (student is responsible for notifying the Director).

C. **Academic Dismissal:** Dismissal is issued in the following situations, in accordance with the Academic Dismissal for Poor Academic Performance procedure listed below:

- Failing a single course or clinical laboratory, simulation or clinical placement requirements two times with a final course grade of “F”; or
- Failure to meet the required standard of a final course grade at or above a C+ (77) for a nursing course for the second time.
- Failing to satisfy the conditions of probation within the time required by the student’s letter of probation.

h. Academic Discipline Procedures

1. Discipline for Violations of Academic Integrity Policy (E.g. Plagiarism, Cheating)

UBSN follows the University’s Academic Integrity Policy, Principles, and Procedures, as well as the related discipline and disciplinary procedures for academic dishonesty. Please see Section 2 of the *Key to UB*, available at http://www.bridgeport.edu/docs/StudentLife/KeytoUB/Key_to_UB.pdf

2. Academic Dismissal for Poor Academic Performance

If the student meets the UBSN criteria for academic dismissal (defined above), the Director shall notify the student in writing that s/he is dismissed from the program (the “Decision”).

In the event, the student dissatisfied with the decision for academic dismissal may submit a written appeal to the Director of the School within seven 7 days of receipt of the decision to the Director. The student’s appeal must specifically state the grounds for appeal which are limited to: (1) failure to follow Program’s policy (e.g. GPA calculated incorrectly); or (2) extraordinary personal circumstances – determined in the absolute discretion of the Academic, Background and Conduct (ABC) Committee – defined as extraordinary, unforeseen circumstances outside of a student’s control which had a significant impact of the student’s academic performance. *The student cannot appeal the grade earned in a specific class, as that is a matter properly handled through the University’s Academic Grievance Procedure.*

The student’s appeal should also include a narrative of relevant facts, an explanation for his/her performance, the relief sought, and any other relevant documentation, evidence, or information. Upon review of the student written dismissal appeal, the Director of the School or Institute will notify the CHS Dean of the student appeal, provide a copy of the appeal, and proceed to convene an ABC Committee meeting. The ABC Committee convenes within 10 calendar days of receipt of the student appeal.

The Director provides a range of sanctions to the ABC Committee based on the School or Institute Student Handbook.

The ABC Committee shall consider the student’s written appeal and any other documentation submitted. The ABC Committee may request additional information (either in writing or by interview at the absolute discretion of the ABC Committee) from the student, as well as any other person who may have relevant information.

A majority of votes is required for approval of the ABC Committee decision.

The ABC Committee is not bound by the rules of evidence and may consider any evidence presented for inclusion into the proceedings. At least seven (7) calendar days before the ABC Committee hearing.

The ABC Committee is a three (3)-member panel composed of one (1) administrator from another program (Chairperson), one (1) full-time faculty person or teaching administrator from the School/Institute submitting the charges, and one (1) member at large from another School/Institute. The appeal review is not subject to the rules governing a legal proceeding and the student is not entitled to legal representation. The student may have an advisor (faculty member, friend, etc.) at the hearing, but the advisor may not participate.

Committee meeting minutes shall be transcribed and made available to the student upon written request to the Chairperson of the Committee. The Chair of the ABC Committee will notify the student in writing of the ABC Committee's decision and the grounds therefore within seven (7) calendar days post the Committee meeting.

All copies of the letters to the student are forwarded to the Director of the School and the Dean of the College of Health Sciences.

The ABC Committee decision is final.

i. Transfer Credit

It is the student's responsibility to submit official transcripts immediately upon completion of all required non-nursing courses if taken at other institutions. Non-nursing transfer credits are awarded only for courses in which a grade of "C" or better earned from an institution recognized by the Council for Higher Education Accreditation. Progression in the nursing program requires a C+ or better in math and science courses.

j. Graduation Requirements

Before graduation, a student must successfully complete the following:

- All nursing and non-nursing requirements for all coursework must be reviewed by the program academic advisor.
- Standardized tests and NCLEX-RN Review Course
- Exhibit the ethical, professional, behavioral, and personal characteristics necessary (in the sole discretion of the UBSN) for the practice of nursing.

k. Progression and Retention Policy

To progress in the UBSN program, students must meet the following requirements:

- All courses run concurrently and have pre-requisite and /or co-requisite non-nursing and nursing course requirements. All course requirements must be successfully completed in the prescribed order *according to the curriculum plan. All mathematics and science courses must achieve a "C+" (2.33 or grade of 77) or higher ("C", a grade of 76 or below does not meet the progression standards). Students who are not compliant with the progression policy will not be able to advance to the next nursing course. This will result in academic sanctions, up to and including dismissal.*
- All nursing courses are taken in the specified sequence. An individual nursing course may be repeated only once. A second failed attempt (below a grade of 77) will result in dismissal from the nursing program. Throughout the nursing program, a student may repeat no more than two separate nursing courses.
- Clinical and laboratory components of nursing courses are graded on a Pass/Fail basis. A failing grade in clinical or laboratory will result in course failure regardless of course theory grade and may prevent progression to the next semester.

l. Progressive Standardized Testing (i.e. Assessment and Remediation Tools)

UBSN students are required to use progressive standardized testing to assess competency and remediate areas of weakness as part of their nursing curriculum. This comprehensive program is provided through. Assessment Technologies Institute, LLC (ATI) and includes assessment indicators in the following areas: academic success, critical thinking, and learning styles, online tutorials, online practice testing, and proctored testing over the major content areas in nursing.

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The benefits of ATI include the following:

- These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content.
- Data from student testing and remediation can be used for the program's quality improvement and outcome evaluation.
- ATI information and orientation resources can be accessed from your student home page. It is highly recommended that you spend time navigating through these orientation materials. The ATI program is used throughout the student's course of study. The assessments can be used as a tool to assist students in identifying strengths and weaknesses in content and improving student achievement through accountability. ATI Assessments are weighted and counted as part of many course grades. At the end of the nursing program, all students attend a mandatory ATI NCLEX-RN Review Course.

Please see below for a description of various components of ATI:

1. **Practice Assessments:**

Standardized practice assessments will help the student to identify what they know as well as areas requiring active learning/remediation. There are practice assessments available to the student that may be scheduled during courses. Your course faculty will assign a deadline by which both Practice Test A and Practice Test B should be completed.

