



Student Handbook 2025-2026

Bachelor of Science

Harriet Rothkopf Heilbrunn School of Nursing
Long Island University, Brooklyn

Please log onto Brightspace and locate the School of Nursing Undergraduate Student Handbook in the *Brooklyn Nursing Undergraduate Students Community* group. Please sign the attestation (p. 5-6, or Appendix H) stating you reviewed the handbook and will abide by the information contained within. Please upload the signed attestation to an assignment link in each course page on Brightspace.

These policies are in effect for all students enrolled in the Bachelor of Science Program at the Harriet Rothkopf Heilbrunn School of Nursing. School policy does not supersede Long Island University policy but is supplemental to it. It is the responsibility of the student to become familiar with the policies outlined in this manual and the LIU Undergraduate Bulletin. *If any student has any issue regarding these policies that relate to a disability, they should contact the Office of Student Support Services.*

The Deans, faculty, and staff of the Harriet Rothkopf Heilbrunn School of Nursing work hard to provide relevant, comprehensive programs, but still need to hear from students about their experiences. Your feedback is important, and we will ask for your input using various formal and informal evaluation methods. Surveys to assess courses, faculty, and clinical sites are conducted each semester.

Note to Students: The Harriet Rothkopf Heilbrunn School of Nursing reserves the right to modify the information in this handbook without notice. Students are expected to have knowledge of the information presented in this handbook and other official publications of the university.

TABLE OF CONTENTS

Attestation of School of Nursing Honor Code	5
School of Nursing directory	7
Administration	7
Full-time faculty	9
School of Nursing overview	11
History	11
Mission	11
Goals	11
Program outcomes	12
Accreditation	13
Faculty/staff-student agreement	14
School of Nursing Honor Code	15
Infractions of Honor Code	15
Penalties	15
Academic integrity	16
Grading policies and procedures	17
Grading	17
Academic probation	18
Dismissal	18
Withdrawal	18
Readmission into the School of Nursing	19
Graduating Seniors	19
Graduation	19
School of Nursing academic progression and retention	20
Student success plan	21
Student communications	22
Attendance policy	22
General exam policies	24
Respondus testing policy	25
Lab/clinical requirements in the School of Nursing	29
Lab/Clinical dress code	29
Required equipment	29
Additional dress code regulations	29
Clinical clearance requirements	30
Medical math competency assessment	32
Incidents/accidents at clinical sites	34
Drug screening and background check policies	34
Rights of the student	35
Undergraduate Student-Faculty Liaison Committee	35
Academic grievance	36
Grievance procedure	36
Admissions, Retention, and Progression (ARP) Committee	37
University safety procedures	38

School safety	38
LIU student identification card	38
Fire procedures	38
LIU sexual misconduct policy	38
Student services	39
Advisement office	39
Students with disabilities	39
The Center for Learning	39
The Writing Center	39
The Center for Learning & Academic Success (CLAS)	40
Brooklyn Psychological Services	40
Library services	40
Academic records	40
Academic programs and course of study	41
Course of study for full-time traditional undergraduate students	41
Course of study for full-time transfer undergraduate students	42
Course of study for full-time accelerated undergraduate students	43
References	44
Appendices	45
Appendix A – Withdrawal for health reasons agreement	46
Appendix B – Health clearance documents & clinical requirements	47
Appendix C – Undergraduate clinical requirements checklist	48
Appendix D – Influenza declination	49
Appendix E – Incident report	50
Appendix F – Grievance checklist	51
Appendix G – ARP Committee appeal checklist	52
Appendix H – Attestation of School of Nursing Code of Honor	53
Appendix I – Student health form	55
Appendix J – Health release form	57

ATTESTATION OF SCHOOL OF NURSING CODE OF HONOR

SCHOOL OF NURSING CODE OF HONOR

It is expected that all nursing students read and abide by the School of Nursing Code of Honor, as well as the LIU University Code of Honor. Students are also required to sign, scan, and upload this document attesting that the student has reviewed the student handbook and specifically the nursing code of honor. The student must submit this signed document as an assignment in all their undergraduate classes on Brightspace.

A. School of Nursing Code of Honor

1. I will respect my patients, colleagues, classmates, faculty, and staff at all times.
2. I will actively pursue behaviors that are consistent with professional conduct. I will keep professional communications confidential, discussing them only in private, professional settings.
3. I will practice in a safe manner at all times and report unsafe conditions or practices appropriately.
4. I will not represent any other person's work as my own. I will not knowingly give or receive information about the content of any quizzes or examinations.
5. I acknowledge that if I violate the School of Nursing Code of Honor or participate in any act of academic dishonesty, and/or otherwise violate professional standards of practice and conduct, this may result in disciplinary action up to and including dismissal from the School of Nursing or expulsion from the University.

Refer to ANA Code of Ethics

B. Infractions of the Code of Honor

The following are examples of conduct that constitutes violations of the Code of Honor:

1. Misrepresentation of patient care activities
2. Acts of forgery
3. Verbal or physical abuse of any individual
4. Intentional destruction or harm of property
5. Cheating on examinations
6. Acts of plagiarism
7. Misappropriation of the property of others, including school or University property
8. Failure to disclose information that impairs ability to practice safely
9. Disrespectful conduct in the classroom or clinical area
10. Negative statements or conduct directed toward any group or individual based on race, ethnicity, nationality, gender, religion, sexual orientation, gender identity, age, disability or any other characteristic

C. Penalties for infractions of the code of honor

Failure to follow the School of Nursing Code of Honor is unacceptable and, if proven, may result in any of the following:

1. **Warning** – Notice to the student, orally or in writing, that their conduct constitutes a violation of the Code of Honor, and that continuation or repetition of the wrongful conduct may result in more severe disciplinary action.
2. **Censure** – Written reprimand for violation of specified regulations, which includes the possibility of more severe disciplinary action.
3. **Failure** – A grade of “F” for a course may be assigned to students who have engaged in acts of academic dishonesty in class or in clinical experiences.
4. **Suspension** – Exclusion from classes and other privileges or activities, as set forth in the notice of suspension for a defined period of time.
5. **Dismissal** – Termination of student status in the school for an indefinite period. Notice of dismissal may include conditions under which a student may apply for readmission after a specified period of time.

6. **Expulsion** – Termination of LIU student status.

By signing this document and submitting it as a course assignment, I am agreeing that I have reviewed the handbook and the School of Nursing Code of Honor and that I will abide by the information contained within.

Signature of Student: _____

Printed Name of Student: _____ Date: _____

SCHOOL OF NURSING DIRECTORY

ADMINISTRATION

School of Nursing Administrative Offices – HS 401
Open Monday – Friday from 9am – 5pm
Phone: 718-488-1035 or 718-780-4543

