University of Bridgeport

ADN/BSN/ABSN/RN-TO-BSN PROGRAM
STUDENT HANDBOOK ACADEMIC YEAR 2026-2027

Updated 08/2026

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ADN/BSN/ABSN/RN-TO-BSN PROGRAM STUDENT HANDBOOK 2026-2027

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 **bridgeport.edu/key-to-ub** and https://www.bridgeport.edu/academics/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 in the student portal.

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 are not intended to create either an expressed or an implied contract with any student. The University reserves the right in its exclusive discretion to add, modify, delete, deviate, or amend the provisions of the Handbook, or grant exceptions from the applicability of its provisions.

ADN/BSN/ABSN/RN-TO-BSN PROGRAM STUDENT HANDBOOK 2026-2027

Administration and Faculty

Administration

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Staff

Michelle Bacon, Administrative Coordinator

Jason Fenstermaker, Simulation Technical Specialist

2. Overview of the School

a. Vision and Mission

University of Bridgeport: 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.
-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 transform nursing to advance the health of individuals, communities, and global societies.
The mission of the School of Nursing is to prepare innovative nurse leaders and practitioners who are committed to the promotion of evidence-based health equity and social justice through excellence in education, practice, and service.

Values

UBSN strives to create a culture that reflects the core values of the nursing profession:

Caring:
Reflects a culture of quality care that embraces the expression of empathy, respect, civility, kindness and collaboration.
Excellence:
Commitment to continuous growth, improvement, and understanding. It is a culture where transformation is embraced, and innovation is valued to improve the health of individuals and communities.
Integrity:
Encompasses ethical decision-making, social responsibility, social justice, stewardship, and open Communication.
Diversity, Equity, Inclusion:
Embraces acceptance and respect for the differences among individuals with diverse life experiences, perspectives, and backgrounds while affirming the uniqueness of each.
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 New England Commission on Higher Education, Inc. (NECHE) accredits the University of Bridgeport. Accreditation of an institution of higher education by NECHE 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 Commission on Collegiate Nursing Education accredits the baccalaureate degree in nursing program at the University of Bridgeport:
Commission on Collegiate Nursing Education (CCNE) 655 K Street
Northwest Suite 750
Washington, DC 20001
(202) 887-6791
www.ccneaccreditation.org

The Accreditation Commission for Education in Nursing Candidacy: The ADN program has applied for ACEN Accreditation.

Accreditation Commission for Education in Nursing ACEN
3390 Peachtree Road NE
Suite 1400
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

Licensure:

The State of Connecticut, Office of Higher Education and the State of Connecticut, Board of Examiners license the baccalaureate degree in nursing program at The University of Bridgeport 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)

c. Philosophy and Core Values

The UBSN philosophy integrates the national standards and principles of professional nursing organizations, with the academic and curricular values of the School of Nursing. The UBSN philosophy is grounded in the domains, competencies, sub-competencies, concepts, principles, and guidelines of the American Association of Colleges of Nursing (AACN) *Essentials*, (2021). The professional nurse meets the health needs of society through integration of research, education, and practice.

The purpose of UBSN is to provide a program of high academic excellence that encompasses liberal arts and sciences with nursing specific discipline knowledge. It is our goal to teach our students the core values of caring, excellence, integrity, and diversity.

ADN: focuses on preparing a beginner nurse with the knowledge and skills needed to enter practice. The ADN is a pathway to the BSN-prepared professional nurse.

BSN: focuses on educating nurses for professional nursing practice across the continuum of care integrating clinical judgment, evidenced-based practice, and interprofessional collaboration. The BSN is a foundation for future graduate study.

The Essentials: Core Competencies for Professional Nursing Education (AACN, 2021, updated April 2026) represent a new direction for nursing education, transitioning to a competency-based model of education. Competence develops over time, is progressive, and reflects the impact of internal and external factors and experiences of the student. While knowledge is essential, students must demonstrate achievement of expectations across the span of their education and practice experience. Success is met through demonstration of measurable competence at each level of performance.

The Essentials are organized within 10 domains, which are broad in scope and cross all levels and areas of nursing practice. Competencies are written as short statements as components with the domain. Each competency statement has multiple sub-competencies written at two levels to reflect learner expectations for entry-level and advanced nursing education. Sub-competencies are designed to be understandable, observable, and measurable by learners, faculty, and future employers.

In addition to the ten domains, there are additional concepts that UBSN values as integral to the preparation of a registered nurse. These are:

Ethics: Principles that guide a person's behavior closely tied to moral philosophy.

Evidence-Based Practice: the delivery of optimal health care through the integration of current evidence and clinical expertise with individual and family preferences.

Health Policy: goal-directed decision-making about health that is the result of an authorized public decision-making process (Keller & Ridenour, 2021).

Social Determinants of Health: the personal, social, economic, and environmental factors that impact health.

Clinical Judgment: the process by which nurses make decisions based on nursing knowledge (evidence, theories, and ways/patterns of knowing), other disciplinary knowledge, critical thinking, and clinical reasoning (Manetti, 2019). Clinical decision-making based on clinical judgment is directly related to care outcomes.

Communication: an exchange of information, thoughts, and feelings through verbal, written, and nonverbal means, essential to high-quality, individualized nursing care and effective interprofessional collaboration.

Compassionate Care: the way nurses relate to others as human beings, noticing another person's vulnerability, responding with genuine concern, and acting in ways that are meaningful to those receiving care.

Access, Connection, and Engagement: the resources and pathways that support full participation in nursing education (access), the relationships and support systems that help students feel valued (connection), and the active, curious participation that drives learning and professional growth (engagement)

The Essentials: Core Competencies for Professional Nursing Education (2021, updated April 2026)

Domain 1: Descriptor: Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes the practice of professional nursing and forms the basis for clinical judgment and innovation in nursing practice.

Domain 2: Person-Centered Care
Descriptor: Person-centered care focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. Person-centered care builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.

Domain 3: Population Health
Descriptor: Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, healthcare, local government entities, and others for high quality, safe, and accessible patient care for all populations.

Domain 4: Scholarship for Nursing Discipline
Descriptor: The generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care.

Domain 5: Quality and Safety
Descriptor: Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.

Domain 6: Interprofessional Partnerships
Descriptor: Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.

Domain 7: Systems-Based Practice
Descriptor: Responding to and leading within complex systems of healthcare. Nurses effectively and proactively coordinate resources to provide safe, high-quality, and accessible care across all populations.

Domain 8: Informatics and Healthcare Technologies**Descriptor:** Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.

Domain 9: Professionalism
Descriptor: Formation and cultivation of a sustainable professional nursing identity, accountability, perspective, collaborative disposition, and comportment that reflects nursing's characteristics and values.

Domain 10: Personal, Professional, and Leadership Development
Descriptor: Participation in activities and self-reflection that foster personal health, resilience, and well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership.

d. Program Outcomes (POs) – BSN/ABSN

1. Integrate knowledge from nursing, a liberal education, human experience comprehension, scientific literacy, and analytical abilities for clinical judgment in the nursing profession globally. (Domain 1)
2. Deliver safe, comprehensive, and compassionate nursing care across the lifespan to individuals and important others. (Domain 1, 2, 6, 9, 10)
3. Advocate for the health and well-being of vulnerable populations, utilizing leading health indicators, education, health promotion strategies, and population-focused interventions. (Domains 3, 4)
4. Engage in scholarly inquiry to deliver effective, innovative, and equitable patient care incorporating the values and preferences of the client and family. (Domains 1, 4)
5. Integrate healthcare and professional quality improvement standards and principles to promote a culture of safety. (Domains 4, 5)
6. Exhibit strong communication skills to foster therapeutic relationships in the healthcare setting, emphasizing the importance of interprofessional partnerships. (Domains 6, 8)
7. Manage resources within complex healthcare systems to provide safe, quality, and equitable care to diverse populations, considering social determinants factors such as healthcare disparities and access to care. (Domain 3, 7)
8. Utilize information and patient care technology to support innovative inquiry and facilitate evidence-based practice, contributing to improved patient outcomes. (Domain 1, 4, 8)
9. Cultivate a strong professional nursing identity by modeling the values, ethics, and legal standards of professional practice. (Domain 9, 10).
10. Demonstrate leadership and management capacity and a commitment to personal health and well-being. (Domains 9, 10)

e. Program Outcomes (POs)- ADN

1. Demonstrate sound clinical judgement skills founded on a broad base of knowledge from nursing and other disciplines. (Domain 1)
2. Utilize the nursing process, clinical reasoning, and evidence-based practice to provide safe, quality nursing care to patients across the lifespan in a variety of healthcare settings. (Domains 4, 5)
3. Provide holistic, patient-centered nursing care that is inclusive, culturally sensitive, and reflects the unique needs and preferences of individual clients. (Domain 2)
4. Promote health and wellness of diverse patient populations using education and advocacy strategies to facilitate equitable health outcomes. (Domain 3)
5. Collaborate effectively with patients, families, healthcare team members, and other stakeholders to optimize patient care and improve health outcomes. (Domain 6)
6. Use information and communication technologies to inform decision making and support the provision of safe, high-quality, efficient nursing care in accordance with best nursing practices. (Domains 5, 8)
7. Practice within the professional, legal, and ethical frameworks of the nursing profession. (Domain 9)
8. Model behaviors of integrity, accountability, professionalism, and ongoing personal and professional growth. (Domains 9, 10)
9. Apply leadership principles and knowledge of systems to safely and effectively manage care within complex healthcare systems. (Domain 7,10)

f. Essential Academic Performance and Technical Standards for Didactic and Clinical Settings

The education of a healthcare professional requires assimilation of knowledge, acquisition of skills and development of judgment through patient care experiences in preparation for semi-autonomous and collaborative practice, and making appropriate decisions required in such practice. Professional healthcare practice emphasizes collaboration among all healthcare professionals and the patient. In order to function adequately as a professional and progress as a student at the University of Bridgeport School of Nursing, students must possess each of the following skill sets which are essential to meeting required academic performance and technical standards in the classroom and clinical setting.