2. **Active Learning/Remediation:**

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood as demonstrated on an assessment. It is intended to help the student review important information to be successful in courses and on the NCLEX. The student's individual performance profile will contain a listing of the topics to review. The student can remediate, using the Focused Review. It contains links to ATI books, media clips, and active learning templates. The instructor has online access to detailed information about the timing and duration of time spent in the assessment, focused reviews, and tutorials completed by each student. Students should provide documentation that all required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page or by submitting written Remediation Templates as required.

After each practice Test A and B, you are required to complete remediation based on your individual assessment report titled "Topics to Review". It is highly recommended to remediate using the focused review after completion of any practice or proctored test. Students are required to complete the focused reviews and remediation based on the amount of time required for level achieved. Remediation is due by the deadline assigned and should be uploaded into assignments in Canvas. Both Practice Tests, A and B and the associated remediation, are due prior to taking a proctored test. If any deadlines are missed for any part of these tests, the student will not receive the 4 points assigned for "Practice Assessment" as outlined in the following rubric.

3. **Proctored Test:** If a student is absent for the proctored test, it needs to be made up within the week prior to the retake date. Students are required to attend the proctored test in the course section to which they are assigned. They may not attend other section times unless approved by course faculty. UB benchmark is level 2. Those who achieve Level 2 or 3 on the proctored test do not take the retake. Students who achieve Level 1 or below are required to take the retake. They must achieve Level 2 in order to receive an additional point on their total score. All students regardless of Level, achieved, need to follow the remediation requirements outlined on the rubric for the level they achieved. The following describes the progression of standardized testing used throughout the curriculum, the ATI Assessment component and the ATI weight of the course grade, where applicable.
4. **Modular Study:** ATI provides online review modules that include written and video materials in all content areas. Students are encouraged to use these modules to supplement course work and instructors may assign these during the course and/or as part of active learning/remediation following assessments.
5. **Tutorials:** ATI offers unique tutorials that teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. Nurse Logic is an excellent way to learn the basics of how nurses think and make decisions. Learning System offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features are embedded in the tutorials that help students gain an understanding of the content, such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide.

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ATI Course Grading Rubric:

Curriculum Progression	ATI Assessment Component	Weight of Course Grade
Pre-Admission	TEAS	Admission requirement
NURS 201	Self-Assessment Inventory	Course requirement, no grade
	Critical Thinking: Entrance	Course requirement, no grade
NURS 206	Dosage Calculation: Fundamentals	Lab Pass/ Fail
NURS 208	Pharmacology	10% of the course grade
NURS 316	Dosage Calculation: Medical-Surgical	Lab Pass/ Fail
NURS 316	RN Fundamentals	10% of course grade
NURS 318	Mental Health	10% of the course grade
NURS 323	Nursing Care of Children	5% of the course grade
NURS 323	Maternal Newborn	5% of the course grade
NURS 323	Dosage Calculation: Nursing Care of Children	Lab Pass/ Fail
NURS 326	Medical Surgical	10% of the course grade
NURS 326	Dosage Calculation: Critical Care	Lab Pass/ Fail
NURS 344	Health Promotion II; Population Health and the Community	5% of course grade 5% of the course grade
NURS 345	Leadership	10% of the course grade
	Critical Thinking: Exit	Course requirement, no grade
NURS 358	RN Comprehensive Predictor	15% of the course grade
NURS 358	NCLEX Review Course	Mandatory attendance

Content Mastery Series

Practice Assessment			
4 pts.			
Complete Practice Assessment A Remediation: <ul style="list-style-type: none"> • Minimum one-hour Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember. 		Complete Practice Assessment B Remediation: <ul style="list-style-type: none"> • Minimum one-hour Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember. 	
Standardized Proctored Assessment			
Level 3 4 pts.	Level 2 3 pts.	Level 1 1 pt.	Below Level 1 0 pts.
Remediation: <ul style="list-style-type: none"> • Minimum one-hour Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember. 	Remediation: <ul style="list-style-type: none"> • Minimum of two hours Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember. 	Remediation: <ul style="list-style-type: none"> • Minimum of three hours Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember 	Remediation: <ul style="list-style-type: none"> • Minimum of four-hours Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember
2 pts.	2 pts.	2 pts.	2 pts.
Proctored Assessment Retake*			
No Retake (optional)	No Retake (optional)	Retake recommended	Retake recommended

* Upon retake of the Proctored Assessment and a student meets the Program Benchmark (Level 2) on the retake, that student can earn an additional point (for example, a Level 1 student can now achieve an 8/10).

Comprehensive Predictor

Practice Assessment			
4 pts.			
Practice assessment A Remediation: <ul style="list-style-type: none"> • Minimum one-hour Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember. 		Practice assessment B Remediation: <ul style="list-style-type: none"> • Minimum one-hour Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember. 	
↓			
Standardized Proctored Assessment			
95% or above Passing predictability 4pts.	90% or above Passing predictability 3 pts.	85% or above Passing predictability 1pts.	84% or below Passing predictability 0 pts.
Remediation: <ul style="list-style-type: none"> • Minimum of one-hour Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember. 	Remediation: <ul style="list-style-type: none"> • Minimum of two-hours Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember. 	Remediation: <ul style="list-style-type: none"> • Minimum of three hours Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember. 	Remediation: <ul style="list-style-type: none"> • Minimum of four-hours Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember.
2 pts.	2 pts.	2 pts.	2 pts.
Proctored Assessment Retake*			
No Retake (optional)	No Retake (optional)	Retake recommended	Retake recommended
Total Points = 10/10	Total Points = 9/10	Total Points = 7/10	Total Points = 6/10

*Upon a retake of the Proctored Assessment, and a student meets the program benchmark on the retake, the student can earn an additional point (for example, a student at 85% predictability can now achieve an 8/10).

5. Leave of Absence, Readmission, and Withdrawal

a. Leave of Absence from the Nursing School (less than one academic year)

When a student wishes to voluntarily interrupt his/her studies, h/she must complete a “Leave of Absence Form” from the Office of the Registrar or online portal, which must be submitted to the Director and approved by student’s advisor, Dean, Student Financial Services, the Office of the Registrar, and the Office of the Provost (if leave is sought after the end of the official withdrawal period). The decision to grant or deny leave is made in the sole (good faith) discretion of the Director.