Dr. Margaret Stroehlein

Dean

Email: Margaret.Stroehlein@liu.edu

Dr. Verna Israel

Assistant Dean

Email: Verna.Israel@liu.edu

Dr. Jennel Osborne

Assistant Dean

Email: Jennel.Osborne@liu.edu

Dr. Jercienne Laurencin

Chair, Faculty Affairs

Email: Jercienne.Laurencin@liu.edu

Dr. Debra Migliore

Director, Undergraduate Program

Email: Debra.Migliore@liu.edu

Professor Linda Wray

Director, Clinical Affairs Undergraduate Program

Email: Linda.Wray@liu.edu

Dr. Leilanie Martin

Director, Graduate Program

Email: Leilanie.Martin@liu.edu

Dr. Amy Alpern

Director, Graduate Program

Email: Amy.Alpern@liu.edu

Professor Yelena Gayetskaya

Director, Clinical Affairs Graduate Program

Email: Yelena.Gayetskaya@liu.edu

Dr. Risa Matzner

Director of Clinical Simulation

Email: Risa.Matzner@liu.edu

Ms. Rosanna Medina

Secretary to the School of Nursing

Email: Rosanna.Medina@liu.edu

Ms. Angela Aimone

Administrative Assistant

Email: Angela.Aimone@liu.edu

Ms. Kasie Borowy

Director, Clinical Education

Email: Kasie.Borowy@liu.edu

Ms. Hyacinth Reneau

Secretary, Clinical Affairs Undergraduate Program

Email: Hyacinth.Reneau@liu.edu

Ms. Paris McLeod

Coordinator, Clinical Affairs Undergraduate Program

Email: Paris.McLeod@liu.edu

Ms. Megan Broderick

Coordinator, Clinical Affairs Undergraduate Program

Email: Megan.Broderick@liu.edu

Ms. Lori Melton

Coordinator, Clinical Affairs Graduate Program

Email: Lori.Melton@liu.edu

FULL TIME FACULTY

Dr. Ezihe Ahanonu

Email: Ezihe.Ahanonu@liu.edu

Dr. Amy Alpern

Email: Amy.Alpern@liu.edu

Dr. Sarah Cheeky Arciaga

Email: SarahCheeky.Arciaga@liu.edu

Dr. Cindy Broholm

Email: Cindy.Broholm@liu.edu

Professor Mark Daco

Email: Mark.Daco@liu.edu

Dr. Marie Dixon-Brown

Email: Marie.Dixon-Brown@liu.edu

Dr. Julie Elting

Email: Julie.Elting@liu.edu

Dr. Rachael Gaskin

Email: Rachael.Gaskin@liu.edu

Professor Yelena Gayetskaya

Email: Yelena.Gayetskaya@liu.edu

Dr. Chenelle Grant

Email: Chenelle.Grant@liu.edu

Dr. Christine Grippi

Email: Christine.Grippi@liu.edu

Dr. Carmen Kiraly

Email: Carmen.Kiraly@liu.edu

Dr. Jercienne Laurencin

Email: Jercienne.Laurencin@liu.edu

Dr. Simone Lomax

Email: Simone.Lomax@liu.edu

Dr. June Lowe

Email: June.Lowe@liu.edu

Dr. Amy Ma

Email: Amy.Ma@liu.edu

Dr. Carol Martin

Email: Carol.Martin@liu.edu

Dr. Leilanie Martin

Email: Leilanie.Martin@liu.edu

Dr. Risa Matzner

Email: Risa.Matzner@liu.edu

Dr. Debra Migliore

Email: Debra.Migliore@liu.edu

Dr. Olga Motorina

Email: Olga.Motorina@liu.edu

Professor Russel Ventura

Email: Russel.Ventura@liu.edu

Dr. Yolima Vergara

Email: Yolima.Vergara@liu.edu

Dr. Amy Warner

Email: Amy.Warner@liu.edu

Dr. Christina Wong

Email: Christina.Wong@liu.edu

Professor Linda Wray

Email: Linda.Wray@liu.edu

Professor Denise Zabala

Email: Denise.Zabala@liu.edu

SCHOOL OF NURSING OVERVIEW

HISTORY

The nursing program at the Brooklyn Campus of Long Island University began in 1955. The curriculum was designed for graduates of diploma schools of nursing to earn a Bachelor of Science degree in nursing. At that time, nursing was a department in the School of Liberal Arts and Sciences (now Connolly College). The original program for registered nurses was gradually phased out when a generic baccalaureate program preparing students for the professional practice of nursing was inaugurated in 1963. Nursing continued as a department in Connolly College until 1983 when it became a division in the newly established School of Health Professions. The present School of Nursing was created in 1990. In 2006, the School received a generous gift from Harriet Rothkopf Heilbrunn, a 1932 LIU alumna, and a strong supporter of nursing to establish new programs and services. In 2014, after Mrs. Heilbrunn had passed away, her family, in honor of her long commitment to nursing, made another large gift to the School. The School was renamed the Harriet Rothkopf Heilbrunn School of Nursing in her memory.

Today, in addition to a generic baccalaureate in nursing and an accelerated second-degree program the School offers master of science in nursing programs preparing adult and family nurse practitioners as well as post-master's advanced certificate programs in both specialties.

MISSION

The faculty of the Harriet Rothkopf Heilbrunn School of Nursing at Long Island University Brooklyn, in developing its mission, philosophy, and outcomes, has been guided by the general mission and philosophy of Long Island University, the American Nurses Association's *Nursing: Scope and Standards of Practice, Code of Ethics for Nurses* and *Nursing's Social Policy Statement*, and by the American Association of Colleges of Nursing's *Essentials of Baccalaureate Education for Professional Nursing Practice* and *Essentials of Master's Education in Nursing*.

The mission of the School of Nursing is to share and embrace the rich diversity, wisdom and multiple perspectives of an inner city, urban student body that will practice in an unpredictable, ever-changing world. Our mission is to provide a learning environment that stimulates critical thinking and intellectual flexibility to enable graduates to provide quality nursing care. Furthermore, this learning environment engages and excites students to be committed to social advocacy and reform in a diverse global society that they reflect.

GOALS

The goals of the Harriet Rothkopf Heilbrunn School of Nursing baccalaureate program are to prepare professional nurses who:

- Provide high-quality, safe care.
- Evaluate client changes and progress over time.
- Design/manage/coordinate care as part of an interprofessional team.
- Identify system issues, manage care transitions, and delegate, prioritize and oversee care.
- Are members of the nursing profession who continually evaluate their practice and support the profession.
- Are prepared for graduate study in nursing.

PROGRAM OUTCOMES

The program of study at the Harriet Rothkopf Heilbrunn School of Nursing is designed to develop the competencies essential for beginning professional practice and to build a foundation for further study and advanced practice. Upon completion of the program, the graduate will be prepared to:

1. Integrate knowledge from the liberal arts and sciences when providing professional nursing care to diverse individuals, families, groups, communities, and populations throughout the life span and across the continuum of healthcare settings.
2. Identify principles of leadership and management for quality improvement and patient safety to the delivery of high-quality professional nursing care within current cultural, economic, organizational, and political perspectives.
3. Integrate evidence-based best practices into professional nursing practice to improve patient outcomes.
4. Use information technology ethically to support evidence-based practice, decision-making, and demonstrate competence using patient care technology in the delivery of quality patient care across the continuum of care.
5. Examine healthcare, financial, and regulatory policies that influence the practice of professional nursing and access to care and promote advocacy for consumers and the profession.
6. Collaborate with all members of the inter-professional team to improve communication for providing optimal health outcomes.
7. Provide population-based professional nursing care that integrates concepts of demographics, social determinants of health, health promotion, disease and injury prevention, risk assessment, genetics/genomics, equity, and resource utilization in the delivery of quality and safe care.
8. Demonstrate professionalism and accountability in nursing practice applying professional values of altruism, autonomy, human dignity, integrity, and social justice.
9. Apply knowledge, skills, and attitudes using clinical reasoning to develop nursing interventions that recognize culture, spirituality, ethnicity, socioeconomic status, gender, and sexual orientation in the delivery of professional nursing care to all consumers across the lifespan.

ACCREDITATIONS

Long Island University, Brooklyn is fully accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104-2680, 267-284-5000. Documentation may be viewed upon request at https://www.msche.org/institutions_view.asp?idinstitution=293

The University is accredited by the Board of Regents of the University of the State of New York to award bachelor's degrees and master's degrees as described in the University's current undergraduate and graduate bulletins. Long Island University programs are registered by the New York State Education Department, 89 Washington Ave, Albany, New York 12234, 518-474-3852.

The baccalaureate degree program in nursing and the master's degree program in nursing at the Harriet Rothkopf Heilbrunn School of Nursing, Long Island University are accredited by the Commission on Collegiate Nursing Education, (<http://www.ccnaccreditation.org>).

FACULTY/STAFF – STUDENT AGREEMENT

FACULTY/STAFF RESPONSIBILITIES TO STUDENTS:

As instructors, we will:

- Respect the unique qualities and knowledge base of each student
- Be prepared to teach
- Begin classes promptly
- Be open-minded
- Use teaching strategies aimed at appropriate learning level and style
- Answer questions to reinforce learning
- Grade assignments/tests within a timely manner (approximately, two weeks)
- Return e-mails/calls within 2-3 business days

STUDENT RESPONSIBILITIES TO FACULTY:

The student will:

- Interact with classmates, faculty, and staff in a respectful manner
- Come to class on time
- Be prepared for class and eager to learn
- Complete all course assignments prior to class
- Submit assignments by the due date
- **Act and dress in a professional manner**
- Not engage in any activity that disrupts the class, including personal communication or leaving class at times other than assigned breaks and lunch
- **Uphold honest and ethical standards, including not attempting to pass another person's work as their own**
- Be responsible for participating in all aspects of the course.

SCHOOL OF NURSING CODE OF HONOR

It is expected that all nursing students read and abide by the School of Nursing Code of Honor, as well as the LIU University Code of Honor. Students are also required to sign, scan, and upload the attestation (*Appendix H*) and submit it as an assignment in all undergraduate classes.

A. School of Nursing Code of Honor

1. I will respect my patients, colleagues, classmates, faculty, and staff at all times.
2. I will actively pursue behaviors that are consistent with professional conduct. I will keep professional communications confidential, discussing them only in private, professional settings.
3. I will practice in a safe manner at all times and report unsafe conditions or practices appropriately.
4. I will not represent any other person's work as my own. I will not knowingly give or receive information about the content of any quizzes or examinations.
5. I acknowledge that if I violate the School of Nursing Code of Honor or participate in any act of academic dishonesty, and/or otherwise violate professional standards of practice and conduct, this may result in disciplinary action up to and including dismissal from the School of Nursing or expulsion from the University - Refer to ANA Code of Ethics

B. Infractions of the Code of Honor

The following are examples of conduct that constitutes violations of the Code of Honor:

1. Misrepresentation of patient care activities
2. Acts of forgery
3. Verbal or physical abuse of any individual
4. Intentional destruction or harm of property
5. Cheating on examinations
6. Acts of plagiarism
7. Misappropriation of the property of others, including school or university property
8. Failure to disclose information that impairs ability to practice safely
9. Disrespectful conduct in the classroom or clinical area
10. Negative statements or conduct directed toward any group or individual based on race, ethnicity, nationality, sex, religion, sexual orientation, gender identity, age, disability or any other characteristic

C. Penalties for infractions of the code of honor

Failure to follow the School of Nursing Code of Honor is unacceptable and, if proven, may result in any of the following:

1. **Warning** – Notice to the student, orally or in writing, that their conduct constitutes a violation of the Code of Honor, and that continuation or repetition of the wrongful conduct may result in more severe disciplinary action.
2. **Censure** – Written reprimand for violation of specified regulations, which includes the possibility of more severe disciplinary action.
3. **Failure** – A grade of “F” for a course may be assigned to students who have engaged in acts of academic dishonesty in class or in clinical experiences.
4. **Suspension** – Exclusion from classes and other privileges or activities, as set forth in the notice of suspension for a defined period of time.
5. **Dismissal** – Termination of student status in the School for an indefinite period. Notice of dismissal may include conditions under which a student may apply for readmission after a specified period of time.
6. **Expulsion** – Termination of LIU student status.

ACADEMIC INTEGRITY

Students have a responsibility to maintain Academic Integrity:

Academic integrity is the practice of honesty and openness in scholarly, creative, and communal endeavors. Academic integrity includes the avoidance of **plagiarism, cheating**, and other forms of professional and personal misrepresentation and dishonesty.

Plagiarism and cheating are serious violations of academic integrity that have consequences for the student.