Possession of the outlined skills noted below reflect reasonable expectations of the RN student for the performance of common functions of the registered nurse and are required to meet the UB School of Nursing standards and demonstrate competence in disciplines as complex as nursing and allied health; thus, these skills are needed for successful admission and progression by students for all degrees within the School of Nursing at UB. In addition to the standards of student conduct set forth in the UB Code of Student Conduct, students must demonstrate competency in the skills which are foundational to meet each of the **Essential Academic Performance and Technical Standards.**

Motor, Strength, and Mobility Skills

Students must possess sufficient motor capabilities to execute the movements and skills required to provide safe and effective nursing interventions. These include, but are not limited to:

- Manipulate equipment (locks, push buttons, knobs, switches, and medication administration equipment) using fine motor skills.
- Ability to guide, resist, and assist clients, or to provide emergency care, which involves the activities of standing, kneeling, sitting, or walking.
- Safely push a wheelchair, stretcher, or other transport equipment without weightlifting restrictions.
- Safely transfer a patient from a wheelchair or stretcher to a bed or exam table.
- Raise arms above head and in all directions to manipulate equipment.
- Stand and walk for extended periods of time (up to 12 hours).
- Perform all aspects of Basic Life Support without assistance.

Communication Skills

Students must be able to utilize effective communication with peers, faculty, clients, and their families, and other healthcare providers. This includes, but is not limited to:

- Communicate effectively in English via verbal and written means.
- Read and quickly comprehend written instructions to deliver appropriate patient care.
- Document written and electronic records and assignments in an accurate and timely manner.
- Willingly receive and provide feedback.
- Process and communicate information on the patient's status with accuracy, in a timely manner, to members of the healthcare team.

Sensory (Hearing, Vision, Tactile and Olfactory) Skills

Students must possess the ability to obtain information in the classroom, laboratory, or clinical settings through observation, auscultation, palpation, and other measures, including but not limited to:

- Hear sufficiently to interact with patients and medical staff when background noise is present and to effectively use devices for measurement of blood pressure assessing breath sounds, etc.
- Detect audible sounds within the hospital, such as equipment alarms, fire alarms, telephones ringing, and overhead pages.
- Observe patients accurately, at a distance, close at hand, and in low levels of light.
- Recognize and respond appropriately to non-verbal communications when performing assessments and/or administering treatments/interventions.
- Distinguish between different shades of color and gray scales.

- Perceive signs of disease, infection, or discomfort manifested through physical examination and discriminating touch and interpret facial expressions, body language and identify abnormal patterns of movement.
- Accurately read small print such as found on medication labels and syringes.

Intellectual and Cognitive Skills

Students must possess sufficient abilities in the areas of calculation, critical problem solving, reasoning, and judgment to be able to comprehend and process information within a reasonable period as determined by the faculty and the profession. The student must be able to prioritize, organize and attend to tasks and responsibilities efficiently. This includes but is not limited to:

- Develop and refine problem-solving skills that are crucial to practice as a healthcare provider, including but not limited to the following: measure, calculate, reason, analyze, integrate, synthesize objective and subjective data in the context of undergraduate or graduate professional study.
- Make sound decisions, even in urgent/emergent clinical situations that reflect consistent and thoughtful deliberation.
- Make a correct judgment in seeking supervision and consultation in a timely manner.
- Read and comprehend extensive written materials including instructions, test results, and histories.
- Apply information and engage in critical thinking in the classroom and clinical setting.
- Engage in self-directed learning.

Behavioral, Emotional and Social Skills

Students must be capable of exercising good judgment, developing empathic and therapeutic relationships with clients and others, and tolerating close and direct physical contact with a diverse population. This will include people of all ages, races, socioeconomic and ethnic backgrounds, as well as individuals with weight disorders, physical disfigurement, and medical or mental health problems. This also includes but is not limited to:

- Demonstrate emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and in unpredictable ways.
- Understand that their values, attitudes, beliefs, emotions, and experiences affect his or her perceptions and relationships with others.
- Willingly examine and change their behavior when it interferes with productive individual or team relationships.
- Demonstrate the skills and maturity necessary for effective and harmonious relationships in diverse academic and practice environments.

Professional Conduct

Students must be able to:

- Work collaboratively with peers, faculty, and other healthcare professionals.
- Minimize behavioral gestures that indicate dissatisfaction, disrespect, or any negative attitude.
- Abide by professional standards of practice and conduct practice in an ethical manner.
- Engage in patient care delivery in **all** settings and deliver care to **all** patient populations as required by the program and the profession.
- Demonstrate compassion, empathy, altruism, integrity, honesty, responsibility, tolerance, and flexibility in any given situation.
- Arrive timely to the clinical and classroom settings.
- Respond appropriately to constructive criticism while maintaining professional behavior.
- Practice independently (i.e., be able to perform all required skills, assignments, and independent of other students' help).

Regular and Ongoing Evaluation of Academic Performance and Technical Standards

Faculty will evaluate students on a regular and ongoing basis, addressing deficits and areas in need of improvement by means of a program-specific clinical evaluation tool, based on direct and indirect interaction and supervision of the student in the classroom and clinical settings and during clinically related activities. Students must notify faculty of any changes in their ability to meet the academic performance and technical standards. **Students who violate or fail to report changes in their ability to meet the Essential Academic Performance and Technical Standards may be placed on a Student Success Plan or an Academic Action Plan based upon the nature of the violation. Failure to consistently comply with the requirements of the remediation plan may result in dismissal from the nursing program.** Keep in mind, clinical agencies may not allow or be able to provide the same accommodation as those that can be provided in a classroom.

Reasonable Accommodations for Disabilities

Students with disabilities are encouraged to contact Student Accessibility Services at 203-576-4104 or accessibilityservices@bridgeport.edu. Our offices are locate on the 7th floor of Wahlstrom Library Room 706. Students with disabilities, at the discretion of the Executive Director, School of Nursing, are expected to perform all the essential functions of the program with or without reasonable accommodation. The University will work with the student to provide, if possible, reasonable accommodation; however, it is important to note we are not required to provide requested accommodations that would fundamentally alter the essential qualifications, functions, technical standards, or other academic requirements of the program, or result in an undue financial or administrative burden.

3. Program Policies

a. Attendance Policy

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

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

1. **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.
2. **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 required.
3. **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. Documentation may be required by the family member.
4. **Medical:** Unplanned medical or health issues, including without limitation: car accident, illness, injury to the body, etc. 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, they shall receive an automatic grade of zero for the missed work.
5. **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, they shall receive an automatic grade of zero for the missed work.
6. Due to circumstances outside the **purview** of UBSN, there may be circumstances when a make-up is not possible. Student Athletes must provide the excused absence form provided by their coach and submit a minimum of two (2) weeks prior to the date of absence to the course instructor.

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 or leaves class more than five (5) minutes early. (Examples of unexcused absences include but are not limited to: personal travel, work, elective procedures/ surgeries or personal scheduled appointments). 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 she/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 their arrival or they will receive an unexcused absence).Unexcused Absence also includes those students who are held from clinical experiences due to noncompliance with mandatory requirements (e.g., PPD, CPR, malpractice insurance, etc.)
Attendance and Course Grade: Attendance is a component of the course grade. Students are permitted up to two (2) unexcused absences per course without grade penalty. Beginning with the third unexcused absence, a deduction of 0.5 point per absence will be applied to the student's participation grade, capped at a maximum deduction of 2 points (reached at the sixth unexcused absence). Students whose unexcused absences continue beyond the sixth absence will be placed on an Academic Action Plan and referred to the Program Director.

Clinical Unit/Agency Absence: In the event of clinical lateness (>15 minutes) 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. Once notified, the faculty will arrange for any missed clinical time. All missed clinical time must be made up. Assignments or experiences will be determined by the Clinical Instructor. Clinical day absences in excess of (2) for a full semester and/or (1) for a half semester jeopardize the successful completion of clinical objectives and may result in a clinical failure "F." Please submit documentation of extenuating circumstances within one week of absence to the Director of Clinical Education and in consultation with appropriate course faculty. Documentation of circumstances will be required

Nursing on Campus (Laboratory)/Simulation or Clinical Absence*:* Laboratory/simulation or Clinical absences are made up on the dates scheduled by the faculty. If a nursing student was absent from an on-campus laboratory (lab) or simulation exercise, or any missed clinical experience, they are required to contact the appropriate laboratory/simulation/clinical faculty within one week of missing the lab/simulation/clinical to schedule a makeup assignment. Missed classroom laboratory/simulation or clinical time/experiences must be made up per the schedule/ assignment set by the faculty. Students must be flexible to accommodate their laboratory/simulation/ or clinical make-up. Successful completion of the assigned make-up session is required to pass the course.

Nursing students must meet with their assigned faculty advisor at least once a semester to review academic planning, the progression policy, and update their Student Education Plan. Students are ultimately responsible for monitoring successful program completion through academic web planner for program requirements.