A student may take one (1) leave of absence during his/her tenure in the School of Nursing, and that leave may be taken for up to one (1) calendar year. All students must complete the School of Nursing program within 6 years (Traditional BSN track) and 7 years (RN to BSN Completion track).

Please see the “Grades” Section of this Section for determination of academic status (i.e. grades assigned to students who take a leave of absence).

Students receiving a scholarship or other financial aid should consult the Financial Aid Office prior to taking leave.

Tuition and housing refunds will be awarded in accordance with the University’s refund policies, as stated in the University’s Tuition Refund Policy at <https://www.bridgeport.edu/finaid/tuition-and-fees/refunds/> and in Section Four of the *Key to UB’s* “Resident Hall Refund Policy.”

A student (in good financial standing) wishing to return from an approved leave of absence, must file a “Request for Return from Leave of Absence” with the Director, which must be approved by the student’s advisor, Dean, Student Financial Services, and the Office of the Registrar. The Director may require confirmation that the condition giving rise to the leave has been resolved sufficiently for the student to resume studies. The “Request for a Return from Leave of Absence” form must be completed (with all signatures and information) before the student is allowed to register for classes.

A medical leave of absence requires medical documentation from a physician that states that the leave is necessary. Before returning to the program, the student must provide medical clearance that allows full participation in academic and clinical activities.

Before returning from a leave of absence or probation, arrangements must be made to perform validation testing of clinical competencies. Nursing program faculty will provide guidance as to what validation testing will be required but it is the student’s responsibility to prepare for the validation testing. Failure to comply with this expectation or to subsequently successfully demonstrate appropriate technique/ability will preclude the student from being assigned to attend any subsequent clinical rotation. This will result in clinical failure and an overall course failure.

Involuntary Leave of Absence: Please see Section 6 of the *Key to UB*.

b. Readmission for Students Requesting to Return to the Nursing Program after One Academic Year

Students who are absent from the nursing program for more than one academic year are not eligible to return to the program or course last attended. These former nursing students (who have officially or unofficially withdrawn or taken a leave of absence from the UBSN program) must apply for readmission. These students are required to submit a new application and are evaluated as a prospective applicant. Students who have attended another accredited institution in the interim must present complete official transcripts with their application for readmission.

If re-admitted, these students are evaluated by the Coordinator of the track for appropriate placement in the School of Nursing program on a case by case basis. Furthermore, if re-admitted, the student must satisfy the following requirements:

- Obtain current BLS certification, malpractice insurance, and PPD (if the last PPD is greater than 1 year, a 2-step PPD is required)

- Contact the Director of the School of Nursing to formulate a plan to assist the student's return to the program. The School of Nursing Director or designee determines the remaining educational experiences (didactic, laboratory/simulation and clinical) necessary for readmission.

If however, the student seeks to return to the University but not to continue in the nursing program (after a leave of absence or withdrawal for more than a year), s/he **may be eligible to return to the University through a program or school other than nursing, consistent with the Policy of Leave of Absence in the *Key to UB*. Please consult with the Director of the School of Nursing or the Dean of Students prior to taking leave.**

c. Withdrawing from the Nursing Program

A student considering withdrawing from UBSN is encouraged to discuss the issue with his/her faculty Advisor and Program Coordinator prior to withdrawal. Once a decision to resign is reached, the student must complete an "Application to Withdraw" from the Office of the Registrar or online portal, which must be submitted to the Director and approved by the student's advisor, Program Coordinator, Dean Student Financial Services, Office of the Registrar, and Office of the Provost (if withdrawal is sought after the end of the official withdrawal period). The student must also conduct an exit interview with the Program Coordinator.

Please see the "Grades" Section of this Section for determination of academic status (i.e. grades assigned to students who withdraw.

Tuition and housing refunds will be awarded in accordance with the University's refund policies, as stated in the University's Tuition Refund Policy at <https://www.bridgeport.edu/finaid/tuition-and-fees/refunds/> and in Section Four of the *Key to UB's* "Resident Hall Refund Policy."

If a student fails to register for a semester without being granted a leave of absence, or the leave of absence has expired, the student will be administratively withdrawn from the University.

Once a student has made the decision to voluntarily withdraw, s/he may reapply for readmission the following semester. If re-admitted, these students are evaluated by the Coordinator of the track for appropriate placement in the School of Nursing program on a case-by-case basis.

d. Circumstances Where Re-Application is Prohibited

Student's who have been dismissed for academic failures from the UBSN are prohibited from re-applying to UBSN.

6. Disciplinary Action for Professional and Behavioral Issues

a. Rules for Student Conduct

Students in the Program are required to conduct themselves in a manner compatible with the high standards of the Nursing profession. Students are required to be familiar with and adhere to the professional and ethical standards set forth in this Student Handbook, as well as the University's student conduct requirements set forth in Sections 2 and 5 of the *Key to UB*.

The following non-exhaustive list of prohibited professional conduct is subject to discipline, up to and including dismissal:

- Being found guilty, pleading guilty, or pleading no contest to any felony, crime involving moral turpitude, or offense affecting professional integrity.
- Engaging in unprofessional care or practice with or on patients.
- Failure to meet the generally accepted standards of ethical and professional conduct in the Nursing profession, as outlined in Appendices A and B.
- Engaging in fraudulent or unscrupulous behavior related to one's participation in the Program or any professional activities.

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- Engaging in behavior that creates safety hazards and/or disrupts the well-being of one's peers, fellow students, faculty, supervisors, patients, or other third parties.
- Identifying oneself as a licensed Registered Nurse if not a registered nurse.
- Violation of the Health Insurance Portability and Accountability Act (HIPAA).
- Failure to follow protocol or directions of clinical supervisor or UBSN faculty.
- Performing unauthorized procedures or administering services not permitted by the supervisor, the facility, or UBSN.
- Leaving the clinical setting without permission of the supervisor.
- Failure to report all observed unethical conduct by other members of the health profession, including other students.

b. Discipline for Student Conduct

Any member of the University community may bring charges against a student for violations of the professional, ethical, and/or behavioral requirements stated in this Handbook. The complainant shall submit the charges in writing to the Director of the Program.