Plagiarism:

Plagiarism is the use or presentation of ideas, words, or work that is not one's own and that is not common knowledge, without granting credit to the originator.

Cheating:

Cheating is the act of falsification of statements or data. Cheating includes but is not limited to:

- listing of sources that have not actually been used
- purchasing or having someone (other than the student) write a paper for the purpose of the student submitting it as their own
- using written, verbal or electronic devices to aid during an exam
- looking at someone else's exam
- falsifying a document or certificate.

Cheating and plagiarism are contrary to the purpose of any educational institution and will be dealt with severely:

- 1) An instructor who determines that a student has cheated on a test or assignment will, at a minimum, give a zero for that item and may give a failing grade for the course. Normally, the matter is handled between the instructor and the student, but the department chairperson and other school officials may be consulted by either party to ensure fairness.
- 2) Plagiarism, which is the appropriation of words or ideas of another without recognition of the source, is another form of cheating. An instructor who determines that a student has plagiarized will give a zero for the paper or project and may give a failing grade for the course. Both cheating and plagiarism are grounds for dismissal from the College. The Harriet Rothkopf Heilbrunn School of Nursing uses an anti-plagiarism software through our Learning Management System (LMS; Brightspace) to check for plagiarism. Students who have been found guilty of plagiarism will be reported to the appropriate academic unit head and the School of Nursing Dean.

Students acting in violation of the Code of Academic Integrity will be subject to discipline as stated in the above section ([Penalties for infractions of the Code of Honor/Ethics/Academic Integrity- page 15](#)).

GRADING POLICY & PROCEDURES

Numeric Grade	Letter Grade	GPA
93-100	A	4.0
90-92	A-	3.67
86-89	B+	3.33
83-85	B	3.0
80-82	B-	2.67
77-79	C+	2.33
73-76*	C	2.0
70-72	C-	1.67
65-69	D	1.0
Below 64	F	0.0

*In order to progress in the nursing program, students must achieve

- a grade of C or better in all Nursing (NUR) courses
- a minimum grade of 73 on all proctored tests and quizzes
- overall GPA of 2.75 or higher

Other Grades

P	Passed	Satisfactory completion of course work
I	Incomplete	May be assigned by the instructor (in conjunction with nursing leadership) if a student has not completed coursework. Incomplete grades require submission of a signed incomplete contract, detailing missing coursework and time frame for completion.

ACADEMIC PROBATION

Academic probation is a formal warning that a student is not making adequate progress toward fulfilling requirements of the program. A student may be placed on probation for any one of the following reasons:

1. cumulative GPA or Nursing GPA falls below a 2.75 in the generic program.
2. receives below the minimum passing grade in a required nursing course.*
3. withdraws twice from the same required science course or nursing course.

* Note: When a failed course is satisfactorily repeated, both the failing and passing grades are recorded on the student's transcript, but only the passing grade is calculated into the student's grade point average.

In all cases the student must rectify deficits during the next enrolled semester. A student who is placed on probation for one of the above reasons may only remain on probation for one semester. Failure to meet probation requirements will result in dismissal from the School of Nursing.

DISMISSAL

A student will be dismissed from the School of Nursing for academic or disciplinary reasons. Reasons for dismissal include the following. The student:

1. did not meet the probationary requirements.
2. received a failing grade in two nursing courses (minimum passing grade: C+ for all nursing courses taken Summer 2022 and before; C for all nursing courses taken since Fall 2022)
3. received a substandard clinical performance report.
4. violated the School of Nursing Code of Honor and/or School of Nursing General Policies.
5. failed to meet the minimum GPA (Cumulative GPA or Nursing GPA) of 2.75 in the nursing program.

WITHDRAWAL

Students may withdraw from all courses in a given semester and are expected to notify the faculty and nursing leadership of their intention to withdraw. The symbol "W" will be entered on the transcript if the student withdraws within the times specified in the Academic Calendar. Students who withdraw from all courses and are on academic probation may not be eligible for readmission.

A student wishing to withdraw **before the withdrawal deadline** are recommended to meet with their academic advisor, course faculty, and program director. However, the withdrawal deadline is enforceable, and students are able to withdraw on their own provided they withdraw from all nursing courses they are taking in that semester.

Students who must withdraw from all nursing courses for health reasons are expected to complete the document in Appendix A before the withdrawal deadline and submit it to nursing leadership. It is important to submit this document for the purposes of providing medical clearance from your health care provider.

Appeals for withdrawals for health reasons and any withdrawals requested after the withdraw deadline (appeal necessary) are subjected to review by the Appeal for Withdrawals Committee. This committee will determine whether a financial refund is warranted and whether late withdrawals will be permitted.

Tuition insurance may provide reimbursement when a student is unable to complete an academic term due to a reason that is covered by the insurance policy. LIU enrollment services has provided information to assist students who are considering purchasing tuition insurance: <https://gradguard.com/tuition/liu>

READMISSION INTO THE SCHOOL OF NURSING

Students who were on probation when they withdrew from the program or took an approved leave of absence may apply for readmission to the School of Nursing. An applicant's transcript will be reviewed by nursing leadership and denied applications may submit an appeal through the Admission, Retention, and Progression Committee (ARP) prior to readmission. An interview with the ARP Committee, the Chairperson, or the Dean may be required. Students who withdraw from all courses and are on academic probation may not be eligible for readmission.

Readmission will be considered only for Fall and Spring semesters. The deadline for Fall Semester applications is June 25th and the deadline for Spring Semester applications is October 25th. Applications outside of these time constraints may be considered on a case-by-case basis.

GRADUATING SENIORS

Upon entering the last semester of the Nursing Program, students are encouraged to do the following:

1. apply for the degree according to University requirements and deadlines.
2. schedule an appointment with an academic advisor to do a "Graduation Check."

GRADUATION

Requirements and procedures for graduation are the same for students of the nursing program as for other students at LIU Brooklyn. Students must complete all required courses.

Students must earn a passing grade (C+ or better Summer 2022 and prior; C or better beginning Fall 2022) in all nursing courses and maintain an overall GPA of 2.75. Both generic and accelerated program students must earn a minimum of 59 credits in nursing.

SCHOOL OF NURSING ACADEMIC PROGRESSION AND RETENTION

PROGRESSION / RETENTION

In order to progress and remain in the program a student must meet the following criteria.

- All students must be in good academic and disciplinary standing.
- All students must complete all nursing courses with a minimum grade of C and maintain a nursing GPA and overall GPA of 2.75 or higher.
- For traditional students, science and math courses must be completed with a minimum grade of C+. Transfer students are required to have completed all math and science ancillary prerequisites prior to admission with a minimum grade of B. Accelerated students are required to have completed all math and science ancillary prerequisites prior to admission with a minimum grade of B+.
- All students must pass both didactic and clinical/lab portions of courses with a clinical/lab section. If a student fails the clinical/lab portion of a course, the entire course is considered to have been failed and will need to be repeated.
- All students must earn a minimum average of 73 on all teacher-made proctored exams and quizzes within each course. Grades earned on ATI, case studies and other assignments are not calculated into this initial passing average.
- Students may fail no more than **one** nursing course.
- Students may repeat a failed nursing course only once.
- All students must complete and pass all prerequisite courses prior to the next semester.
- Any incomplete (“I”) grade in prerequisite courses must be changed to a passing grade prior to beginning the next level of nursing courses.
- All students must demonstrate competency in medication administration calculations in the undergraduate curriculum. Competency is demonstrated by achieving a grade of 90% on medication proficiency exams. Students who do not achieve competency on the medication proficiency exam may not attend clinical and will receive a failing grade in the respective course.
- Students placed on probation are strongly advised to participate in an individualized success plan, utilizing SON tutors, ATI resources (e.g., Dynamic Quizzes and Swift River), and SON remediation/academic coach.

STUDENT SUCCESS PLAN

The School of Nursing has partnered with Assessment Technologies Institute (ATI) to provide students with a comprehensive academic support program that begins in the first nursing course and ends with success on the NCLEX-RN. Students are provided many resources throughout the program of study. These resources include but are not limited to:

- Online tutorial system to assist new students with mastering test-taking skill, classroom skill, and preparation for the clinical experience
- E-books to help improve academic performance
- A series of practice assessments that break content areas into smaller sections
- Proctored assessments to compare baseline and end of program critical thinking capabilities
- A diagnostic exam (TEAS) given in the first nursing course (NUR 210: Contemporary Topics in Nursing) along with the Launch program to provide students with a customized personal remediation plan as informed by their performance on the TEAS exam
- An online, multisensory tutorial that teaches students how to “think like a nurse”.
- Swift River simulations offer unfolding scenarios and opportunities to perform clinical decision-making and analysis.
- Content Mastery Series. All students will have access to all the E-books listed below:
 - Fundamentals of Nursing
 - Adult Medical-Surgical Nursing
 - Care of Children
 - Maternal – Newborn
 - Community Health
 - Pharmacology
 - Leadership

ATI also provides focused reviews through online study guides that are linked to a variety of resources, like safe medication administration, skill acquisition and professional development modules.

Students will learn more about ATI Complete as they progress through the semester and the curriculum.

ATI non-proctored practice assessments and proctored examinations will be incorporated into specific clinical courses. Capstone content review, Customized live review and Virtual ATI (VATI) are incorporated into the curriculum; VATI will continue post-graduation as students prepare for the NCLEX-RN.

In addition to your teacher-made examinations and quizzes, ATI assessments and examinations are incorporated into the final course grade after the student has earned the minimum 73 average on teacher-made proctored exams and quizzes.

The fee for ATI is included in student fees and is assessed each semester students are enrolled in the nursing program.