Students are also responsible for monitoring their own academic and clinical progress and for seeking appropriate assistance as needed. At the beginning of each course/term, students will receive a course syllabus, which will contain general information such as objectives/course outcomes, prerequisites, assessments/evaluation grading schemes and topics covered in the course. Students will also receive a clinical evaluation form, used in assessing expected clinical competencies for the course. All students must understand course information, including grading criteria. The syllabus serves as the learning contract for the course but is subject to revision at the faculty member's discretion.

b. Assignment Submission Policy

Assignments must be submitted in accordance with the following:

1. Assignments that contribute to the numerical calculation of the course letter are due at designated intervals during courses as defined by the course syllabus.
2. Failure to submit assignments on time will result in a 5-point reduction for each calendar day the assignment is late for up to 3 days, after which the grade will automatically become a zero "0".
3. Certain assignments may not be eligible for late submission and will be identified in the course syllabus.
4. 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 3 days after), students must request (in writing) permission from the instructor for the late submission. The instructor will review the basis of the students' request and shall notify the student in writing of their decision.
5. Students are required to actively participate in the course while the request is pending.
6. Consideration of the students' total course performance to date will be a contributing factor.
7. If a student is absent from class the day an assignment is due to the Attendance Policy (Section 3, Section a) applies to determine whether an extension is granted.

c. Examination Policies

UB has transitioned to incorporate the changes brought by NextGen NCLEX-style testing. We are instituting the following exam policies to help you prepare and succeed by the completion of this program. You should anticipate 1.5–2 minutes per question, across several question types.

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The NCSBN Candidate Rules provided to UBSN emphasize four major principles: examination confidentiality, examination security, control of personal and electronic devices, and compliance with testing-room procedures. The NCSBN Rules specifically prohibit disclosure or reconstruction of examination items and restrict unauthorized materials and electronic devices within the testing environment. UBSN incorporates these principles into its testing environment to promote examination integrity and help students develop behaviors appropriate for high-stakes professional testing.

In addition, UBSN requires students to adhere to the following examination policies:

1. Students are required to take their examinations on the date and time they are scheduled, in the course section they are registered for.

2. Reasonable accommodation for examinations must be approved and documented by the Office of Student Accessibility Services.
3. Personal belongings should be left in the back of the classroom. UBSN is not responsible for lost or stolen property. Students may leave the room quietly when they finish the exam.
4. Students may be given assigned seats for their examination.
5. Students with questions should raise their hand and a proctor will come to them.
6. Exams start on time with no late admissions; after this, the student is not allowed into the classroom. The student must sit for a new exam at a time acceptable to the faculty member. The exam will be in a different format.
7. If a student is unable to take an examination at the designated time, the student must notify the faculty prior to the start time of the exam in accordance with the Attendance Policy. The makeup exam must be taken as soon as the student returns to class and at the discretion of the faculty. The makeup exam may differ in format/content from the original exam.
8. Examination grades are made available within 5 school days.
9. Academic integrity violations during examinations are subject to the following sanctions: first violation — maximum score of 50% on the exam (or the actual score if lower) plus a required meeting with course faculty and academic advisor; second violation — course failure plus automatic referral to the ABC Committee; third violation — course failure and dismissal. Violations accrue across a student's total enrollment. Refer to Section 3h and the Key to UB (Chapter Five) for additional University-level conduct procedures.
10. No student, at any level (Sophomore, Junior, Senior, or ABSN), may return to previously answered exam questions. All UBSN examinations are administered in forward-only mode.
11. No electronic devices are allowed at all during testing. That includes phones, smart watches, and noise cancelling headphones or headphones of any type. Students may use earplugs if needed. Prior to the start of each exam, students must place phones at the front of the room, disable notifications on all devices, and restart computers in front of the proctor.
12. Whiteboards are the preferred writing surface during examinations, as they mirror the NCLEX testing process. When scrap paper is permitted — at satellite classroom locations, in the event of whiteboard supply shortage when multiple exams run concurrently, or for specific content such as ECG/EKG readings — students may use pencil only, and all scrap paper must be collected by faculty at the conclusion of the examination.
13. All nursing course examinations must include a minimum of five (5) medication administration questions per exam, covering dosage calculation, medication safety, and recognition of therapeutic effects, adverse effects, and contraindications.
14. All examinations in NURS 324, NURS 325, NURS 318, Senior 1 and Senior 2 courses, and ABSN Semesters 3 and 4 must include at least one NCLEX-style case study (one case, minimum six questions), embedded within the standard exam question count.
15. See Section 3d for dosage calculation competency requirements and Section 4 for ATI remediation requirements. Additional course-specific guidelines are included in each course Canvas shell.

d. Dosage Calculation Competency

Accurate medication calculation across the lifespan is extremely important to avoid medication administration errors. As part of NURS 202: Fundamentals in Nursing, students will perform a lab validation of essential math competencies. There will be a rubric provided, and students will have 3 attempts to pass the competency of safe and accurate medication administration. Failure to pass the competency will result in a lab failure. (NURS 202 instructor and lab coordinator to organize)

1. A self-paced medication calculation preparation course is available in Canvas. Students are responsible for using these resources to prepare for the exam. Students must complete all required modules before the medication calculation exam given the first week of classes. These modules include:
   Instructional content
   Practice problems
   Self-assessment quizzes

2. In the first two weeks of the semester, a medication calculation exam will be given on a designated date at 3:00PM. This is a mandatory exam requirement. If you are absent, this counts as a 1st attempt failure.
   a. This is a computer based, 20 question exam, with a minimum passing score of 90%. School-provided calculators only and no personal electronic devices or late admission to class.
   b. If you do not pass the first exam, mandatory remediation is required after each failed attempt prior to taking the 2nd and 3rd attempt exams. The 3rd attempt must be completed by the end of the second week of classes.
   c. **If a student fails to achieve a 90 or higher after 3 attempts, they may attend clinical, but they are prohibited from administering medications in clinical.**
   d. For those students who have not passed the exam after 3 attempts, starting from week 3 on, a computer-based 5 question quiz will be administered at the start of each week (it will be open for 24 hours on Sunday). Students must answer all 5 questions correctly in order to give meds in clinical and be cleared for the semester.
   e. If by **week 10**, students have still not achieved a passing quiz, they will fail clinical due to not meeting the clinical competencies of the Clinical Evaluation Tool.

Note: For clinical courses shorter than 14 weeks (e.g., 7-week clinicals), the 10-week passing requirement above does not apply as written.

1. Exam Content:

Traditional BSN Program	Accelerated BSN (ABSN) Program
NURS 206 (Foundational) • Basic arithmetic review and unit conversions • Oral, injectable (IM, subcutaneous), and liquid medication dosing • Safe dose range evaluation and interpretation of medication orders • Scenario-based questions reflective of general medical-surgical care across the lifespan	**NURS 320 (Foundational to Intermediate Calculations** • Basic arithmetic review and unit conversions • Oral, injectable (IM, subcutaneous), and liquid medication dosing • Safe dose range evaluation and interpretation of medication orders • Scenario-based questions reflective of general medical-surgical care across the lifespan • Mixed-format calculations involving tablets, liquids, and injectables • Weight-based dosing, titration, and reconstitution
NURS 316 (Intermediate) • Mixed format calculations involving tablets, liquids, and injectables. • Expanded practice using case-based scenarios involving diverse age groups and care settings • Intravenous flow rate (manual and electronic pump) • Weight-based dosing, titration, and reconstitution	**No ABSN counterpart**
NURS 326 (Advanced)	**NURS 322 (Advanced and Intravenous**

• Safety and decision-making with time-sensitive and high-alert medications • Case-based clinical decision-making • Complex multi-step and high-acuity scenarios	**Calculations)** • IV flow rate (gravity and pump) • Expanded practice using case-based scenarios involving diverse age groups and care settings • Intravenous flow rate (manual and electronic pump) • Safety and decision-making with time-sensitive and high-alert medications • Case-based clinical decision-making • Complex multi-step and high-acuity scenarios

ADN Program	
NURS 104 (Foundational) • Basic arithmetic review and unit conversions • Oral, injectable (IM, subcutaneous) and liquid medication dosing • Safe dose range evaluation and interpretation of medication orders • Scenario-based questions reflective of general medical-surgical care across the lifespan	
NURS 205 (Intermediate) • Mixed-format calculations involving tablets, liquids and injectables. • Expanded practice using case-based scenarios involving diverse age groups and care settings. • Intravenous flow rate (manual and electronic pump)	

e. Course Examination Remediation Policy
(Does not apply to ATI Proctored Assessments, which follow separate ATI remediation requirements outlined in Section 4.)

Following each nursing course unit examination, students will be placed in one of three performance categories. Nursing course exam grades are final and may not be retaken or changed through remediation. Completion of required remediation is documented in the participation component of the course grade as Complete/Incomplete, with one participation point assigned for each required remediation completed in full.

Performance Categories

Score Range	Category	Remediation Requirement
81% or higher	**Satisfactory**	Remediation is optional. Completed remediations are graded; if not completed, it is marked Excused and removed from the grade calculation rather than counted as a zero.
77%–80%	**At-Risk**	Remediation required. Passed, but flagged for early intervention. If not completed by the deadline, no participation point is earned and the

		remediation is recorded as incomplete.
Below 77%	**Below Competency**	Mandatory remediation required. Did not meet the passing threshold. If not completed by the deadline, no participation point is earned and the remediation is recorded as incomplete.

Remediation Completion and Grading

Completion is documented in the participation component of your course grade as Complete/Incomplete. One participation point is assigned for each required remediation completed in full. All elements must be completed to earn the point. Required remediation (At-Risk and Below Competency tiers) that is not completed by the deadline earns no participation point and is recorded as Incomplete — this differs from the Satisfactory tier, where skipped optional remediation is marked Excused rather than Incomplete.

Escalation:
A student who scores below 77% on more than one unit exam in the same course will be referred to their faculty advisor and Program Director for a progression review, in addition to completing the required remediation activities for each individual exam.