The Director of the School will investigate the written documentation and charges and determine if an Academic, Background and Conduct (ABC) Committee review is warranted. The ABC Committee is a three (3)-member panel composed of one (1) administrator from another program (Chairperson), one (1) full-time faculty person or teaching administrator from the School/Institute submitting the charges, and one (1) member at large from another School/Institute

- A. At least seven (7) calendar days before the ABC Committee hearing, the Chairman will formally notify the concerned parties of the charges, as well as the date and location of the hearing.
- B. The Director provides a range of sanctions to the ABC Committee based on the School or Institute Student Handbook.
- C. At the ABC Committee meeting, the following rules apply:
 - 1) The Chairperson shall state the charges brought against the student, and present any evidence provided to the ABC Committee in support thereof.
 - 2) The student will have the opportunity to state their case in his/her own defense by presenting a statement (written or oral), testimony, and/or evidence.
 - 3) The student will have the opportunity to hear and review all evidence brought against him or her, as well to question all witnesses.
 - 4) The ABC Committee shall have the right to question and cross-examine all witnesses and to speak openly during the hearing.
 - 5) The ABC Committee is not bound by the rules of evidence and may consider any evidence presented for inclusion into the proceedings.
 - 6) The review is not subject to the rules governing a legal proceeding and the student is not entitled to legal representation. The student may have an advisor (faculty member, friend, etc.) at the hearing, but the advisor may not participate.
 - 7) Committee meeting minutes shall be transcribed and made available to the student upon written request to the Committee Chairperson.
 - 8) After reviewing the evidence and the testimony, the ABC Committee will vote with a majority required to approve the Committee decision.
 - 9) The Chair of the ABC Committee will notify the student in writing of the ABC Committee's decision and the grounds therefore within seven (7) calendar days post the Committee meeting at his/her University email address and/or last known address on record with the University.
 - 10) All copies of the letters to the student are forwarded to the Director of the School or Institute and the Dean of the CHS.

D. Appeal

To appeal the decision of the ABC Committee, the student must submit a written request to the Office of the Provost within seven (7) calendar days of the decision being rendered. The request must specifically state the grounds for appeal, including a narrative of relevant facts and any other pertinent information. The Provost, Deputy Provost, or his/her designee shall consider the matter, conduct any further review which may be deemed appropriate, and notify the student in writing of his/her decision (and the grounds therefore) within 15 calendar days following receipt of the appeal or conclusion of investigation (whichever is later). The Office of the Provost decision is final.

7. Additional UBSN Program Policies

a. Malpractice Insurance

All nursing students are encouraged to obtain malpractice insurance for student nurses and to maintain coverage throughout the BSN program.

b. Required Understanding of OSHA Standards

To ensure that students are aware of and understand the known and suspected health hazards of toxic substances to which they may be exposed to in the normal course of clinical experiences, they are instructed regarding the OSHA Hazard Communication Standards annually. All students must complete the Connecticut Hospital Association (CHA) Health and Safety Training Course and Test at the time of admissions and repeat the course/test annually requiring achievement of at least 85% on the test.

Students also must follow the University's Blood borne Pathogen Policy ("BBP"), as well as that of the clinical site. In the event of a conflict, the clinical site's BBP shall apply. Violation of this policy shall result in discipline, up to and including dismissal.

c. Compliance with HIPAA

Students are responsible for maintaining confidentiality in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Regulations. Students must prevent the unauthorized use or disclosure of Patient Health Information PHI and other sensitive information. Students also need to comply with the Information System (IS) policies of the clinical agency in relation to the Health Insurance Portability and Accountability Act (HIPAA). HIPAA training is provided as part of the student nurse clinical orientation. Violation of this policy shall result in discipline, up to and including dismissal.

d. Limitation on User IDs and Passwords/Clinical Practice

All students are responsible for all activities performed while using their individual user IDs and passwords. Students must access patient records on the unit only on the day of research and on the day of care. Students cannot access patient records as employees for research purposes, only as students.

e. Professional Organizations

Professional organizations play a vital role in strengthening the nursing profession. UBSN is a chartered member of the National Student Nurses' Association (NSNA). All students are encouraged to become members of NSNA in their first year. As members of NSNA, student nurses in each class will be elected by their peers to serve as the Student Nurses' Association President, Vice President, Secretary, and Treasurer. The NSNA Faculty Advisor will assist the class with the membership process through the School. The NSNA Faculty Advisor will meet with officers to help them carry out their roles. As part of membership benefits, students receive a subscription *Imprint, The Journal for Student Nurses*.

f. Application for RN Licensure

In order to qualify for licensure in Connecticut, an applicant must meet the following eligibility requirements: transcript verifying completion of nursing school and successful completion of National Council of State Boards of Nursing Licensing Examinations. Please see the following link for more information: <http://www.portal.ct.gov/DPH/Practitioner-Licensing-Investigations/Registered-Nurse/RN-Licensure-by-Examination>

As licensure requirements differ from state to state, each student should review individual state licensure requirements for any state outside of Connecticut that s/he seeks to practice. Students are responsible for contacting the [<https://www.ncsbn.org/index.htm>] or the applicable state licensing board for additional information.

Furthermore, as referenced in Section 3(d) of this Handbook, Connecticut Public Act 86-365 (Conn. Gen. Stat. 19a-14) permits Connecticut Department of Public Health to *deny* any applicant's eligibility for a permit or licensure upon a determination that the applicant has: (i) violated any laws or regulations governing the nursing profession; (ii) has been found guilty or convicted of a felony; (iii) is subject to a pending disciplinary action or unresolved complaint before the professional disciplinary agency of any state; (iv)

has committed an act which does not conform to the accepted standards of practice of the nursing profession; or (v) has a condition that would interfere with the practice of the nursing profession.

Students are responsible for responsible for contacting the Connecticut Department of Public Health -- or the appropriate licensing board for state in which s/he seeks to practice -- for any questions regarding the effect of any misconduct on licensure eligibility.

g. Student Work Policy

All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not be paid by the clinical affiliation site during this educational experience, nor will the student be substituted for paid personnel within the clinical institution.

h. Social Media Policy

Students who use social media are expected to do so responsibly, thoughtfully, lawfully, and in a manner befitting of a member of the nursing profession. The following behavior is specifically prohibited: (1) violating the intellectual property rights of the University or any third party; (2) disclosing confidential, private information of third parties, patients, or the University (e.g. sharing diagnostic images or any patient data on a social media platform); (3) providing health/medical information without expressly disclaiming that student is not licensed and the information contained therein is not endorsed by the University (see paragraph below for more information); or (4) violating any applicable UBSN or University policy, including but not limited to: (a) the professional and behavioral requirements contained in this Handbook and (b) the University's Code of Community Standards (Section Four) and/or "Acceptable Use" guidelines (Section Six) of the *Key to UB*.