STUDENT COMMUNICATIONS

1. Students will utilize the Long Island University email addresses for communication with the School of Nursing (Jane.Smith@my.liu.edu)
2. **Any email communications from students to LIU faculty or staff, or to staff of clinical agencies, must be from the student's LIU email address.**
3. Students will ensure their current addresses and telephone numbers are kept updated with the Registrar's office and the School of Nursing
4. **Students must register for the *Brooklyn Undergraduate Student Community* on Brightspace learning management system.** This is the official communications tool for all School of Nursing students on Brightspace. Students are responsible for checking the site every day for important announcements. Students should visit the LIU IT website for assistance using Brightspace:
<https://it.liu.edu/lms/>

ATTENDANCE POLICY

Lecture Absence/Tardiness

All students must attend classes. The attendance policy will be stated clearly in each course syllabus. During the first class session, instructors will inform students of the attendance policy. Attendance will be taken at each class session, as attendance supports student success. If students are going to be absent, they must email the instructor informing them of this prior to the beginning of class.

Lab/Clinical Absence

Students are expected to attend every lab/clinical session. In the event of an absence, the student must notify the lab/clinical faculty at least 2 hours prior to the start time of lab/clinical session. Lab/clinical absences include:

- Absence due to illness. The absence will require that the student provides a medical note to the lab/clinical faculty at the following session.
- Two incidents of tardiness (Lateness of more than 15 minutes; equals one absence).
- Lateness of 15 minutes or greater, the student will be sent home (equals one absence).
- Students who are deemed unsafe or impaired either by a representative of the clinical facility or at the instructor's discretion (will be considered absent, as they will be sent home).
- **Students who have not been cleared by the due date for CastleBranch (see section on Clinical Clearance Requirements) will not be allowed to attend clinical and will be removed from the entire course by the clinical director.**

ONE EXCUSED lab/clinical absence will be permitted and **will require** a mandatory lab/clinical make-up session. Any additional absence or lateness will result in a failure of all components of the course.

Patient Safety

In order to maintain patient safety, the faculty may dismiss any student from the clinical area with instructions to remediate the problem if the student is not prepared for the clinical experience. Such a dismissal will be documented as an absence and a make-up will be required.

Excused Absences (Excused absences are required to be made up in all clinical courses)

Examples of excused absences include:

- Student illness
- Death/critical illness of a family member or a significant other
- Critical life emergency
- Healthcare needs related to pregnancy, childbirth, and postpartum/childcare*
- Religious observance**

***Title IX** requires a school to excuse a student's absences due to pregnancy or related conditions, including recovery from childbirth, for as long as the student's healthcare provider deems the absences to be medically necessary. When the student returns to school, the student must be reinstated to the status held when the leave began, which should include giving the opportunity to make up any work missed. A school may offer the student alternatives to making up missed work, such as retaking a semester, taking part in an online course credit recovery program, or allowing the student additional time in a program to continue at the same pace and finish at a later date, especially after longer periods of leave. The student should be allowed to choose how to make up the work. If clinical students in nursing require a break in the program, institutions must work with the student to find a path to completion. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.

****Religious Observance**

The School respects students' religious beliefs and, in compliance with New York State law, students who are absent because of religious beliefs will be given the opportunity to make up any academic requirements missed because of such absence. Students will not be penalized for absences related to religious beliefs because alternative means will be sought to satisfy the academic requirements. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.

<https://www.liu.edu/Brooklyn/Enrollment-Services/Registration/Academic-Calendar>

Notice of anticipated absence due to religious observances should be submitted to the lab/clinical and lecture faculty, Manager of Simulation and Skills Lab Education and Director of Undergraduate Clinical Affairs during the first week of class. If a suitable arrangement cannot be worked out between the student and the instructor involved, students and instructors should consult the chairperson. If an additional appeal is needed, the matter may be brought to the Dean.

Unexcused Absences

Examples of unexcused or non-emergency absences include but are not limited to, medical/dental appointments, weddings, job interviews, internships/externships (including orientations and interviews), vacations, graduation of family/friends, family reunions, child-care responsibilities, care of parents, grandparents, taking a day off to study, attending work- or work-related activities.

Other unexcused absences include the following situations:

- failure to notify the lab/clinical instructor of an absence prior to the scheduled lab/clinical experience
- failure to attend lab/clinical because of a non-emergency absence
- failure to obtain required health clearance prior to lab/clinical

Documentation of Tardiness/Absence- Student must notify the following:

After each incident of tardiness or absence, the student will send an email to the lab/clinical and lecture faculty, Manager of Simulation and Skills Lab Education, Director of Clinical Simulation, and Director of Undergraduate Clinical Affairs. The lab/clinical instructor must be notified prior to the scheduled lab/clinical or the absence will be considered ***unexcused***. Late notifications must include the date and time of the message, the date and time of the absence and the emergency circumstances with documentation (**A medical note from a health provider and proof of emergency is required**).

Notification emails (as stated above) must be communicated no later than 24 hours after the missed lab/clinical session to guarantee space for the make-up arrangement. Failure to communicate in a timely manner may result in not securing a guaranteed space and may lead to failure in the course.

The email will include the:

- student's name and ID number
- clinical/lab instructor's name
- course name, number, and section

- date of absence and week number of the semester
- supporting documentation

Lab/Clinical Make-ups

Students are required to make-up missed lab/clinical hours by attending a makeup day approved to be scheduled in the simulation lab within 2 weeks of the absence. Students will be charged a make-up fee (\$150.00 for clinical; \$75.00 for lab). The make-up session will not be scheduled until the bursar's receipt has been received. If the student fails to make-up the missed session in the appropriate manner and within 2 weeks of the absence, this will result in failure of all components of the course.

Failure

Two absences as defined above from clinical and /or simulation or lab will result in a failure in all components of the course.

GENERAL EXAM POLICIES

Students are expected to take examinations when they are scheduled. **All proctored exams are to be taken in-person.** A student who misses an exam may be given a make-up exam, provided they have discussed it with their instructor. The format of the make-up exam is at the discretion of the faculty. A student will receive a zero for any subsequent missed exams. All missed exams will be documented in the student's file.

The faculty may require students to sit in assigned seats during any examination. All students are required to place papers, books, mobile phones, devices, smart watches, and bags in a designated area. All electronic equipment must be turned OFF during the examination.

Students who are late to class may **not** begin an exam after any other student has already left the exam room. No additional time will be given to students who are late for an examination. Seating for late-comers will be assigned by faculty.

Students may be required to remain seated until the examination is over.

Deception/cheating of any sort during examinations is unacceptable and may result in failure in the course and other penalties including dismissal from the School of Nursing.

At the end of the exam, students are expected to follow directions given by faculty regarding submission of the exam.

Students, who for valid reasons (supported by documentation), do not appear for the final examination must apply in writing within 10 days to the Dean for permission to take a deferred final examination. If the absence was due to illness or injury, the application must be accompanied by medical certification stating the dates of incapacity. If the absence was due to a death in the immediate family, the application must be accompanied by supporting documentation including the date of death and the relationship to the student. Deferred finals will be given on the date re-assigned by the faculty.

RESPONDUS LOCKDOWN BROWSER TESTING POLICY

Instructions for Students

Using Respondus LockDown Browser and a Webcam for Online Exams

RESPONDUS TESTING POLICY

Instructions for Students – Using Respondus LockDown Browser and a Webcam for Online Exams

This course requires the use of Respondus LockDown Browser and a webcam for online exams (for the purpose of brevity, the software will be referred to as *LockDown Browser* for the remainder of this section). The webcam can be built into your computer or can be the type that plugs in with a USB cable. LockDown Browser is a locked browser used when taking ATI proctored assessments. It prevents you from copying, printing, visiting another URL, or accessing other applications during a test. If an ATI test requires the LockDown Browser be used, you will not be able to take the test with a standard web browser.

- On Windows and Macs, you will be installing the LockDown Browser as a new browser on your device.
- On iPads, you will be downloading and installing the LockDown Browser app from the App Store.

System Requirements:

- Windows: 11 or 10
- Mac: macOS 11 to 15.0+
- iOS: 12.0+ (iPad only)
- Web camera (internal or external)
- Microphone (internal or external)
- An internet connection of at least 5 Mbps (ideally 10+ Mbps). Test internet speed using www.speedtest.net
- Administrator rights to install Respondus LockDown Browser (If device is managed by your school, please reach out to IT administrator to have Respondus installed.)

Watch this minute-long [LockDown Browser Student Video](#) to get a basic understanding of LockDown Browser and the webcam feature. Then download and install LockDown Browser from the appropriate link below for your specific device.

Remote Proctoring Dry Run

Complete a dry-run assessment prior to exam day to make sure LockDown Browser and your webcam are set up properly and that you are comfortable using the Respondus LockDown Browser + Monitor. You can find this dry-run assessment via the student portal > Test tab

When you launch the dry run, you will need to ***install the Respondus LockDown Browser + Monitor***.

Choose the appropriate download for your device.

- On Windows and Macs, you will be installing the LockDown Browser as a new browser on your device.
- On iPads, you will be downloading and installing the LockDown Browser app from the App Store.
- **Windows** (requires administrative rights): [Download](#)
- **Macs:** [Download](#)
- **iPads:** [App Store](#)

IMPORTANT: Administrator rights are required to install Respondus. If you have these rights, you can proceed with this download. If you are using a device managed by your school, please reach out to your IT administrator to have Respondus installed.

Once the install has taken place, you may proceed with the dry run. Ensure you take this dry-run exam at least one or two days prior to the ATI assessment in order to allow time to troubleshoot any issues. Ensure that you are taking the dry run on the same device on which you will be taking the ATI proctored assessment.