Deadlines:
All remediation activities must be completed within one week of the exam grade being posted, unless otherwise specified by course faculty**.**

f.Grading Policy

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

Grade	Points	QPR (Nursing Students Only)
A	100-93	4.00
A-	92-90	3.67
B+	89-87	3.33
B	86-83	3.00
B-	82-80	2.67
C+	**79-77**	**2.33 (minimum passing grade)**
C	76-73	2.00
C-	72-70	1.67
D+	69-67	1.33
D	66-63	1.00
D-	62-60	0.67
F	<60	0.00

1. **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.
2. **S (Satisfactory):** 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.
3. **U (Unsatisfactory):** 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.
4. **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
5. **W (Withdrawal):** Grades of "W" are determined in accordance with the deadlines set forth in the "Graduate and Undergraduate Academic Calendar" and UB Tuition Refund Policy.
   More specifically:
   - **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 the Executive Director. Both the Executive 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, they are 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, they Administratively dropped from the course, and the course does not appear on the student's transcript. It is the student's responsibility to be aware of financial implications and balance due dates for all drops and withdrawals.

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 will be rounded up to the next number if the decimal point is at or above 0.5. Individual components making up the final course grade are not rounded. (i.e. Papers, exams, projects)

- **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 (S/U). Students must achieve a grade of "Pass" (S) in all Clinical, Laboratory and Simulation components to remain in good academic standing.

- **Clinical Evaluation Tool:** Students must achieve a grade of "Pass" (S) on the final Clinical Evaluation Tool (CET) to pass each clinical course. A failing grade ("Fail"/U) in clinical or laboratory/simulation will result in course failure regardless of course theory grade.

2. Academic Sanctions

According to the *Key to UB*, "It is the responsibility of all students to be aware of their academic standing, and to comply with all requirements set by their College or School." As such, any student with grades at mid-term that are less than a 77 (C+) should make an appointment to meet with their course faculty to review assignments, seek out assistance for success, and to create an Academic Success Plan. Academic sanctions are issued in the following situations, to designate poor academic performance:

A. Academic Probation: Probation is issued upon a **first** instance of the following situations, wherein the student is required to meet with the Program Director or adviser to review his/her academic or clinical status as well as a plan for remediation. (Note: a **second** instance of any course or clinical/lab/simulation failure, as described below, results in Academic Dismissal — see Section B.)

● Failure to maintain an overall QPR of 2.33
● 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 requirement with a final course grade of "Fail" (U); 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 Program Director or adviser).

B. Academic Dismissal: Dismissal is issued in the following situations, in accordance with the Academic Dismissal for Poor Academic Performance procedure listed below. **A "failure" for purposes of this policy means earning a final grade below C+ (77%) in nursing coursework, or a "Fail" (U) grade on a clinical, simulation, or laboratory component, or failure to achieve a 77% or above average on cumulative exam grades, excluding ATI.**

● Failing any two nursing courses, whether the same course failed twice, two different nursing courses failed in the same or different semesters, or a second nursing course failed after a prior failed course has been repeated — with a final course grade of "F," or a "Fail" (U) on a clinical laboratory, simulation, or clinical placement requirement. This dismissal applies regardless of whether either failed course is subsequently repeated and passed; a passing grade on a retake does not remove or offset the original failure for purposes of this policy.
● Failure to meet the required standard of a final course grade at or above a C+ (77) for a nursing course for a second time.
• Failing to satisfy the conditions of probation within the time required by the student's letter of probation.

. **Outcome:** The student will be withdrawn from all nursing courses and the registrar notified of the student's dismissal from the nursing program. **See Appendix C – ABC Committee Guidelines.**

C. Late Withdrawal Policy: If a student withdraws from a nursing course between week #12 and the last withdrawal date and has a pending failure on a clinical evaluation tool or in a nursing course, it will be considered a nursing course failure by the School of Nursing. This will count towards the two-course dismissal policy (see Section 3f-B) although the transcript will show a "W." Withdrawal dates for the semester or session are determined by the University.

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. Any student found in violation of a breach of academic integrity for their first offense, will receive an "F" on the assignment. In the school of nursing, this numerically will be entered as a 50. Please see Chapter 2 of the *Key to UB*, available at **bridgeport.edu/key-to-ub/chapter-2-academic-standards**.
2. **"See Section 3f-B for Academic Dismissal for Poor Academic Performance criteria and outcomes. See Appendix C for Academic, Background, and Conduct (ABC) Committee guidelines.**

i. Transfer Credit:

It is the student's responsibility to submit official transcripts immediately upon requires a C+ or better in math and science courses. Nursing transfer credit evaluation is at the discretion of 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 the Executive Director.

j. Graduation Requirements

Before graduation, a student must successfully complete the following:

1. All nursing and non-nursing requirements for all coursework must be reviewed by the academic advisor.
2. Standardized tests and NCLEX-RN Review Course.
3. 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:

i. All courses run concurrently and have prerequisite and/or corequisite 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.

ii. 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.

iii. Clinical and laboratory components of nursing courses are graded on a Pass/Fail (S/U) 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.

iv. ATI: 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 ATI. These programs include 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.

v. Cumulative Exam Average Requirement: To pass any nursing course, students must achieve a weighted cumulative exam average of at least 77%, calculated from all unit exams and the final exam in the course. This requirement must be met before any other grade components — including ATI grades, clinical grades, participation points, or assignments — are factored into the final course grade. If the weighted cumulative exam average falls below 77%, the final course grade will be calculated solely on the weighted cumulative exam average, excluding all other graded components, and the student will not pass the course. The cumulative exam average is not rounded; only the final course grade is rounded.

l. AI Policy:

If the course policy permits students to incorporate generative AI tools in assignments or research, students must clearly indicate how AI was used. This may include, but is not limited to, generating ideas, refining language, or supporting data analysis. A brief explanation of the role of AI should be included in a footnote, endnote, methodology section, or acknowledgements, As with any academic resource. Students must cite and credit all sources, including AI tools, following APA or other required citation formats. Unethical use of AI or failure to disclose AI-assisted work will be considered a violation of the university's academic integrity policy and subject to disciplinary action.

4. Progressive Standardized Testing (ATI)

I. Purpose

This policy establishes the University of Bridgeport School of Nursing (UBSN) requirements for ATI progressive standardized testing, defines the grading weight for the Practice and Proctored Assessment components, and outlines mandatory remediation activities based on individual student performance level. The purpose of ATI remediation is to identify knowledge gaps, strengthen clinical judgment, and improve NCLEX-RN readiness.

II. Overview of ATI Progressive Testing

ATI tools, in combination with nursing program content, assist students in preparing efficiently for course and licensure examinations while increasing confidence and familiarity with nursing content. Data from student testing and remediation is used for program quality improvement and outcome evaluation. ATI orientation resources are available on each student's home page, and students are strongly encouraged to review these materials at the start of the program.

ATI assessments are weighted and counted as part of course grades as specified in the ATI Course Grading Rubric tables below. At the conclusion of the nursing program, all students are required to attend a mandatory ATI NCLEX-RN Review Course.

- Practice Assessment A: a standardized practice assessment administered under proctored conditions halfway through the course. Required of all students; helps identify strengths and areas requiring active

learning/remediation, assigned by course faculty with a defined deadline.

- Practice Assessment B: a standardized practice assessment completed at home (unproctored). Required of all students; administered 1–2 weeks before the Proctored Assessment.
- Proctored Assessment: a proctored, standardized exam administered within the assigned course section. The University of Bridgeport benchmark is Level 2.
- Modular Study and Tutorials: online review modules and tutorials (including Nurse Logic and Learning System) that supplement coursework and support remediation.

III. ATI Grading Weight Structure

The ATI component of the course grade is comprised of three parts: Practice Assessment A, Practice Assessment B, and the Proctored Assessment, scored on a 100-point scale. All three components must be completed in full to earn ATI credit for the course.

Regardless of the point structure below, the Proctored ATI Assessment will constitute no more than 10% of the student's overall course grade, as specified in the course syllabus. Component	Points Available	Weight of ATI Grade
Practice Assessment A	29 points	29%
• Completion of practice exam	15 points	—
• Completion of required Focused Review and handwritten ALTs	14 points	—
Practice Assessment B	29 points	29%
• Completion of practice exam	15 points	—
• Completion of required handwritten ALTs and dynamic quizzing	14 points	—
Proctored Assessment	42 points	42%
• Completion of proctored exam	14 points	—
• Completion of required remediation; points vary by level achieved	Up to 28 points	—
Total ATI Grade	100 points	100%

Important Notes: All three components must be completed to earn ATI credit; no component may be substituted for another. Late or missing submissions result in zero points for that portion of the ATI grade.

All students, regardless of level achieved, must complete a minimum of three (3) hours of ATI Focused Review following each ATI exam — this baseline applies even to students exempt from further remediation under Section IV.A.

IV. Remediation Requirements by Proctored Assessment Level

A. Students Scoring Level 2 or Level 3 — No Remediation Required. These students have met the UB benchmark and receive full credit (up to 28 points) for Proctored Assessment remediation automatically. They must still complete the three-hour post-exam Focused Review required of all students.

B. Students Scoring Level 1 — Required Remediation Activities: 5 handwritten Active Learning Templates; 75 ATI Dynamic Quizzing questions at an 85% target per topic; mandatory ATI Club attendance; a written study plan; a required retake exam (offered the last week of the semester) — remediation points are earned back in full upon achieving Level 2 or higher on the retake.

C. Students Scoring Below Level 1 — Required Remediation Activities: a minimum 4-hour ATI Focused Review (superseding the 3-hour baseline); 7 handwritten Active Learning Templates; a required faculty meeting within one week of results; 100 ATI Dynamic Quizzing questions at an 85% target per topic; mandatory ATI Club attendance; a one-page reflection assignment; a required retake exam — remediation points are earned back in full upon achieving Level 2 or higher on the retake.