Students are strongly encouraged to think carefully about the comments s/he posts in the public domain (including any personal social media sites); as such publicly available content may have serious academic and professional consequences. When posting on a personal social media site, students are prohibited from the following:

(1) using the University logo on his/her site without approval from a University administrator; or (2) using the University name or logo to promote or endorse any product, practice, or political views. Students are encouraged to clearly state that any views shared are her/his own, and not made on behalf of the University. Students are personally responsible for the content published on their own social media accounts, and for acting in a manner that is responsible, respectful, and devoid of any threatening, intimidating, or ill-mannered content.

Any violation of this policy should be immediately reported to the Director for a referral to the Academic, Background and Conduct Committee (ABC) or other applicable University procedure.

i. Netiquette (Online Etiquette)

In addition to strictly adhering to the Social Media Policy (listed above), students are required to adhere to the following online etiquette including all email messages:

- Respect others and their opinions. In online learning, students from various backgrounds come together to learn. It is important to respect their feelings and opinions though they may differ from your own.
- Tone Down Language. Given the absence of face-to-face clues, the written text can easily be misinterpreted. Avoid the use of strong or offensive language and the excessive use of exclamation points. Review before posting in order to remove any strong language.
- Keep personal discussions off the class discussion board and engage in a separate student forum within the class or use email.
- Do not type all capitals, which is difficult to read, and has come to be considered the electronic version of "shouting."

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- Be courteous, even when you disagree, with your instructors as well as your classmates, and always provide clear, logical support for your views.
- Consider others' privacy. Ask for permission if you want to forward someone's email messages to third parties. Keep in mind that all private email mail is considered copyrighted by the original author.
- Avoid inappropriate material.
- Be forgiving. If someone states something that you find offensive, mention this directly to the instructor. Remember that the person contributing to the discussion might be new to this form of communication. What you find offensive may quite possibly have been unintended and can best be cleared up by the instructor. If the instructor is unable to resolve the issue, the student and/or instructor should refer the issue to the Program Coordinator.
- Think before you hit the send button. Think carefully about the content of your message before contributing it. Once sent to the group there is no taking it back. Grammar and spelling errors reflect on you and your audience might not be able to decode misspelled words or poorly constructed sentences. It can also adversely affect your grade.
- Discuss your issues privately via email or in person, rather than in discussion forums. Should a student have a disagreement with an instructor or classmate, it is best to send an individual email or discuss in person with that individual. Do not argue your case in the discussion forum.
- Brevity is best. Be as concise as possible when contributing to a discussion. Your points might be missed if hidden in a flood of text.

Any behavior that is unprofessional, disrespectful, or otherwise violates the Rules for Student Conduct listed in Section 6, UBSN Student Handbook may result in disciplinary action, up to and including dismissal.

j. Communication and Scheduling with Faculty

Faculty make every effort to be available to students. Office hours for faculty are posted each semester. If a student cannot meet with faculty during these times, the student should communicate this with the faculty via official university email so that another mutually convenient time may be arranged. Student emails will be answered within 48 business hours. To ensure timely communication, students are expected to use the official faculty email addresses as listed in the University Faculty Directory. Faculty are not expected to respond on weekends, vacations or other school closings.

k. Change in Contact Information

Students must notify the School of Nursing Secretary and the Registrar's Office of any change in contact information.

l. Tape Recorders and Cameras

The use of cameras and/or tape recorders during class is at the discretion of the course faculty and must be approved in writing prior to class.

m. Visitors in the Classroom

The course faculty, prior to class must approve any request for visitors in the classroom.

8. Classroom Laboratory Policies

UBSN requires students to adhere to the following policies and procedures in its classroom laboratories:

a. Clinical Skills and Clinical Simulation Laboratories

Proficiency in performing clinical skills is an integral part of the nursing curriculum. The clinical skill laboratory provides an opportunity to attain the essential skills necessary to care for patients in the hospital and other care settings. Various techniques will be utilized to support student learning, including video and audiotapes, computer-based instruction, demonstration, performance practice, and simulation.

b. Classroom Laboratory Practice Standards

Students must pass the classroom laboratory to pass the course and continue in the program. For classroom laboratory experiences, students who are unable to pass a skill validation will be scheduled for remediation with the responsible faculty prior to the second attempt. Students may not perform the skill being tested in the clinical setting until they have passed their validation re-testing and may be in jeopardy of not meeting clinical objectives and passing the course.

For all classroom laboratory experiences, students must abide by policies on civility, code of conduct, and dress code.

c. Classroom Laboratory Validation Rules

Students must adhere to the following rules during laboratory skills validation:

- Students must be on time for their scheduled skills validation. Students with an emergency requiring rescheduling must speak with the laboratory faculty.
- Students must be in lab attire.
- Once a student enters the lab, no communication with other students is permitted. If students need assistance or have questions before the start of the skills demonstration, they should speak with a nurse educator.
- Once the student begins their skills demonstration, there is no further discussion or questions about the skill being tested.
- Students will receive the result at the completion of their skills validation whether they have passed or not.
- Students who have concerns regarding their lab performance may speak with their designated lab faculty. If unresolved, they should direct concerns to the course section faculty educator. Please refer to the grievance process in the UBSN Student Handbook for the complete policy.
- Students who fail the skills validation must attend remediation. Re-testing is done on a separate day as indicated on the course schedule. Students must complete both the remediation of skills and re-testing *by the date(s) noted on the course schedule*.
- Students must pass the skill validation with a maximum of two retests to successfully pass the lab component of their Course by the end of the semester. All on-campus labs are graded pass/ fail. A student must pass the lab in order to pass the course.
- Documentation of remediation is required in order to retest any failed competency test.
- A Clinical Validation Form will be the record of the student performance for each clinical competency and must be signed by both lab faculty and the student at the end of the clinical laboratory testing. The Clinical Validation Forms will be maintained in the student's file.
- The final videotape of the student's skill validation may be maintained as a demonstration of the skill validation. The Clinical Validation Form is the official record of the student's skill performance.

d. Nursing Skill Center Rules for Laboratory Skills/Simulation

Students must adhere to the following rules when working in the laboratory and or during simulation.