Close all programs except for an internet browser. **IMPORTANT:** To access your assessment, you must log into ATI through an approved browser. Respondus will open automatically when launching the test. You cannot access the test directly through the Respondus LockDown Browser or from another LMS.

Navigate to atitesting.com and log in using your credentials. Choose the My ATI Tab > Test Tab.

Launch the proctored assessment and select 'START TEST'. You will be prompted to open the Respondus LockDown Browser + Monitor. Open the link. If any other windows or applications are open, they will close automatically. You will see nine steps to complete before beginning your exam. First, agree to the Student Terms of Use.

Important:

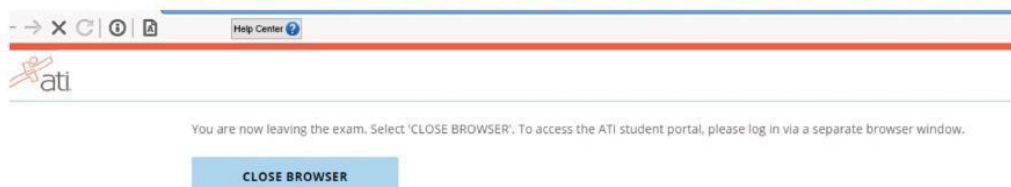
iPad users: You will be required to lock in the orientation of the iPad before beginning the exam. Please prop the iPad vertically so that it faces you. We recommend using a case or stand and external keyboard if you own one. Do not lay the iPad on a flat surface. If at any point you receive a streaming error, please delete and re-install the Respondus app.

Mac/Windows users: If your testing window does not show on the full screen, this may be related to display settings on your computer. For high resolution monitors, try changing your display settings to 3840 x 2160 resolution using 200% scaling.

You will see eight steps to complete before beginning your exam:

1. First, agree to the Student Terms of Use.
2. Complete your webcam check. You will be asked to record a five-second video to ensure your audio is working appropriately. *This video will not be stored.*
3. Click 'Next' to move through the additional instructions, guidelines, and tips.
4. You will be asked to take two photos of yourself. This will be used to compare to your identification.
5. You will need to capture a picture of your identification. Please use the type of identification indicated by your instructor.
6. You will be asked to show your exam environment. Slowly move your device so that it shows the area around your computer. This is to ensure there are no papers, phones, or books that could be used to provide answers during your exam.
7. To ensure your webcam is working sufficiently, you will do a facial detection check.
8. Click 'Begin Exam'

Once you complete your exam, a message will appear telling you the webcam recording is complete. You will be asked about your experience using the Respondus LockDown Browser + Monitor. Once your comments are submitted, you will need to select 'CLOSE BROWSER'.



When taking an online exam that requires **LockDown Browser** and a **webcam**, remember the following **guidelines**: (note: all proctored exams must be done in person)

Prepare for testing:

- Ensure you are using a fully charged device.
- Have a school or government-issued ID card available.
- Ensure you have a strong internet connection. You can test your internet speed using www.speedtest.net
- Students must also have a fast, stable, and secure Internet connection – using a cable or DSL connection is recommended
- All proctored testing sessions are recorded (both video and audio) and a thorough video check of the testing space is required before the exam will begin.
 - Check to see if your camera works using <https://webcamtests.com>
 - Check your microphone works using <https://www.onlinemictest.com>
 - Before starting the test, take the practice quiz to ensure your computer and webcam function properly
- If the computer or networking environment is different than what was used previously with the Webcam Check and System & Network Check in LockDown Browser, run the checks again prior to starting the test
- At all times, the student's full face must remain visible in the webcam's window.
- To produce a good webcam video, do the following:
 - Do not wear baseball caps, hats or other head covering unless it is required for religious reasons
 - Ears must be visible unless wearing a religious head covering
 - Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed or other surface where the device (or you) are likely to move
 - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete.
 - Take the exam in a well-lit room and avoid back-lighting, such as sitting with your back to a window

Testing environment & during the test:

- Find a well-lit space and be ready for a room scan prior to the assessment.
- Select a location where you won't be interrupted
- Clear your area of all external materials including books, papers, other computers, or devices
- One piece of blank paper may be provided by your instructor to be used during assessment. Your instructor will destroy the paper upon completion of the exam.
- Know how much time is available for the exam, and that you've allotted sufficient time to complete it
- Turn off all mobile devices and phones; remove earpieces and smart watches. None of these devices are to be within reach
- All other computer windows and programs must be closed during testing.
- LockDown Browser will prevent you from accessing other websites or applications
- Students may not leave the testing window during an exam and may not leave their seat/webcam view during the exam.
- You will be unable to exit the test until all questions are completed and submitted
- Failing to follow the instructions for the Respondus proctoring (such as adequately and thoroughly recording the testing area or leaving the webcam view during the exam) will result in a penalty for that exam and may result in a zero for that exam.
- If your screen goes blank, or freezes or your internet fails, click out of the exam and start over. You will not lose time if you have clicked out. Your proctor will have to allow you back into the exam. Multiple interruptions may cause your instructor to prevent you from continuing. If you experience more than one such interruption, email your instructor and wait for a response.
- The student is NOT allowed to read questions and responses aloud (talking to oneself is not permitted)!

Instructions for Exams

Please read the following set of instructions that will be included in every test you take in the School of Nursing:

- The Exam will have a designated time for completion. **Failure to log on to the exam within the designated timeframe will prevent you from having access to the exam.**
- Students must complete the exam within the time frame allotted.
- Students must not stop the exam session or attempt to return to it.
- Be sure to use a secure and reliable Internet connection. The use of unsecure, public Wi-Fi or hotspots are not recommended.
- Show ID with photograph. Your FULL face must remain visible in the Webcam window as required by Respondus
- No back tracking permitted, once you submit the answer you will not be able to change it.
- Use of a portable calculator is prohibited. Students should only use the calculator that is provided in the exam.
- Exams are closed book/no resources. This means that textbooks, course notes, digital devices, other persons, or any other outside resources are not permitted during the exam.
- If the instructor permits use of, and provides a blank piece of paper, that blank paper must be held up to the camera (both sides must be shown) before you begin the exam and before you exit the exam.
- The student is not allowed to read questions and responses aloud (talking to oneself is not permitted).
- Use the Respondus Monitor to perform an environmental scan prior to beginning the exam. When the environmental scan is performed you must show the following:
 - the desktop
 - your lap
 - the floor area near your feet
 - the area surrounding the computer (360-degree view of your testing area).
- The environment scan video recording must include **clear demonstration of the absence of any and all study aids not permitted as well as prohibited devices** such as:
 - cellular telephones
 - tablets
 - Bluetooth earpieces or any recording/communication devices or electronic accessories
 - watches
 - headsets
 - proxy software (software intended to disable or deceive security measures and remote proctoring): if detected, students will be held accountable.

ALL OF THE ABOVE DEVICES ARE PROHIBITED

- **Students who use aids that are not permitted may be reported for suspected deceptive conduct during an examination (cheating), which may result in disciplinary measures in accordance with the School of Nursing's procedures.**
- **Please note: Academic Integrity rules will be upheld according to the Student Handbook for all online proctored exams and will be addressed accordingly. By submitting an exam, you are agreeing to all above.**

LAB/CLINICAL REQUIREMENTS IN THE SCHOOL OF NURSING

LAB/CLINICAL DRESS CODE

Students must wear an approved uniform top and bottom for all lab and clinical experiences. The following list describes approved uniform pieces and required accessories.

UNIFORM TOPS

*Steel Gray Women's Shirt Top with Embroidery**

*Steel Gray Men's Oxford with Embroidery**

UNIFORM BOTTOMS

Black Unisex Uniform Pants

Black Uniform Skirt

REQUIRED UNIFORM ACCESSORIES

*Name Pin**

Plain White Socks

White leather/synthetic leather shoes (no clogs or canvas materials)

*Items in italics are to be ordered from Flynn & O'Hara

<https://flynnohara.com/shop/long-island-university-nursing-ny184/>

Behavioral Health Nursing and Community Health Nursing: Students should report to the site(s) in business attire (or as directed by your instructor).

REQUIRED EQUIPMENT FOR LAB/CLINICAL EXPERIENCE

*Wristwatch with a second hand**

*Stethoscope**

*Blood pressure cuff**

Black ink pen

Pen light or mini flashlight

Pocket-sized notebook

*Items in italics are available for order from Flynn & O'Hara

ADDITIONAL DRESS CODE REGULATIONS

- The uniform should be in good condition, clean, pressed, complete, and correctly worn. ID must be worn above the waist and visible at all times.
- Jewelry and hair ornaments are not to be worn with the uniform. Exceptions include a plain wedding band and one pair of small post-type earrings and a watch with a second-hand.
- Hair should be confined above the collar and away from the face.
- Fingernails must be clean and short. If worn, nail polish should be clear and intact. No silk or acrylic wraps, no extensions to natural nails.
- Makeup may be used only in moderation.
- Perfumes, colognes, or other scented products may not be worn.
- Religious dress will be honored. Tattoos should be covered.
- Cell phones should not be used on clinical units unless specified otherwise by the clinical agency.

Transportation

Transportation to all off-campus programs, including clinical placements, is the responsibility of the student. Students are responsible for all parking fees.

CLINICAL CLEARANCE REQUIREMENTS

The following items constitute complete clinical clearance. For further information, please contact the Clinical Placement Coordinators for the School of Nursing.

CastleBranch

All students enrolled in the Harriet Rothkopf Heilbrunn School of Nursing are required to enroll in CastleBranch and actively maintain full compliance. The CastleBranch program is used to monitor compliance with clinical clearances and mandatory skills and certifications. Documents must be updated annually, including the background check, drug screen, HIPAA, OSHA, TB tests, and flu vaccines (with careful respect to deadlines). Full COVID-19 vaccination and booster (upon eligibility) is required for clinical clearance.