V. Missed or Rescheduled Proctored Exams

Practice Assessment A (administered halfway through the course) and the Proctored Assessment are both administered under proctored conditions and follow the same rescheduling procedure. (Practice Assessment B is completed at home and is not subject to this section.) If a student cannot take a proctored exam at its scheduled time, the student must arrange with course faculty to test at another time, at the faculty's convenience, within one week of the original exam date. Exam eligibility is not conditioned on completed remediation — a student retains the right to test even if prior remediation activities weren't completed but forfeits the associated remediation points.

VI. Submission Requirements

All remediation activities must be submitted within two (2) weeks of receiving ATI results, unless otherwise specified by course faculty. Failure to complete remediation requirements may result in loss of ATI remediation points.

VII. Academic Integrity Statement

ATI assessments are designed to identify strengths and areas needing improvement in preparation for the NCLEX-RN® examination. Students are expected to complete all ATI assessments independently and honestly. The use of artificial intelligence (AI), answer-sharing websites, unauthorized resources, or collaboration with others to obtain answers is strictly prohibited. Misrepresenting performance undermines the learning process and may result in disciplinary action in accordance with School of Nursing academic integrity policies.

ATI Course Grading Rubric (BSN/ABSN)

Curriculum Progression	ATI Assessment Component	Weight of Course Grade
Pre-Admission	TEAS	Admission requirement
NURS 201 Intro to Professional Nursing	Self-Assessment Inventory	Course requirement, no grade
NURS 201 Intro to Professional Nursing	Critical Thinking: Entrance	Course requirement, no grade
NURS 357 Current Issues	Pharmacology	10% of the course grade 90 Minutes
NURS 202	Fundamentals	10% of the course grade 90 Minutes
NURS 318 Essentials of Psych/ Mental Health Nursing	Mental Health	10% of the course grade 90 Minutes
NURS 320 Health Maint/Restor I	Fundamentals	10% of the course grade
NURS 324 Caring for Childbearing Families	Maternal Newborn	10% of the course grade 90 Minutes
NURS 325 Caring for Childrearing Families	Nursing Care of Children	10% of the course grade 90 Minutes
NURS 326 Health Maintenance & Restoration III NURS 322 Health Maintenance & Restoration II	Medical Surgical	10% of the course grade 120 Minutes
NURS 344 Health Promotion II The Community	Community Health	10% of the course grade 80 Minutes
NURS 345 Leadership & Management Roles in Nursing	Leadership	10% of the course grade
NURS 358 Transitions to Professional Practice: Sr. Practicum	Critical Thinking: Exit	Course requirement, no grade

NURS 358 Transitions to Professional Practice: Sr. Practicum	RN Comprehensive Predictor	15% of the course grade
NURS 358 Transitions to Professional Practice: Sr. Practicum	NCLEX Review Course	Mandatory attendance

ATI Course Grading Rubric (ADN)

Curriculum Progression	ATI Assessment Component	Weight of Course Grade
Pre-Admission	TEAS	Admission Requirement
NURS 101 Foundations of Nursing Practice	Self-Assessment Inventory, Nurse Logic	Course Requirement, No Grade
NURS 101 Foundations of Nursing Practice	Critical Thinking: Entrance	Course Requirement, No Grade
NURS 104 Nursing Care of Adult Clients I	Fundamentals	10% of the Course Grade
NURS 208 Pharmacology for the Professional Nurse	Pharmacology	10% of the Course Grade
NURS 207 Nursing Care of Clients with Mental Health Disorders	RN Mental Health	10% of the Course Grade
NURS 323 Essentials of Family Nursing	Maternal Newborn	10% of the Course Grade
NURS 345 Leadership and Management Roles in Nursing	RN Pediatric	10% of the Course Grade
NURS 309 Nursing Care of Adult Clients III	RN Adult Med/Surg	10% of the Course Grade
NURS 311 Readiness for Prof. Nursing Practice	RN Comprehensive Predictor	15% of the Course Grade

4. Program Curricula

A. ABSN Curriculum Requirements

The University of Bridgeport School of Nursing (UBSN) Accelerated Bachelor of Science in Nursing (ABSN) program is designed for those students who hold a bachelor's degree in another field other than nursing. This accelerated track incorporates the previous non-nursing bachelor's level course education and experience and allows the student to earn a BSN degree in fifteen months.

2. **ABSN Admission Program Requirements**

All students are admitted to the UB ABSN program according to the admission policy for undergraduate applicants. Students are admitted to UB through the general admission process and into the ABSN program after meeting the following requirements:

1. ABSN prerequisites includeENGL101 MATH103, MATH203, PSYC103, PSYC205, SOC101, BIOL113, BIOL114, BIOL106, and CHEM113.
2. HSCI 230 can be transferred in as a prerequisite course.
3. All prerequisites must be completed prior to the start of the first day of the first semester. At the time of application, only 3 prerequisites may be outstanding or in progress.
4. Missing General Education courses will be waived (i.e. Fine Arts and a 2nd Humanity). All Math and Science courses must be completed within 7 years and with a minimum grade of a C+ or higher. No more than 2 math/science courses with a grade below a C+ can be repeated.
5. Application completed with a personal statement (essay) and two (2) professional letters of recommendation.
6. FAFSA (if applying for federal aid or scholarships)
7. Official Transcript from an accredited school or college/university with title of baccalaureate degree and date of conferral.
8. Experience in healthcare is a plus.

3. **Transfer Credits**

The maximum number of non-nursing transfer credits is 64. Courses in the nursing major are not transferable. LPNs with a baccalaureate degree in another field will be considered for admission.

ABSN Sequence

Semester 1		Semester 2	
NURS 201 Intro to Professional Nursing	2	NURS 210 Patho/Pharm II	3
NURS 204 Health Assessment	3	NURS 320 Health Maintenance & Restoration I	6
NURS 209 Patho/Pharm I	3	NURS 324 Nursing Care of Childbearing Family	3
NURS 202 Fundamentals of Professional Nursing	4	NURS 325 Nursing Care of the Childrearing Family	3
HSCI 230 Nutrition (If Needed)	**3**		
Total Credits	**12-15**	**Total Credits**	**15**

Semester 3		Semester 4	
NURS 314 The Research Process in Nursing	3	NURS 344 Health Promotion II: The Community	4
NURS 318 Psych/Mental Health Nursing	4	NURS 358 Transition to Prof. Practice: Sr. Practicum	6
NURS 322 Health Maintenance & Restoration II	6	NURS 357 Current Issues and Trends in Nursing	3
NURS 345 Leadership and Management	3		
Total Credits	**16**	**Total Credits**	**13**

ABSN Program Policies

1. The ABSN track uses a cohort model. When an ABSN student fails to progress with the assigned cohort because of a single course failure the School of Nursing will make reasonable efforts to reintegrate that student based on course schedules and space availability. The track coordinator will be responsible for creating a modified plan of study for out of sequence ABSN students. The student may also be counseled into the traditional program with the understanding that it will take longer to complete the program based on sequencing of courses.
2. Nursing students who have left the accelerated program once for clinical failure, academic failure, leave of absence, and/or withdrawal from the program are eligible to request a return to the nursing program based on space availability.

    - **Readmission after one year:** Absences from the nursing accelerated BSN program for more than one (1) year are not permitted, and students are not eligible to return to the program or course last attended. Former nursing students who have officially or unofficially withdrawn from the ABSN program must apply for readmission as a new applicant. Students who have attended another accredited institution in the interim must present complete official transcripts with their application for readmission. Applicants accepted after a one (1) year absence must start the nursing program from the beginning.

Graduation Requirements

In order to graduate from the ABSN program, students must complete 64 credits in general education and 56 credits in nursing, totaling 120 credits. Along with a solid foundation in nursing, graduates of the program will be eligible to sit for the National Council Licensure Examination (NCLEX).

B. ADN Curriculum Requirements

a. Curriculum Chart

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

ADN:

General Education Courses

ENGL 101 Academic Writing (3cr)

PSYC 103 Intro to Psychology (3cr)

PSYC 205 Developmental Psychology (3cr)

SOC 101 Intro to Sociology (3cr)

Math/ Science courses (must be completed with a C+ or higher):

MATH 103 College Algebra (3cr)

BIOL 113 Anatomy and Physiology I (4cr)

BIOL 114 Anatomy and Physiology II (4cr)

CHEM 113 Introductory Chemistry (4cr) **or** CHEM 105 Principles of Chemistry

BIOL 106 Microbiology (4cr)

Once admitted to the ADN program, the following sequence of courses is followed:

Semester 1

Courses	Credits
NURS 101 Foundations of Nursing Practice	5
NURS 204 Health Promotion I: Health Assessment	3
Total Credits	**8**

Semester 2

Courses	Credits
NURS 208 Pharmacology for the Professional Nurse	3
NURS 104 Nursing Care of Adult Clients I	5
Total Credits	**8**

Semester 3

Courses	Credits
NURS 205 Nursing Care of Adult Clients II	5
NURS 207 Nursing Care of Clients with Mental Health Disorders	3
Total Credits	**8**

Semester 4

Courses	Credits
NURS 323 Essentials of Family Nursing	5
NURS 345 Leadership and Management Roles in Nursing	3
Total Credits	**8**

Semester 5

Courses	Credits
NURS 309 Nursing Care of Adult Clients III	6
NURS 311 Readiness for Professional Nursing Practice	2
Total Credits	**8**

Total Credits: 71 (Nursing Courses: 40 credits; General Education Courses: 31 credits)

C. RN to BSN Curriculum Requirements

The RN to BSN Completion Program is an online degree-completion pathway designed for registered nurses holding an associate degree or diploma in nursing who wish to earn a Bachelor of Science in Nursing. The program totals 120 credits and may be completed on a full- or part-time basis; students must complete the degree within seven (7) years of matriculation. Once matriculated, students must complete the final 30 credits of residency coursework at the University of Bridgeport. Up to 90 credits may transfer in from previous nursing program coursework completed at accredited institutions.