- No eating, drinking, chewing gum or cell phone/electronic devices allowed in the classroom laboratory
- Professional dress

- White lab coats worn over clothing
- Name tags must be worn at all times
- No open-toed shoes or flip flops
- Use of sharps must be under faulty supervision
- All equipment must be left in the condition in which it was found
- Any broken or malfunctioning equipment should be reported immediately to the lab faculty
- No children or visitors are allowed in the labs.

9. Clinical Practice Policies

a. Dress and Grooming Regulations

Students are required to follow a code of professional appearance at all times whether in the lab at UBSN or at clinical sites. Students follow the uniform policy unless superseded by clinical agency requirements. The following standards are based on a commitment to provide a safe and clean environment for patients and students:

- School clinical uniform, clean and pressed
- White lab coats when doing research at the clinical sites
- Agency ID badges and student ID's must be worn at all times in the clinical experiences.
- Shoes include solid white or black (non-canvas, rubber soled, closed toe and heel shoes)
- Long hair pulled back and off the collar
- Facial hair (beard and moustache neatly trimmed)
- White undergarments, stockings or socks
- **No artificial nails.** Nails are to be kept short and trimmed
- Wristwatch with an ability to count seconds
- Minimal jewelry (wedding band, wristwatch, and one pair of small earrings or studs)
- Jewelry for religious/cultural reasons should be worn under clothing due to safety and infection control whenever possible.
- No visible tattoos or ornamental body piercing (including the tongue)
- No perfumes or scented products
- No non-traditional hair colors or styles (pink, blue two-toned, etc.)
- No gum or tobacco chewing
- Protective eyewear as required during patient care
- No hoodies or sweatshirts are to be worn over scrubs. A long sleeve shirt or V-neck shirt either solid black or white may be worn under the scrubs in cold weather
- Non-adherence to the proper dress code will result in immediate dismissal from the clinical experience

b. Clinical Rotations – Travel Required

Student's clinical placements are assigned by the School of Nursing in consideration of learning objectives, site and faculty availability, and quality of clinical sites. The School of Nursing will make every effort to accommodate requests regarding assignments to experiential education sites, but students generally can expect to be assigned to clinical sites some distance from the campus for at least a portion of their required clinical rotations. In such instances, students are responsible for transportation and other related travel expenses.

c. Clinical Practice Standards

All students must be compliant at all times with all health requirements as well as annual requirements. A student not in compliance (e.g. current BLS, PPD, Flu immunizations) cannot participate in a clinical laboratory, which constitutes a missed clinical.

Student clinical assignments are based on course objectives, facility resources, and patient availability.

In all courses with a clinical component, students must successfully pass clinical performance in order to pass the course. The clinical grade is determined on student performance using the Clinical Evaluation Tool (CET), which has been designed to document the student's competence at a specific

level for each course or term.

If a student's clinical practice does not meet course objectives, the student receives a grade of "Fail" on the Clinical Evaluation Tool (CET) and shall fail the course.

d. Clinical Warning

Students must be prepared to deliver safe care in the clinical area. As such, students who, in the discretion of the supervising faculty members demonstrate the following behavior shall be prohibited from providing patient care and may be instructed to leave campus: (1) written assignment (related to clinical classes) or clinical performance demonstrating a lack of preparation; (2) unethical or unsafe practice; (3) violations of clinical agency policies; or (4) breaches of academic or professional codes of conduct.

In any of these situations, the student will be formally placed on clinical warning and a remediation contract will be initiated.

The student may also be referred for discipline in accordance with Section Six of this Handbook.

e. Clinical Remediation

When faculty identifies a student who is not meeting clinical performance expectations (see Section D above) and the student receives a clinical warning (see Section D above), the faculty member prepares a remediation contract. This plan defines the deficit and prescribes learning activities to assist the student in improving clinical performance. Consistent improvement must be demonstrated in order to meet clinical objectives.

The clinical warning and remediation plan will be documented in the student's record. The information will include the date, time, place, and circumstances of the relevant incident/s. The remediation plan will clearly specify the objectives and means to achieve the objective, evaluation criteria and a timeframe by which the student must meet the objectives of the contract. The information will be signed by the initiating clinical faculty and the student and forwarded to the Program Coordinator. A copy of the clinical warning and remediation plan will be given to the student.

Remediation shall be determined to be successful or unsuccessful (i.e. whether the terms of the remediation contract have been satisfied) by the faculty. If successful, documentation of the improvement will be placed in the student's record and the remediation plan has been met.

Should the student fail to participate in the remediation planning process, fail to meet the prescribed terms of the remediation contract, or if the identified behaviors persist, remediation shall be deemed unsuccessful, resulting in clinical **failure** and therefore the failure of the course.

The student may also be referred for discipline in accordance with Section 6 of this Handbook.

f. Clinical Shift Hours

The student is expected to remain at the clinical agency/organization/facility for the entire time assigned. Emergency requests may be granted at the discretion of the clinical faculty and approval obtained prior to leaving.

g. Use of Cell Phones in the Clinical Setting

To ensure safety and security of the patient care environment and to ensure patient and employee privacy and confidentiality, in accordance with the Health Insurance Portability and Accountability Act (HIPAA), the use of personal cell phones/electronic communication devices by UBSN nursing students during clinical hours is prohibited. Students may only use cell phones/electronic communication devices during lunch or break periods in private spaces away from all patients, common patient care areas and/or common clinical areas. Personal cell phones/electronic communication devices are to be **turned OFF** and stored away and are NOT to be kept on the person.

10. Policies Specific to the RN to BSN Completion Program

The RN to BSN Completion Program follows all the requirements listed in this handbook, except as specifically listed below.

a. Student Requirements Clinical Practice Experience (NUR 303 & NURS 310)

All RN to BSN students are required to complete a community practicum in NUR310 Population and Global Health, which requires clinical experience in a nursing facility. Students choose a facility in NUR303 to complete the clinical practicum in NUR310.