Please see the instructions located on the School of Nursing webpages (clinical information) and Brightspace for more information. Appendices B and C in the handbook also contain additional information.

Health Insurance

Students are required to have a valid form of medical insurance when taking clinical courses. All LIU students are automatically enrolled in an insurance plan through the university. However, students may waive participation online at <https://jcbins.com/> if they have comparable coverage under a family or employer plan or other policy. If you choose to waive coverage, you must receive confirmation of waived coverage by the waiver deadline specified by the University.

Background Checks and Drug Screening

The School of Nursing requires all students to obtain general and criminal background checks and forensic drug screening which is completed through CastleBranch. More information can be found in the policy below.

HIPAA (Privacy) and OSHA (Safety) Training

All students in the nursing program must complete mandated courses in HIPAA and OSHA annually before being permitted to participate in clinical experiences. The mandated courses are completed through CastleBranch.

LIU Mandatory Immunizations & School of Nursing Mandatory Health Clearance

The New York State Legislature requires certain immunizations for college students. In order to attend classes, all students must meet these State requirements.

The School of Nursing requires all students to have a complete and current physical examination as a part of their health clearance. The documents are available on the School of Nursing webpages and Brightspace. In certain instances, clinical agencies may require additional laboratory procedures as a precondition of the clinical experience at their institution.

The cost of the physical examination and related laboratory tests are the responsibility of the student.

Influenza Immunization

Students who are in the nursing program must receive an annual influenza vaccine unless medically contraindicated. Although some clinical agencies permit employees to wear a mask in lieu of receiving the vaccination, many agencies do not provide this option for students. Flu vaccine documentation should be obtained from the site in which the vaccine was received. **See Appendix D for Declination Form.**

Cardiopulmonary Resuscitation (CPR) Basic Life Support (BLS)

Students are required to have training in CPR/BLS for the Healthcare Provider. The certification must be through the American Heart Association. Certification must be BLS for the Health Care Provider. Certification is valid for 2 years.

All health clearance requirements must be submitted to the School of Nursing by:

- **August 1st for the Fall semester**
- **November 15th for the Spring semester**
- **April 1st for the Summer semester**

If students fail to complete these requirements by the established dates they will be dropped from their clinical courses (including both lecture, lab, and clinical placements) for the semester. Students that fail to meet clearance requirements are not permitted to switch into another section under any circumstance.

Students are not permitted to switch clinical sections/clinical sites for any reason once enrolled. Please register for your clinical courses carefully.

Students must provide titers for the Hepatitis B virus. Students who are not immune are strongly advised to be vaccinated against the Hepatitis B virus.

Following any changes in health status, the student must submit a letter to the Clinical Placement Coordinators from the primary health care provider allowing the student to be in a clinical area.

Students who have been exposed to any infectious disease in the clinical setting will follow the protocol of the agency in which the exposure took place. The facility will provide testing where deemed appropriate. This exposure must be communicated immediately to the Clinical Placement Coordinators.

Clinical Site Requirements

Clinical sites may have additional requirements to those listed above. It is the responsibility of the student to be in compliance with all school and site requirements. These additional requirements may include additional drug screens, attendance at orientations, or other requirements. Failure to adhere to all deadlines as instructed will result in clinical course removal. Orientations for hospitals may not fall during the regular academic period. The school will provide as much notice as possible, but attendance is required. Failure to attend the orientation will prevent a student from participating in clinical.

Med Math Competency (MMC) Assessment

MMC Assessment will measure a student's ability to accurately perform safe dosage calculations as part of clinical competence in specific content areas.

- The majority of item types are fill-in-the-blank calculations; there are also multiple-choice items.
- Each assessment consists of 10 items related to the appropriate dosage calculation of medications and a time limit of 30 minutes.
- MMC Assessments consist of three assessment forms for preparation for each of the following clinical courses: Principles of Nursing Practice (231), Medical Surgical I (285), and Medical Surgical II (290).
- The MMC is a clinical competency requirement and is completed at the end of each semester as part of a student's clinical clearance for the next semester.
 - MMC 231 (taken during NUR 240)
 - MMC 285 (taken during NUR 231)
 - MMC 290 (taken during NUR 285)
- All MMC Assessments will be administered in-person using ATI Respondus.
- Students must achieve at least 90% proficiency on the required MMC assessment prior to beginning a clinical rotation.
- Students will have 3 attempts to successfully complete (90% or higher) the MMC in the following courses: NUR 240, 231, and 285.
- Students will be given three (3) opportunities to meet the proficiency level. After the third and final unsuccessful attempt, the student will be considered ineligible for clinical. The student will then be required to drop from all components of the upcoming course. If the upcoming course is not dropped, and med math was not successfully passed, this will result in failure of the entire course.
- Students who are unsuccessful on any MMC attempt will complete the following steps:
 1. Download or screenshot the exam report from the unsuccessful MMC attempt. You will need to submit this along with proof of successful remediation.
 2. Use feedback provided from exam results to identify all content areas needing improvement. Students may be required to complete multiple modules along with the accompanying practice exam. Concepts covered in the modules may include (but are not limited to): dosage calculation, IV flow rate, conversions, and safe medication administration. The titles of available modules in ATI may include (but are not limited to):
 - Critical Care Medications
 - Dosages by Weight
 - Injectable Medications
 - Medication Administration
 - Oral Medications
 - Powdered Medications
 - Parenteral Medications
 - Pediatric Medications
 - Safe Dosage
 3. A minimum score of **90% or higher** on each of these post-module practice assessments must be achieved to demonstrate mastery. Students are required to provide proof of completion (e.g., printed or digital report showing module name, date, and score). This proof of successful completion must be submitted to MMC faculty and all of nursing leadership (nursing directors, assistant deans, dean, chair) before student may be permitted their next attempt.
 4. Students must also provide evidence of working with a School of Nursing (SON) tutor for assistance with MMC missed concepts. Contact information for SON Tutors available in the

Dean's Suite, 4th floor in the Health Science Building. The schedule will be dependent on the tutor's availability.

IMPORTANT:

- Students are required to complete the modules and participate in tutoring after each failed attempt at the MMC.
 - After the 1st unsuccessful attempt students will need to show 4 items: 1) exam report from failed MMC attempt, 2) proof of completion of required modules (based on MMC exam report), 3) proof of successful end-of-module practice exam (with score of 90% or higher), and 4) a form signed by the tutor verifying participation before the administration of a 2nd attempt of the MMC. To take the next attempt, the student must be ready within 2 weeks of the previous attempt.
 - After the 2nd unsuccessful attempt, students will need to show 4 items: 1) exam report from failed MMC attempt, 2) proof of completion of required modules (based on MMC exam report), 3) proof of successful end-of-module practice exam (with score of 90% or higher), and 4) a form signed by the tutor verifying participation before the administration of a 3rd attempt of the MMC. To take the next attempt, the student must be ready within 1 week of the previous attempt.
 - Students who have not been able to establish readiness and therefore have not been able to attempt to a 2nd or 3rd attempts, and have not yet passed the MMC exam, will not be able to progress to the next sequence clinical courses. Students may need to take a leave of absence while remediating before they are able to establish readiness if they need more time to become proficient.
 - Students who fail to pass the MMC after 3 attempts will have failed the course that houses the MMC exam. Students will need to repeat this course if eligible.
-
- All students who will be taking any clinical courses for the subsequent semester should visit and review materials available on Medication Math Calculation (MMC) information module in the Brooklyn Nursing Undergraduate Student Community. Important information regarding the MMC Assessment including review questions are posted here.
 - For students who are out of sequence the required MMC assessment appropriate for their progression will need to be scheduled by nursing leadership. Students in this situation must reach out to the MMC Chair (Dr. Rachael Gaskin), Undergraduate Program Directors, and the Clinical Affairs Director to schedule administration of the exam.

INCIDENTS/ACCIDENTS AT CLINICAL SITES

Any accident or injury at a clinical site must be immediately reported to the student's Clinical Instructor and to the Clinical Placement Coordinators as soon as possible. Most sites will have a policy regarding incident reports that students must follow. If you are injured at a clinical site, you may have the opportunity to be treated at that site, but neither the clinical site nor the Harriet Rothkopf Heilbrunn School of Nursing Program is under any obligation to treat you. (This is why students must have health insurance coverage).

Contact with some bodily fluids, needle sticks, and penetrating injuries pose the risk of infection by bloodborne pathogens. Students should clean the wound with soap and water and report any such injury immediately to the clinical instructor and to the Harriet Rothkopf Heilbrunn School of Nursing Clinical Placement Coordinator or Chair.

A medical evaluation should occur shortly after the incident. In some cases, treatment or prophylaxis for HIV infection may be indicated. If prophylaxis against HIV is indicated, it should ideally be started within two (2) hours of the exposure, although some begin prophylaxis as long as 48 hours after exposure. Faculty will help direct you to the nearest Emergency Department if there is no ability to evaluate the incident at the site where it occurred. Furthermore, if a significant event occurs, a **Harriet Rothkopf Heilbrunn School of Nursing Incident Report Form (Appendix E)** must be completed and submitted to the school within 48 hours of the occurrence. You will be required to submit a written account of the incident to the Clinical Placement Coordinator.

DRUG SCREENING POLICY

Health care facilities affiliated with the School of Nursing require that students have a negative drug screen prior to beginning the students' clinical experiences in their facility. (Some agencies require an additional drug screening administered by their facility). **Passing a drug screen prior to engaging in a clinical course is a progression requirement for all students in the School of Nursing.**

If the clinical site declines to place the student based on the outcome of a drug screen, the School of Nursing will not provide placement at an alternate clinical site. The consequences of a positive drug screen include removal from clinical placements and failure from the respective clinical course(s). Students who are unable to complete clinical requirements may be subject to probation and/or dismissal.