Admission Requirements

- Current, unencumbered registered nurse license in the student's state of residence
- Cumulative GPA of 2.5 or higher
- Completed University of Bridgeport application
- Transcripts from all colleges/universities attended
- Proof of high school completion or its equivalent

Progression Requirements

Students must maintain a cumulative professional grade point average (GPA) of 2.5 and earn a grade of at least C+ (77) in all nursing, mathematics, and science courses. Progression in the nursing major is dependent upon meeting this requirement.

RN to BSN Completion Program Curriculum Requirements-120 Credits

University Core Courses	**29 Credits**
ENGL 101	Academic Writing
MATH 103	Introduction to Algebra and Statistics
BIOL 113	Intro to Anatomy and Physiology I
BIOL 113L	Intro to Anatomy and Physiology I Lab
BIOL 114	Intro to Anatomy and Physiology II
BIOL 114	Intro to Anatomy and Physiology II Lab
HUM	Humanities Elective
	Psychology Child/Lifespan
FA	Fine Arts Elective
SOC 101	Principles of Sociology
Program Requirements/Transfer	**44 Credits**
Basic Program Block Transfer	
BIOL 106	Elementary Microbiology
BIOL 106L	Elementary Microbiology Lab
PSYCH 103	Introduction to Psychology
MATH 203	Elementary Statistics
	-OR-
DHYG 315	Statistical Reasoning
Upper-Level BSN Courses	**27 Credits**
NURS 301	Nursing Theory & Evidence-Based Practice
NURS 302	Health Assessment
NURS 303	Community Health
NURS 304	Professional Seminar
NURS 305	Leadership and Management in Nursing
NURS 306	Quality, Safety/Health Policy
NURS 307	Nursing & Healthcare Informatics
NURS 308	Capstone II
NURS 310	Population and Global Health
General Elective Courses	**20 Credits**

D. BSN Curriculum Requirements

The UBSN Curriculum Plan illustrates the required sequencing of courses for the academic year. Each course is a prerequisite to the next course in the sequence. Applicants must achieve a minimum score of 58.7 on the ATI Test of Essential Academic Skills (TEAS) for admission to the BSN program. Please see chart:

Year I Pre-Nursing-Track Gen Ed Courses (Current Students)

Fall Semester:16 Weeks		**Spring Semester: 16 Weeks**	
Courses	*Credits*	*Courses*	*Credits*
*English Comp & Rhetoric ENGL 101	3	*Anatomy & Physiology II BIOL 114	4
*Anatomy & Physiology-BIOL 113	4	Elective	3
General Psychology PSYC 103	3	*Sociology 101 SOC 101	3
*Freshman Seminar-FYS 101/Liberal Arts Elective	**3**	Introductory Chemistry CHEM 113	4
*Intro College Statistics & Algebra Math 103	3	*Life Span Development PSYC 205	3
Total Credits	**16**	**Total Credits**	**17**

Year II Nursing

Fall Semester:16 Weeks		**Spring Semester: 16 Weeks**	
Courses	*Credits*	*Courses*	*Credits*
*BIOL 106 Microbiology	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 Fundamentals of Professional Nursing	4	*Math 203 Elementary Statistics	3
NURS 204 Health Promotion I: Health Assessment	3		
Total Credits	**16**	**Total Credits**	**15**

Year III Nursing

Fall Semester:16 Weeks		**Spring Semester: 16 Weeks**	
Courses	*Credits*	*Courses*	*Credits*
NURS 314 The Research Process in Nursing	3	NURS 324 Caring for Childbearing Families	3
NURS 316 Health Maintenance & Restoration II	6	NURS 325 Caring for Childrearing Families	3
NURS 318 Essentials of Psych/Mental Health Nursing	4	NURS 328 Health Policy & Health System	3
*Humanities	**3**	HSCI230 Fundamentals of Nutrition	3
		General Elective	3
Total Credits	**16**	**Total Credits**	**15**

Year IV Nursing

Fall Semester:16 Weeks		**Spring Semester: 16 Weeks**	
Courses	*Credits*	*Courses*	*Credits*
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	5
NURS 326 Health Maintenance & Restoration III	6	NURS 393 Capstone II	3
Total Credits	**14**	**Total Credits**	**11**

Total Credits: 120 (Nursing Courses: 65 credits, 54%; General Education Courses: 55 credits, 46%)
Incoming Students Fall 2026

Year I Pre-Nursing-Track Gen Ed Courses (Incoming Students)

Fall Semester:16 Weeks		Spring Semester: 16 Weeks	
Courses	*Credits*	*Courses*	*Credits*
*English Comp & Rhetoric ENGL 101	3	*Anatomy & Physiology II BIOL 114	4
*Anatomy & Physiology-BIOL 113	4	Elective	3
General Psychology PSYC 103	3	*Sociology 101 SOC 101	3
*Freshman Seminar-FYS 101/Liberal Arts Elective	**3**	Introductory Chemistry CHEM 113	4
*Intro College Statistics & Algebra Math 103	3	*Life Span Development PSYC 205	3
Total Credits	**16**	**Total Credits**	**17**

Year II Nursing

Fall Semester:16 Weeks		Spring Semester: 16 Weeks	
Courses	*Credits*	*Courses*	*Credits*
BIOL 106 Microbiology	4	NURS 206 Health Maintenance & Restoration	6
*Fine Arts	3	NURS 209 Patho/Pharm I	3
NURS 201 Intro to Professional Nursing	2	*Humanities	3
NURS 202 Fundamentals of Professional Nursing	4	*Math 203 Elementary Statistics	3
NURS 204 Health Promotion I: Health Assessment	3		
Total Credits	**16**	**Total Credits**	**15**

Year III Nursing

Fall Semester:16 Weeks		Spring Semester: 16 Weeks	
Courses	*Credits*	*Courses*	*Credits*
NURS 210 Patho/Pharm II	3	NURS 324 Caring for Childbearing Families	3
NURS 316 Health Maintenance & Restoration II	6	NURS 325 Caring for Childrearing Families	3
NURS 318 Essentials of Psych/Mental Health Nursing	4	NURS 314 The Research Process in Nursing	3
*Humanities	**3**	HSCI 230 Fundamentals of Nutrition	3
		General Elective	3
Total Credits	**16**	**Total Credits**	**15**

Year IV Nursing

Fall Semester:16 Weeks		Spring Semester: 16 Weeks	
Courses	*Credits*	*Courses*	*Credits*
NURS 344 Health Promotion II: The Community	4	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	**13**	**Total Credits**	**12**

Total Credits: 120 (Nursing Courses: 65 credits, 54%; General Education Courses: 55 credits, 46%)

6. Health, Drug and 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, and an official score of ATI Test of Essential Academic Skills (TEAS VII), 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. 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.

- **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: https://www.bridgeport.edu/student- affairs/health-services/health-requirements.
  The form includes medical information as proof of pre-admission physical, tuberculin screening, and immunizations received to the University of Bridgeport Student Health Services completed within the past year.

- **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 immunization requirements and any additional requirements imposed by the clinical agency to which the student is placed, including any COVID-19 related reporting, including symptom surveillance and contact tracing.

  Without full clearance of all clinical requirements, students may not be eligible to begin clinical learning experiences and consequently may be unable to meet program requirements. This will constitute an unexcused absence and jeopardize successful completion of course requirements.

b. **CPR Certification:**

Nursing students must provide proof of the following Basic Life Support (BLS) certification that includes hands-on demonstration:

(1) 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.

OR

(2) 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 Administrative Coordinator in writing to confirm that the course is sufficient.

c. **Drug Testing**

UBSN requires all nursing students to satisfactorily complete drug testing prior to the first day of class. Drug checks are administered by UBSN through an off-campus lab. Prior to matriculation, students receive a memorandum regarding drug testing, including information for registering for and authorizing the drug test.

- **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 the drug test are prohibited from entering the clinical phase of UBSN, resulting in automatic dismissal from UBSN.
- **Information Contained in the Drug Test:** A Drug Test will be conducted by an off-campus lab, consisting of the following: Amphetamines, Barbiturates, Benzodiazepines, Cocaine, Marijuana, Methadone, Methaqualone, MDA- Analogues, Opiates, Oxycodone, 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 an outside provider. They will review 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, they will inquire whether the site will accept an anonymous student with specific drug results. Upon confirmation of placement from the off-campus clinical site, the University provides a list of students to the off-campus site who will be placed. If the student cannot be placed 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 a test comes back **too diluted to determine (a result labs refer to as 'negative dilute')** and an additional test is required, it is the student's responsibility to pay for the second retake. 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 nursing program. Our background checks are administered by an off-campus site prior to matriculation, and 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:
    1. interfere with his/her qualification for professional licensure.
    2. 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.
    3. 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.

- **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 comprehensive background check will be conducted by the off-campus site.
- **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 provided by the off-campus site. They review 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. If a student cannot be placed at any clinical site due to the student's criminal record, acceptance will 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 (specifically questions regarding convictions or related misconduct) or this background check process, will result in revocation of acceptance and/or automatic dismissal from UBSN.
- **Confidentiality:** The University maintains the confidentiality of all criminal background checks unless the law otherwise requires release.

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 the Director of Clinical Education in writing to disclose the arrest. Any questions or concerns should be directed to the School of Nursing Executive Director.

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

Any omission or false information in the School of Nursing admissions application or background check process (see above), will result in revocation of acceptance(if prior to the first day of class) or the student will be automatically dismissed from UBSN.

*Students 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.

[2]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.

7. Leave of Absence, Readmission and Withdrawal

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

When a student wishes to voluntarily interrupt their studies, they must complete a "Leave of Absence Form" from the Office of the Registrar or online portal, which must be submitted to the Executive 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 with the sole (good faith) discretion of the Executive Director of the School of Nursing.