Prior to registering for NUR303, students are required to determine if:

- An affiliation agreement is needed or if one is already in place at the practicum facility, they choose.
- If the clinical site requires additional compliance beyond that listed below (in accordance with current affiliation agreement requirements)
- Health Form A must be completed and returned to health services located in the Health Sciences Building. The form can be accessed here: <http://www.bridgeport.edu/life/student-services/health-services/health-and-immunization-requirements/>
- Background Check and Drug Testing
- Current BCLS Card
- CHA Health and Safety Training

If the facility chosen for NURS310 practicum has its own internal policies beyond the current affiliation agreement and these are required to be completed prior to the practicum start date, then the student must fulfill those requirements in addition to the list above prior to starting the practicum experience (i.e. new affiliation agreement, additional background check and/or drug screening, flu vaccination, etc.).

It is the student's sole responsibility to determine clinical facility requirements and to satisfy these prior to registering for NURS 310. Students that do not meet the facility requirements as requested prior to NURS 310 will not be permitted to register for the course.

b. Transfer Credit

Students may transfer up to 90 credits of basic nursing and general education credits from an accredited two- and/or four-year institution. Matriculated students are expected to take the courses for their degree at the University of Bridgeport. Approval must be obtained from the Director for off campus study during the academic year. The last 30 credits of your program must be completed at the University.

c. Academic Progression

Students in the RN to BSN program are expected to achieve a grade of C+ or better in their nursing, math, and science courses (identical to traditional BSN students). However, any RN to BSN student who fails nursing course must repeat that course once and the second grade replaces the first grade for the computation of the QPA.

d. Assignment Submission Policy

Assignments must be submitted on time at the intervals designated by the course syllabus. Failure to submit assignments on time without an approved extension will result in a 5-point penalty or 5% off the total point value of the assignment grade for each day late for 3 days, and then the grade will become a "0".

Extensions are granted at the discretion of the professor only in extenuating circumstances (e.g. death of a parent, child, sibling, car accident, hospitalization), which must be provided in writing to the professor prior to the assignment due date. In the event of an emergency that prevents timely submission and timely notice (i.e. before the assignment is due or within 3 days after), students must request (in writing) permission from the instructor for late submission. The instructor, in his/her absolute discretion, shall determine whether the stated extenuating circumstances and/or emergency warrants an extension. Students are required to actively participate in the course while the request is pending.

e. Reciprocity for Out-of-State Online Students

The University of Bridgeport is authorized to offer online programs to students in many states in the United States. However, there are several states in which UB is not authorized. Students are required to consult the National Council for State Authorization, to determine whether UB is authorized in their particular state of residence.

Additionally, students enrolled from out of state must complete the Preceptor Agreement form and any other required documentation. For additional information, contact Aaron Perkus, Deputy Provost @ aperkus@bridgeport.edu.

f. Study Abroad Opportunities

From time to time, the School of Nursing may be able to provide an opportunity to participate in a course abroad. A student must be in good standing and follow the guidelines outlined in the specific program overview for the course you are registered for.

11. University Policies

School of Nursing adheres to all University policies as stated in the *Key to UB* and the *Catalog* unless otherwise stated in this Handbook. For the complete set of University policies, please refer to the current versions of the *Key to UB* and the *Catalog*. For excerpts of certain University policies, please see below:

a. Equal Opportunity and Non-Discrimination Policies

The University of Bridgeport is committed to preventing or eliminating all forms of gender-based discrimination in its education programs or activities in accordance with its commitment to Title IX of the Education Amendments of 1972. The University prohibits discrimination in admissions, educational programs and services, and employment based on race, color, religious creed, age, marital status, national origin, ancestry, gender, sexual orientation, gender identity or expression, disability, genetic information, veteran status and any other basis protected by law.

b. Student Accessibility Services

The Office of Student Accessibility Services offers a private and confidential atmosphere for students to talk about their disabilities and accommodation requests. We are committed to providing services to qualified students with disabilities so that they receive an equal educational opportunity. In compliance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act and Connecticut state laws, we provide reasonable accommodations to reduce the impact of disabilities on academic functioning or upon other life activities in the University setting. The University respects the student's right to disclose or not to disclose a disability. However, the University is not responsible for providing services or accommodations for students who do not disclose a disability to the Office of Student Accessibility Services in a timely fashion.

The Office of Student Accessibility Services is located at Carstensen Hall, Room 115. The University of Bridgeport's Director of Student Accessibility Services and Title IX Coordinator, email titleix@bridgeport.edu. Please see the *Key to UB* for further information as well as the following website: <http://www.bridgeport.edu/life/student-services/accessibility-services/>.

c. Policy on Sexual and Gender-Based Interpersonal Violence and Harassment

The University of Bridgeport is committed to providing an environment free from gender-based discrimination and harassment. Consistent with the University's commitment to equal opportunity and non-discrimination, the University strictly prohibits Sexual Assault, Sexual Exploitation, Dating, Relationship or Domestic Partner Violence, Stalking, Sexual or Gender-Based Harassment, or Retaliation against a person for the good faith reporting of these forms of conduct or participation in an investigation or proceeding under this Policy.

d. Computer Network Acceptable Use Guidelines/Electronic Resources

All nursing students must review and comply with the Computer Network Acceptable Use Guidelines as outlined in Section Six of the *Key to UB Student Handbook*.
http://www.bridgeport.edu/docs/StudentLife/KeytoUB/Key_to_UB.pdf

It is the policy of UBSN to provide students with access to various electronic resources that are intended for

appropriate and approved educational purposes. Electronic resources used at UBSN are the property of the University of Bridgeport. Students are required to use electronic resources in a professional, lawful and ethical manner.