Policy:

Students who test positive for a controlled substance:

- will be subject to further review by the Castlebranch MRO.
- will not be permitted to attend a clinical placement.
- will fail their clinical courses.
- may be permitted to retake the course the following semester pending a negative drug screen. The student will not be permitted to begin subsequent courses until the requirements are completed for the previous course(s).
- who have a repeat positive screening at any subsequent testing will be subject to sanctions up to and including dismissal from the program.
- will be referred to Student Support Services for support and recommendations related to treatment.

CRIMINAL BACKGROUND CHECK POLICY

Current laws generally permit a state licensing board or agency to deny a license to practice nursing if the applicant has been convicted of a felony or other specified crime. Like many state licensing boards, the Office of the Professions of the New York State Education Department requires that a criminal background check be conducted prior to granting a license to practice nursing. If the clinical site declines to place the student based on the outcome of a background check, the School of Nursing will not provide placement at an alternate clinical site.

The Harriet Rothkopf Heilbrunn School of Nursing requires a criminal background check for all nursing students prior to clinical placement. The School of Nursing educational requirements include placement at one or more hospitals or other off-campus clinical training sites, and many of these sites frequently require a student to pass a criminal background check before the student can be placed for clinical training. When a student's background check is not cleared, the SON will forward the finding to the clinical site and the decision will be made by the clinical site whether or not the student can attend.

Please note that if the results of a criminal background check determines that you may not take part in the clinical site, you will not be able to complete your course requirements. Therefore, the student will not be able to continue in the nursing program. It is the student's responsibility to clear the case with the courts in order to be re-admitted back into the program. It is important for students to consider this before enrolling in the nursing program. Long Island University has no obligation to refund tuition or fees or to otherwise accommodate students in the event they are ineligible to complete course requirements based on the results of a criminal background check or are denied a license to practice nursing.

RIGHTS OF THE STUDENT

UNDERGRADUATE STUDENT – FACULTY LIAISON COMMITTEE:

- Serves as a vehicle to enhance communication between students, faculty, and SON administration.
- Encourages student and faculty participation in community and extracurricular activities.
- Serves as a resource for group-related activities, such as but not limited to:
 - Student-Faculty-Alumni Forums
 - Student Nurse Association
 - Orientation activities
 - Student-Faculty-Alumni Newsletter
 - Facilitating the implementation of specific student, faculty and/or administration programs to meet needs identified by students and/or faculty.
 - Assisting in the revision of the Student Handbook.
- Facilitates attendance of student representatives to Faculty and Curriculum Committee meetings. The membership of the Student-Faculty Liaison Committee is composed of a minimum of two faculty members and two student representatives from each level.

ACADEMIC GRIEVANCE

- The School of Nursing provides an avenue for the student to contest alleged violations of the School's rules, regulations and the School of Nursing Honor Code as well as to contest final grades.
- The process can be initiated by a student for the purpose of grieving the following issues:
 - final grade/exam questions
 - clinical performance evaluation
 - adherence to the Honor Code
 - professional behaviors
 - violations of School of Nursing policies
 - penalties imposed for infractions by the student

GRIEVANCE PROCEDURE

- The Pre-Grievance Checklist can be found in the Student Handbook (Appendix F). The appropriate date and signatures are required before submitting a letter of grievance to the School of Nursing Grievance Committee. Grievances should be submitted via email to the secretary in the School of Nursing, as well as to LIU Brooklyn Nursing at: bkln-nursing@liu.edu
- In the event of a concern or discrepancy between a student and faculty/staff member:
 - A. The student must request a meeting with the faculty member.
 - B. If this issue is not resolved at step A, the involved student and the Undergraduate Program Director confer by appointment.
 - C. If the issue is not resolved at step B above, the student should file a formal grievance no later than 3 weeks from the end of the semester in which the event being grieved occurs (Fall, Spring, and Summer).
 - D. The Pre-Grievance Checklist must be completed and attached to the grievance letter, otherwise the grievance will not be reviewed and will be returned to the student.
 - E. The student's Pre-Grievance Checklist must be submitted in writing to the Committee via the SON secretary at the front desk (who will date stamp and give a receipt). The grievance checklist must be clearly written and include the current mailing address, phone number, LIU ID number, and LIU email of the student and be duly signed by the student. The grievance can also be sent to the SON secretary via email. The grievance must include all supporting documents for the Committee to consider the grievance.
 - F. The Committee will acknowledge receipt of the grievance via LIU e-mail within one week of receipt. The Committee will review all information received, and obtain any supplementary information from necessary parties, by written request, as deemed appropriate.
 - G. The Committee will forward a recommendation to the Dean of the School of Nursing within 2 weeks and notify the student, in writing, via registered mail to the address of record or to the student's LIU email address that a recommendation has been forwarded to the Dean. The faculty involved will also be notified via email that a recommendation has been forwarded to the Dean. Both parties are instructed to contact the Dean for the final decision.
 - H. The Committee will notify the student, in writing, via university e-mail with confirmation from the recipient, within two weeks. Notification will include the date, time, and location of the meeting. The faculty involved and the Dean of the School of Nursing will be notified, in writing, of the Committee's recommendation to convene a face-to-face meeting.
 - I. Then the committee will forward its recommendation to the Dean of the School of Nursing who will render a decision. The student can usually expect a decision within a two-week period after

the meeting. The student will be informed via email that a recommendation has been sent to the Dean and that future inquiries related to the matter be forwarded to the Dean's office.

- J. The student will be informed via email that a recommendation has been sent to the Dean and that future inquiries related to the matter be forwarded to the Dean's office.

ADMISSIONS, RETENTION, AND PROGRESSION (ARP) COMMITTEE

- Students have a right to appeal decisions regarding admissions and progression into and throughout the nursing program. Student wishing to submit an appeal to the Admission, Retention, and Progression (ARP) Committee must send their request via their official LIU email account to the secretary in the School of Nursing, as well as to LIU Brooklyn Nursing at: bkln-nursing@liu.edu. The appeal must include the following: student's full name, LIU ID number, current mailing address, phone number, LIU email address and student's signature. The appeal must clearly state the basis for the appeal and include all relevant supporting documentation, such as official and unofficial transcripts, medical or legal documentation (if applicable).
- The appeal must include all supporting documents for the Committee to consider the appeal.
- In order for the ARP committee to have complete information when considering appeal letters, be sure to include the following:

ARP Appeal Checklist (Appendix G) Letter of appeal clearly stating:

- a. ARP Appeal Checklist (Student Handbook Appendices)
 - b. Transcripts from all schools
 - c. Letter of appeal clearly stating
 - Relevant issues regarding the appeal
 - The student's specific request
 - Plan of action if allowed to return to the School of Nursing (if readmission)
- The student must submit any relevant documentation to support their appeal. Incomplete submittal of necessary documentation delays the appeals process.
 - The ARP Committee meets once per semester to review all submitted appeals. All appeals must be submitted within two (2) weeks after the end of the semester in order to be considered during that semester's ARP Committee meeting. Appeals submitted after the two-week deadline will be deferred to the next semester's review cycle. Recommendations are sent to the Dean who will notify the student in writing of the decision.

UNIVERSITY SAFETY PROCEDURES

SCHOOL SAFETY

In case of an emergency, or situation considered to be a possible threat to safety, LIU Public Safety office should be contacted immediately at 718.488.1078 or you can use the yellow alarm boxes marked “EMERGENCY” located on each floor of every building.

LIU STUDENT IDENTIFICATION CARD

Each student is provided with an official University ID. You must carry your University ID at all times while on the LIU Brooklyn Campus and IDs should be available upon request of any University/Security personnel. Clinical agencies may also require their own identification, which must be worn when at the clinical agency. Name pins and university ID must be worn at all times when in clinical and Lab areas.

FIRE PROCEDURES

Fire prevention is the responsibility of each individual. LIU is a smoke-free environment. At the sound of the fire alarm, everyone must proceed with a prompt and orderly evacuation of the building. **DO NOT USE THE ELEVATORS.**

LIU SEXUAL MISCONDUCT POLICY

Long Island University is committed to creating and maintaining an educational environment free from all forms of sexual misconduct. The broad term “sexual misconduct” includes, but is not limited to, acts of sexual harassment, domestic violence, dating violence, sexual assault, and stalking. Such behaviors are illegal, against University policy, and strictly prohibited. This policy is incorporated into the Student Code of Conduct.

This policy covers all members of the University community – students, faculty and staff – as well as those who interact with members of the University community such as vendors or visitors. The University encourages everyone to report all incidents of discrimination or harassment, regardless of who the offender may be.

Title IX and Article 129B Policy Statement:

It is the policy of the University to comply with Title IX of the Education Amendments of 1972, and Article 129B of the New York Educational Law, both of which prohibit discrimination on the basis of sex (including sexual harassment and sexual violence) in the University's educational programs and activities and prohibit retaliation for asserting or otherwise participating in claims of sex discrimination.

Title IX states that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Please see LIU policies at: <https://www.liu.edu/about/liu-policy/policy-by-category-listing>

STUDENT SUPPORT SERVICES

Advisement Offices of the School of Nursing are located in Center for Student Success and Coaching: Please contact your assigned Academic Advisor/Success Coach for availability. Appointments are taken via zoom, over the phone, or via email.