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), 7 years (RN to BSN Completion track), and 3 years (ABSN and ADN track).
Please see the Grade Policy of this handbook (Section 3f) 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 Chapter Four of the Key to UB's "Residence 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 registrar, which must be approved by the Executive Director, Dean, Student Financial Services, and the Office of the Registrar. The Executive 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 within one month of starting the returning semester. 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. As part of this preparation, students in any program who are absent for a semester or longer during the clinical component of the program are required to complete a mandatory reorientation/skill refresher in the clinical resource lab (simulation lab), scheduled three times during the year:

Semester	Time
Fall	The week before the semester starts.
Spring	Second week in December (prior to final exam week)
Summer	Third week in April

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 or begin the course they are registered to take.

Proposed Topics/Skill Refresher: Topics incorporate the Nursing Process and Nursing Care Planning and vary depending on the individual needs of the student.

Basic ADL Care	Oxygen Therapy/Nebulizers/Suctioning
PPE/Universal Precautions	IV Therapy
Sterile Technique	Tube Feedings
Dressing Changes/Drains	Catheter Insertion
Math Calculation/Med Administration	Head To Toe Physical Exam (Vital Sign, manual BP)

Proposed Topics for High Fidelity Simulation: Topics vary depending on the needs of the student.

1. Medication Administration	3. Fundamentals Sim
2. Home Care Sim	4. Med-Surg Sim

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

b. Readmission for Students Requesting 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 readmitted, these students are evaluated by the Program Director for appropriate placement in the School of Nursing program on a case-by-case basis. Furthermore, if readmitted, the student must satisfy the following requirements.

1. Obtain current BLS Certification and PPD (if the last PPD is greater than 1 year, a 2-step PPD is required).
2. Contact the Program Director of the School of Nursing to formulate a plan to assist the student's return to the program. The School of Nursing Program 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 the program or school other than nursing, consistent with the Policy of Leave of Absence in the *Key to UB.* Please consult with the Executive 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 their faculty Advisor and Program Director 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 student's advisor and approved by the Executive Director, 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). Students receiving a scholarship or other financial aid should consult the Financial Aid Office prior withdrawing. 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 Chapter Four of the Key to UB's "Residence Hall Refund Policy."

Please refer to the Grade Policy of this handbook for determination of academic status (i.e. grades assigned to students who withdraw)

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, they may reapply for readmission the following semester. If readmitted, these students are evaluated by the Program 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

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

8. 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 Chapters 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.
- 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.
- 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 Executive Director of the Program.

b. **Discipline for Student Conduct**

See Appendix C – ABC Committee.

9. 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 Bloodborne 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**

To qualify for licensure in Connecticut, an applicant must meet the following eligibility requirements: transcript verifying completion of nursing school and successful completion of (NCSBN) National Council of State Boards of Nursing Licensing Examinations. Please see the following link for more information: **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 they seek to practice. Students are responsible for contacting the NCSBN) **ncsbn.org** for the applicable state licensing board for additional information.
Furthermore, as referenced in Section 6 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 vacation 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.

"Note: Effective February 1, 2027, the NCLEX-RN registration fee will increase to $350 (US/Australia) or $570 CAD. The fee that applies is based on registration date, not exam date — students who register before February 1, 2027, will be charged the current fee regardless of when they test. For current fee and registration information, visit nclex.com."

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 (**Chapter Five**)and/or "Acceptable Use" guidelines (Chapter Six) of the *Key to UB.*

Students are strongly encouraged to think carefully about the comments they post 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 Program Director or Director of Clinical Education and the Executive Director for a referral to the Academic, Background and Conduct Committee (ABC) or other applicable University procedures.

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:

1. 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.
2. 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.
3. Keep personal discussions off the class discussion board and engage in a separate student forum within the class or use email.
4. Do not type all capitals, which is difficult to read, and has come to be considered the electronic version of "shouting."
5. Be courteous, even when you disagree, with your instructors as well as your classmates, and always provide clear, logical support for your views.
6. 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 is considered copyrighted by the original author.

7. Avoid inappropriate material.
8. 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 Director
9. Think before you hit the send button. Think carefully about the content of your message before adding 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. Your message/email/post can also adversely affect your grade.
10. 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.
11. 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.
12. Any behavior that is unprofessional, disrespectful, or otherwise violates the Rules for Student Conduct listed in **Section 8** 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 of Name, Phone Number or Address**

Students must notify the School of Nursing Administrative Coordinator and the Registrar's Office of any change in contact information. Please check the electronic forms **portal** for the **required** document

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.

10. 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. Absences will interfere with the student's ability to meet the lab objectives. Late arrivals are disruptive to the class and interfere with student learning. Lab is a major component of all Nursing clinical courses. All students must be dressed in uniform and ready to begin lab at their assigned time. There will be no grace period.

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.

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.
    1. UBSN uniform
    2. Name tags must be worn at all times
    3. No open-toed shoes or flip flops
- Use of sharps must be under faculty 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.
- Children and/or visitors are not permitted in the labs.

e. **Medical-Surgical Clinical Judgment Simulation Requirement**

- All designated medical-surgical nursing courses include a required clinical judgment simulation experience. These experiences are designed to develop and assess students' ability to apply clinical judgment, prioritization, and delegation skills in complex patient care scenarios consistent with NCLEX-RN Next Generation (NGN) standards.
- Students are evaluated during simulation using a standardized evaluation method assessing clinical judgment performance. Successful completion of the assigned simulation experience is required to meet the clinical competencies of the course. Failure to participate in or successfully complete the required simulation experience may result in course failure, regardless of theory grade.
- Simulation experiences are scheduled by course faculty and conducted in the Nursing Skill Center (simulation lab). Students are expected to maintain flexibility in scheduling and must adhere to all Nursing Skill Center policies outlined above during simulation participation.

11. 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:

1. Agency ID badges and Student Nurse Name Tag must be worn and visible at all times in the clinical experiences.
2. If the student is required to wear N95 face masks, fit testing must be done.
3. Facial makeup should be applied in moderation.
4. Head coverings, if worn, must be a solid color (white, navy blue, black or purple) and without adornment or fringe.
5. Shoes include solid white or black (non-canvas rubber soled, closed toe and heel shoes).
6. Long hair pulled back and off the collar.
7. Facial hair (beard and mustache neatly trimmed).
8. **No Artificial Nails.** Natural nails must be ¼ inch or less in length beyond the fingertip, clean and well-manicured, and nail polish, if worn, must be of a single natural color (clear or light pink or light tan) and free of cracks and chips. **No artificial nails, no nail gels, no nail wraps, no nail tips, no nail jewelry/foreign bodies, rhinestones, or sparkles.**
9. Wristwatch with an ability to count seconds.
10. Minimal jewelry (wedding band, wristwatch, and one pair of small earrings or studs).
11. Jewelry for religious/cultural reasons should be worn under clothing due to safety and infection control whenever possible.
12. No visible tattoos or ornamental body piercing (including the tongue).
13. No perfumes or scented products.
14. No non-traditional hair colors or styles (pink, blue, two-toned, etc.).
15. No gum or tobacco chewing.
16. Protective eyewear as required during patient care.
17. **No hoodies, sweatshirts or outerwear is to be worn over scrubs**. A long sleeve shirt or V-neck shirt, either solid black or white may be worn under the scrubs.
18. "Non-adherence to the proper dress code will result in immediate removal from that day's 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. Students will be required to travel within the State of Connecticut when attending clinical experiences. Students are responsible for their own transportation and related travel expenses including parking. UBSN cannot guarantee the availability of a particular location or shift. Some students may be required to travel distances of more than 75 miles.

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. The School cannot guarantee that a student will be accepted into any required clinical placements if the compliance requirements are not met. If the student

is not compliant because of their health, immunization status or dress code, UBSN does not guarantee an alternate clinical placement.

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), 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' (U) on the Clinical Evaluation Tool (CET) resulting in failure of 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 behaviors 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; (4) excessive lateness or unexcused absences, or (5) 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 Eight of this Handbook.

e. Clinical Remediation

When clinical faculty identifies a student who is not meeting clinical performance expectations (see Section D above) and the student receives a written clinical warning (see Section 11d above), the clinical faculty member in conjunction with the course faculty will prepare 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 Director of Clinical Education. 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 clinical 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 Eight of this Handbook.

f. Clinical Attendance

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. Make-up hours may be required.

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 unless otherwise instructed by the clinical faculty.

12. 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. **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 Executive Director for off campus study during the academic year. The last 30 credits of your program must be completed at the University.

b. **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.

c. **Procedure for Readmission**

1. If an ABC Committee appeal is not upheld, RN-to-BSN students may not continue in the program and must submit a written request to be reinstated to the nursing program.
2. The request for reinstatement should be addressed to the Online Program Director. The student's records, scholarship eligibility, and any other pertinent information will be reviewed. Students may request to be reinstated two terms after dismissal from the program. Students submitting a letter requesting reinstatement must show a clear plan for success in the program, fully addressing issues that caused the withdrawal/failure.
3. If approval for reinstatement is made, the student will resume the program. Students readmitted to the program must retake all failed courses (below "C+") and have an individualized program modification to ensure remediation in areas of deficiency and any area needing education based on current course content.
4. At the start of the returning semester, the student will meet with their advisor within the first week. An individualized Academic Action Plan and specific action steps are formulated. The student will acknowledge the plan and sign the agreement. During the semester, a follow-up meeting will address progress, and at the end of the semester, an evaluation of plan completion and the final outcome will be recorded. This plan aims to allow the student on probation to understand areas of academic concern, create collaborative goals, and identify the tools and resources necessary for success within an established time frame.

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 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.

For additional information, contact the Online Program Director.