All students are responsible for the activities performed while using their individual user IDs and passwords. Students must access patient records on the unit only on the day of research and on the day of care. Students cannot access patient records as employees for research purposes, only as students.

e. Family Educational Rights & Privacy Act (FERPA) Policy & Procedure

All nursing students must review and comply with the University of Bridgeport Key to UB Student Handbook policies regarding the Family Educational Rights & Privacy Act (FERPA).
http://www.bridgeport.edu/docs/StudentLife/KeytoUB/Key_to_UB.pdf; pgs. 105-107.

f. Student Blood borne Pathogens Exposure Control Plan

All students are required to read and review the University's Student Blood Borne Pathogen Exposure Plan, and acknowledge their understanding of this policy, as provided in the following link:
[https://myub.bridgeport.edu/academics/colleges/acupunctureinstitute/Documents/2017-06-08 Student BBP \(FINAL\).docx](https://myub.bridgeport.edu/academics/colleges/acupunctureinstitute/Documents/2017-06-08%20Student%20BBP%20(FINAL).docx)

g. Student Financial Services' Satisfactory Academic Progress Policy

Please see the following information regarding requisite academic progress to receive financial aid, as required by federal law:
http://www.bridgeport.edu/docs/FinancialAid/Satisfactory_Academic_Progress_2015.pdf

h. Grievances/Complaints

Students may avail themselves at the following grievance procedures:

1. Internal Grievances

Refer to Section Six of the *Key to UB* for the following University grievance procedures: (1) Student Grievance Procedure, (2) Grievance Procedures under Title IX and Title VI, and (3) Disability Grievance Procedure. Refer to Section Two of the Key to UB for the Academic Grievance Procedure.

2. External Grievances/Inquiries: Program Operation

UBSN does not prohibit any student from filing an inquiry or complaint regarding the Program's operation. Students meet with the appropriate Associate Dean or Dean for questions, concerns or resolution of issues.

After following appropriate channels of communication and/or the school's grievance policy, nursing students should direct inquiries regarding program dissatisfaction e.g. program quality and non-compliance with licensure and/or accreditation standards to the following agencies:

Licensure:

The baccalaureate degree in nursing program at The University of Bridgeport is licensed by the State of Connecticut, Office of Higher Education and the State of Connecticut, Department of Public Health, Board of Examiners for Nursing.

CT Office of Higher Education
450 Columbus Boulevard, Suite 510
Hartford, CT 06103-1841.

The agency's main telephone numbers are voice (860) 947-1800; fax (860) 947-1310. Connecticut Board of Examiners for Nursing

Dept. of Public Health
410 Capitol Avenue, MS# 13PHO
P.O. Box 340308
Hartford, CT 06134-0308
(860) 509-7603-Menu Option 2

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Accreditation:

The baccalaureate degree in nursing program at The University of Bridgeport is accredited by the Commission on Collegiate Nursing Education:

Commission on Collegiate Nursing Education (CCNE)

655 K Street

Northwest Suite 750

Washington, DC 20001

(202) 887-6791

www.ccneaccreditation.org

Appendix A

ANA Code of Ethics for Nurses

It is an expectation that all students read and refer to the American Nurses Association (ANA) Code of Ethics (2015) located on the ANA website www.ana.org/code/protectednwcoe303htm. The Code of Ethics is one of several professional nursing standards that frame the curriculum of the UBSN program. The Code provides a standard of practice that guides the nursing professional towards thoughtful, ethical and high quality nursing care.

The ANA Code of Ethics provides a guiding framework of the ethical expectations for students enrolled in the University Of Bridgeport School Of Nursing. All nursing students are expected to not only know the Code of Ethics for Nurses but also adhere to its guiding principles of behavior.

For more detail, see the reference of the *Source* of the Provisions.--

ANA Provisions of the Code of Ethics for Nurses*

Provision 1:	The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
Provision 2:	The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
Provision 3:	The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
Provision 4:	The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
Provision 5:	The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
Provision 6:	The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that is conducive to safe, quality health care.
Provision 7:	The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
Provision 8:	The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy and reduce health disparities.
Provision 9:	The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession and integrate.

*The Code of Ethics for Nurses consists of two components: the provisions and the accompanying interpretive statements.

Source: American Nurses Association (2015). *Code of Ethics for Nurses*, (2nd Ed.). Silver Spring, MD: ANA (pgs. 1-47).

Appendix B

ANA: Nursing Scope and Standards of Practice

The American Nurses Association (ANA) Standards of Nursing Practice consist of the Standard of Practice and the Standards of Professional Performance. For more detail, see the reference of the *Source* of the Standards. The *Standards of Practice* describe a competent level of nursing care as demonstrated by the critical thinking model as the nursing process. The nursing process includes the components of assessment, diagnosis, outcomes identification, planning, implementation, and evaluation.

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

The *Standards of Professional Performance* describe a competent level of behavior in the professional role, including activities related to ethics, culturally congruent practice, communication, leadership, education, evaluation, resource utilization, and environmental health.

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

Source: American Nurses Association (2015). *Nursing Scope and Standards of Practice* (3rd Ed.). Silver Spring, MD: ANA (pgs. 4-5).

**UNIVERSITY OF BRIDGEPORT SCHOOL OF
NURSING STUDENT HANDBOOK SIGNATURE
FORM**

For Academic Year 2019-2020

I, understand and agree that I have been granted admission to the School of Nursing, which requires satisfaction of the admissions criteria as stated in the published University of Bridgeport School of Nursing materials. I further acknowledge and agree that all information contained in my admissions application is truthful and accurate, and that any false information contained therein shall result in automatic dismissal from the School of Nursing.

Additionally, I understand and agree that I shall comply with all University of Bridgeport and School of Nursing policies, including the Key to UB Student Handbook, University Catalog, and UBSN Student Handbook. I specifically acknowledge that I have fully read, understand, and shall adhere to all the School of Nursing policies contained in the UBSN Student Handbook with special attention to the policies on Attendance (Section 4a), Academic Sanctions (Section 4g), Academic Discipline (Section 4h), Disciplinary Rules and Procedures (Section 6), Background Checks (Section 3d), and Implications of Criminal Convictions (Section 3d and stated below).

Notice of Effect of Criminal Conviction(s) on Licensure

As a student entering the nursing profession, you are expected to uphold the high moral and ethical standards of a professional nurse. As such, please be aware that felony and misdemeanor convictions may affect one's eligibility for licensure, as well as participation in the School of Nursing (including its clinical rotations). As requirements vary by state, students are solely responsible for consulting the state licensing boards in the state(s) they seek to practice. For more information about the effect of a criminal conviction on eligibility for licensure in Connecticut, please see the Connecticut Department of Public Health website.

Student Name: (Print) _____

Student Signature: _____ Date: _____

Director Signature: _____ Date: _____