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.

g. **Health Requirements**

All RN to BSN students must meet health requirements including vaccinations and drug testing as well as undergoing a criminal background check if mandated by clinical site regulations.

13. 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 at https://www.bridgeport.edu/key-to-ub/. For excerpts of certain University policies, please see below:

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.

a. **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 Wahlstrom Library, 7th Floor, Room 706 (phone 203-576-4104). The University's Civil Rights Compliance / ADA-504 Coordinator can be reached at titleix@bridgeport.edu (phone 860-727-4601). Please see the Key to UB for further information as well.

b. **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.

c. **Computer Network Acceptable Use Guidelines/Electronic Resources**

All nursing students must review and comply with the Computer Network Acceptable Use Guidelines as outlined in Chapter Six of the Key to UB Student Handbook.

It is the policy of the 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, including limitations on accessing patient records. See Section 9d for the complete policy.

d. **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).

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.

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.

h. Grievances/Complaints

Students may avail themselves at the following grievance procedures:

1. Internal Grievances

Refer to Chapter 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 Chapter 2 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:

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 (2025) located on the ANA website https://codeofethics.ana.org/provisions.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:	A nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.
Provision 3:	The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.
Provision 4:	Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.
Provision 5:	The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.
Provision 6:	Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.
Provision 7:	Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.
Provision 8:	Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends.
Provision 9:	Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.
Provision 10:	Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

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

Source: American Nurses Association (2025). Code of Ethics for Nurses, (3rd 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 Nursing: Scope and Standards of Practice, 4th Edition (ANA, 2021), available at https://www.nursingworld.org/practice-policy/scope-of-practice/." 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	RNs must be able to effectively collect data and patient information that is relative to their condition or situation. This is part of the assessment process.
Standard 2: Diagnosis	RNs must be able to analyze the data gathered during the assessment phase, to determine potential or actual diagnoses.
Standard 3: Outcomes Identification	In part with the above, RNs should be able to effectively predict outcomes for the patient.
Standard 4: Planning	After identifying a diagnosis and outcomes, RNs must develop a plan or strategy to attain the best possible outcome for the patient in need.
Standard 5: Implementation	RNs can then implement the identified plan. This may be done by coordinating care for the patient, such as administering treatment, and/or promoting good health and safe healing environments.
Standard 6: Evaluation	After implementation, a nurse must monitor and evaluate the patient's progress towards the expected outcome or health goals.

Appendix C

Appendix C – Academic, Background, and Conduct (ABC) Committee GuidelinesUniversity of Bridgeport College of Health Sciences

Academic, Background, and Conduct Committee
("ABC Committee")

Purpose: The Academic, Background, and Conduct Committee (ABC**)** provides an objective process for the formal review of appeals and surrounding circumstances and is convened for three purposes: (1) handling appeals of academic dismissals; (2) review of an adverse record on a criminal background check within the College of Health Sciences Schools and Institutes; and (3) handling violations of professional, ethical and/or behavioral student conduct as defined in the CHS Schools and Institutes Student Handbooks.

****Director in the case of UBSN refers to the Executive Director**

I. Academic Appeals

Academic Dismissal for Poor Academic Performance

A. A student dissatisfied with the decision for academic dismissal may submit a written appeal to the Director of the School or Institute within seven (7) calendar days of receipt of the decision of academic dismissal.

B. The student's appeal must specifically state the grounds for appeal which are limited to: (a) failure to follow Program's policy (e.g. GPA calculated incorrectly); or (b) extraordinary personal circumstances – determined in the absolute discretion of the 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 cannot appeal the dismissal based on disability, discrimination, Title IX, or accommodations issues. Those appeals should follow the procedures in the Key to UB.*

C. The student's appeal should include: a narrative of relevant facts, explanation for their performance, relief sought, and any other relevant documentation, evidence, or information.

D. 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 ten (10) calendar days of receipt of the student appeal. The student will be notified of the committee meeting date, time and manner, and may participate in the meeting should they wish to do so.

E. A range of sanctions and relevant documentation are provided by the Director to the ABC Committee based on the School or Institute Student Handbook.

F. 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.

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

H. The ABC Committee is not bound by the rules of evidence and may consider any evidence presented for inclusion in the proceedings.

I. 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. Due to the confidential manner of the proceedings, no personal recordings are permitted of any ABC Committee appeal meeting with exception of the University appointed note taker.

J. Committee meeting minutes shall be transcribed and made available to the student upon written request to the Chair of the Committee.

K. The Chair of the ABC Committee will notify the student in writing of the ABC Committee's decision (and the grounds therefor) within seven (7) calendar days following the Committee meeting.

L. All copies of the letters to the student are forwarded to the Director of the School or Institute and the Dean of the CHS.

M. The ABC Committee academic appeal decision is final and is not subject to appeal.

II. Procedures for Reviewing Background Checks

Some programs require background checks prior to admittance and/or during the program. The following procedures apply for review of adverse findings noted during background checks:

A. If the Director or their designee determines that there is an adverse finding on the background check, the student will be notified, provided a copy thereof, and offered an opportunity to submit a statement and/or any documentation relevant to the adverse record. The student will have seven (7) calendar days to submit their materials.

B. The Director or their designee shall notify the CHS Dean and convene an ABC Committee meeting within ten (10) calendar days of receipt of student materials. The ABC Committee shall conduct a thorough review of the background check, timely information submitted by the student, and any other information the Committee considers relevant. The ABC Committee may seek additional information about any incident listed in the background check.

C. Committee meeting minutes shall be transcribed and made available to the student upon written request to the Committee Chairperson.

Each case shall be considered individually based on a number of factors, including without limitation:

1. Nature of the act and its relationship to professional practice, including nature and seriousness of incident (particularly whether it implicates clinical or licensure concerns), the surrounding circumstances and role of the student, whether isolated misconduct or part of a pattern, effect on victims;

2. Time frame in which the act was committed, including: the age of the student when committing the offense, length of time passed since incident;

3. Extent of rehabilitation demonstrated by the student;

4. Employment and educational history (particularly in related professional fields);

5. Any misrepresentation on the student's admission application and materials submitted to the ABC Committee regarding the adverse record.

D. If a majority of the ABC Committee determines the adverse record: (i) violates University policy, (ii) violates the Program policy, (iii) may affect the student's ability to become licensed in their profession, and/or (iv) may preclude participation in certain clinical rotations, the ABC Committee shall present its findings to the Director of the Program and the CHS Dean. The Director, in consultation with the Office of the Provost, will determine appropriate next steps.

E. The Director shall notify the student of any disciplinary proceedings that may include modification of clinical arrangements and extend to dismissal from the program.

F. Appeal

1. To appeal the decision of the ABC Committee regarding background check, 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 or their designee shall consider the matter, conduct any further review which may be deemed appropriate, and notify the student in writing of their decision (and the grounds therefore) within fifteen (15) calendar days following receipt of the appeal or conclusion of investigation (whichever is later).

2. The Office of the Provost decision is final.

III. Student Conduct

A. The Executive Director of the School or Institute will investigate the written documentation and charges and determine if an ABC Committee review is warranted or whether conduct falls under the purview of the Key to UB regarding student conduct. 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 respective director may consult with the university conduct officer if needed for clarification. If determined to be specific to the College of Health Sciences, then the following will take place:

B. At least seven (7) calendar days before the ABC Committee hearing, the Chair will formally notify the concerned parties of the charges, as well as the date and location of the hearing.

C. A range of sanctions are provided by the Director to the ABC Committee based on the School or Institute Student Handbook.

D. At the ABC Committee meeting, the following rules apply:

1. The Chair 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 be heard in their 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 as 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 in 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 Chair.

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 therefor) within seven (7) calendar days following the Committee meeting at their university email address and/or last known address on record with the university. All copies of the letters to the student are forwarded to the Director of the School or Institute and the Dean of the CHS.

E. Appeal

1. To appeal the decision of the ABC Committee regarding student conduct, 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 include the date, and specifically state the grounds for appeal, including a narrative of relevant facts and any other pertinent information. The provost or their designee shall consider the matter, conduct any further review which may be deemed appropriate, and notify the student in writing of their decision (and the grounds therefor) within fifteen (15) calendar days following receipt of the appeal or conclusion of investigation (whichever is later).

2. The Office of the Provost decision is final.

Membership:

The Committee is a three (3) member panel composed of one (1) administrator from another program (Chair), 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.

Total Membership:

One (1) Chair and one (1) substitute chair and additional ad hoc members provided to represent each school's faculty and teaching administrators as needed based on school involvement.

If the Chair determines that there is a conflict of interest with any member, they have the right to replace that member prior to the start of the hearing.

Meetings: Scheduled as needed

References: The above-referenced policies are available in program handbooks for the College of Health Sciences (see chapters titled Academic Policies, Disciplinary Action, and Additional Program Policies). The Background Check Policy and College of Health Sciences program handbooks are available on the College of Health Sciences individual program portals.

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UNIVERSITY OF BRIDGEPORT SCHOOL OF NURSING STUDENT HANDBOOK SIGNATURE FORM

For Academic Year 2026-2027

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 3a), Academic Sanctions (Section 3f), Academic Discipline (Section 3g), Disciplinary Rules and Procedures (**Section 8**), Background Checks (Section 6d), and Implications of Criminal Convictions (Section 6d 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 _____

On my honor, I will maintain the highest standards of honesty, integrity, and personal responsibility. This means I will not lie, cheat, or steal, and, as a member of this academic community, I am committed to creating an environment of respect and mutual trust.

As a nurse in the healthcare profession, I commit to the ANA Nursing Code of Ethics (Provision 5) that states that Nurses will demonstrate and commit to:

- Moral Self Respect
- Wholeness of Character
- Professional Growth and Maintenance of Competence
- Preservation of Integrity