STUDENTS WITH DISABILITIES

Maria Vogelstein, M.S. Biology (She/Her/Hers)

Director, Learning Center

Long Island University-Brooklyn Campus

[Schedule a Meeting!](#)

Office: Learning Center 4th Floor (Room LLC 405) Phone: (718) 488-1008

Email: Maria.Vogelstein@LIU.edu

Learning Center Phone: 718-488-1095

Learning Center Website: <https://liu.edu/student-success/learning-center>

Learning Center Hours of Operation:

Monday – Friday 9 a.m. to 5 p.m.

Late-night hours available

Disability Support Services (formerly Student Support Services) is the office responsible for providing reasonable accommodations and support to students with disabilities. We strive to ensure equal access to all of Long Island University Brooklyn Campus programs, services and facilities for students with a documented need. In order to receive accommodations under the Americans with Disabilities Act (ADA) a current or incoming student must:

- have a physical or mental impairment, which substantially limits any major life activity
- have a record of such an impairment
- be regarded as having such an impairment

Section 504 of the Rehabilitation Act of 1973 states that no otherwise qualified person due to disability may be denied the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Disability Support Services provides accommodations for students presenting with disabilities under the following categories: Psychiatric/Psychological Conditions, Neurological Conditions, Physical Disabilities/Mobility Impairments, Sensory Impairments, Chronic Medical Conditions, Learning Disabilities, and Other Non-specific Disabling Conditions.

THE CENTER FOR LEARNING

LIU Brooklyn *offers free tutoring in subject areas and reading/writing.* For information about how to register for tutoring, contact:

Email: Bk-learningcenter@liu.edu Phone: 718-488-1095

Location: LLC 405.

THE WRITING CENTER

The Writing Center at Brooklyn provides free writing assistance to all students. Writing assistants can work with you at any point in your writing process from helping to clarify an assignment or prompt, through brainstorming, organizing and developing your ideas, citing your sources, and polishing your writing.

Email: Bk-learningcenter@liu.edu Phone: 718-488-1095

Location: LLC 405

Follow the Writing Center on Instagram for information and updates: [@liuwritingcenter](https://www.instagram.com/liuwritingcenter)

If you have any questions, please email Bk-learningcenter@liu.edu or contact the associate director, Lynn

Hassan (Lynn.Hassan@liu.edu), 718-488-1095.

THE CENTER FOR LEARNING AND ACADEMIC SUCCESS (CLAS)

Math and Sciences. For other subjects, contact CLAS

Location: Library Learning Center, 4th Floor (LLC 405) Email: bkln-tutoring@liu.edu

Phone: 718.488.1040

BROOKLYN PSYCHOLOGICAL SERVICES

The Psychological Services Center provides free and confidential counseling to all currently enrolled Brooklyn students. Counseling sessions are conducted by appointment only and can be requested via email.

Psychological Services Center Website: liupsc.com

Location: Pratt Building 5th Floor, Room 510 Email: bkln-psychservices@liu.edu

718-488-1266

EMERGENCY/CRISIS INFORMATION IN THE COMMUNITY

1-800-LifeNet (1-800-543-3638)

New York City Well (1-888-692-9355)

Safe Horizon 800-621-Hope (1-800-621-4673) Safe Horizon Rape/Incest (212-227-3000)

New York City Alliance Against Sexual Assault (212-227-3000) Center Against Domestic Violence (718-254-9134)

LIBRARY SERVICES

Information about the LIU library may be accessed at <http://liu.edu/University-Libraries> Included is a description and access to electronic resources including the library catalog, online databases and full-text journals. The Circulation Department is located on the fifth floor of the Library Learning Center and includes the circulating book collection as well as course reserves. The Circulation Department registers ID cards for library use, and handles the checkout, return, and renewal of circulation books. Please note that the Circulation, Periodicals, Reference, Media Center and Library Cyber Lab close fifteen (15) minutes prior to published closing times. Reference librarians are available until the published closing times.

ACADEMIC RECORDS

The Registrar is responsible for maintaining all permanent academic records (transcripts) and for making those records available to students. A copy of student transcripts can be obtained or sent to a third party by submitting a written request and paying a fee.

Students have until the time of their graduation to have changes made on their academic records. Once a student has graduated, the academic record is frozen and cannot be changed.

Students failing to fulfill all non-academic requirements (tuition, fees, library obligations, etc.) will be denied subsequent services, including but not limited to withholding diplomas, transcripts, letters of recommendation, or licensure eligibility until these requirements are met.

LIU and the School of Nursing comply with the Family Educational Rights and Privacy Act of 1974. This act, also known as the Buckley Amendment, protects the privacy of students' records, establishes students' rights to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data.

ACADEMIC PROGRAMS AND COURSE OF STUDY

ACADEMIC PROGRAMS

Full Time Traditional Day Undergraduate Program

**COURSE OF STUDY FOR FULL-TIME TRADITIONAL UNDERGRADUATE STUDENTS:
FALL ADMISSION: Eight semesters that will not include summer semesters**

<u>Semester 1</u>	<u>Semester 2</u>
<input type="checkbox"/> PSY 103 Introduction to Psychology (3cr) <input type="checkbox"/> CHM 101 Chemistry for Health Sciences I (4cr) <input type="checkbox"/> ENG 101 Writing I: Composition & Analysis (3cr) <input type="checkbox"/> BIO 123 Life: Its Origin, Maintenance, & Future (4cr) <input type="checkbox"/> FYS 1 First Year Seminar (1cr)	<input type="checkbox"/> NUR 210 Contemporary Topics in Nursing (2.5cr) <input type="checkbox"/> PSY 231 Lifespan Developmental Psychology (3cr) <input type="checkbox"/> MTH 106 Finite Mathematics (3cr) <input type="checkbox"/> BIO 237 Anatomy & Physiology I (4cr) <input type="checkbox"/> PHI 100 Beginning Philosophy (3cr)
<u>Semester 3</u>	<u>Semester 4</u>
<input type="checkbox"/> NUR 211 Informatics for Nurses (2.5cr) <input type="checkbox"/> ENG 112, 113, 114, 115 Literature (3cr) <input type="checkbox"/> BIO 205 Microbiology (4cr) <input type="checkbox"/> BIO 238 Anatomy & Physiology II (4cr) <input type="checkbox"/> SPE 100 Oral Communication (3cr)	<input type="checkbox"/> General Education Foreign Language (3cr) <input type="checkbox"/> NUR 220 Health Assessment & Health Promotion (3.5cr) <input type="checkbox"/> NUR 235 Pathophysiology for Nursing Practice (3cr) <input type="checkbox"/> NUR 240 Pharmacology for Nursing Practice (4cr)
<u>Semester 5</u>	<u>Semester 6</u>
<input type="checkbox"/> NUR 231 Principles of Nursing Practice (6cr) <input type="checkbox"/> NUR 262 Introduction to Health Care Systems & Policy (3cr) <input type="checkbox"/> MTH 100 Introductory Statistics (3cr) <input type="checkbox"/> HIS 101 or 102 Perspectives on World History (3cr)	<input type="checkbox"/> NUR 263 Research/Evidence for Nursing Practice (3cr) <input type="checkbox"/> NUR 275 Behavioral & Mental Health Nursing (4cr) <input type="checkbox"/> ANT 100/101 or SOC 100 Anthropology or Sociology (3cr) <input type="checkbox"/> Electives (6cr)
<u>Semester 7</u>	<u>Semester 8</u>
<input type="checkbox"/> NUR 270A Maternity/OB Nursing (3cr) <input type="checkbox"/> NUR 270B Pediatric Nursing <input type="checkbox"/> NUR 285 Medical Surgical Nursing I (6cr) <input type="checkbox"/> General Education The Arts (3cr)	<input type="checkbox"/> NUR 280 Nursing Leadership & Management (3.5cr) <input type="checkbox"/> NUR 290 Medical Surgical Nursing II (7cr) <input type="checkbox"/> NUR 295 Community/Population Health Nursing (5.5cr)

COURSE OF STUDY FOR TRANSFER UNDERGRADUATE STUDENTS 24 months

FALL OR SPRING ADMISSION: Four semesters that will not include summer semesters

<p style="text-align: center;"><u>Semester 1</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> NUR 210 Contemporary Topics in Nursing (2.5cr) <input type="checkbox"/> NUR 211 Informatics for Nurses (2.5cr) <input type="checkbox"/> NUR 220 Health Assessment & Health Promotion (3.5cr) <input type="checkbox"/> NUR 235 Pathophysiology for Nursing Practice (3cr) <input type="checkbox"/> NUR 240 Pharmacology for Nursing Practice (4cr) 	<p style="text-align: center;"><u>Semester 2</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> NUR 231 Principles of Nursing Practice (6cr) <input type="checkbox"/> NUR 262 Introduction to Health Care Systems & Policy (3cr) <input type="checkbox"/> NUR 263 Research/Evidence for Nursing Practice (3cr)
<p style="text-align: center;"><u>Semester 3</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> NUR 270A Maternity/OB Nursing (3cr) <input type="checkbox"/> NUR 270B Pediatric Nursing (3cr) <input type="checkbox"/> NUR 275 Behavioral & Mental Health Nursing (4cr) <input type="checkbox"/> NUR 285 Medical Surgical Nursing I (6cr) 	<p style="text-align: center;"><u>Semester 4</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> NUR 280 Nursing Leadership & Management (3.5cr) <input type="checkbox"/> NUR 290 Medical Surgical Nursing II (7cr) <input type="checkbox"/> NUR 295 Community/Population Health Nursing (5.5cr)

COURSE OF STUDY FOR ACCELERATED UNDERGRADUATE STUDENTS 16 months:

SPRING, FALL, OR SUMMER ADMISSION for four consecutive semesters that will include summer semester(s)

<p style="text-align: center;"><u>Semester 1</u></p> <p><input type="checkbox"/> NUR 210 Contemporary Topics in Nursing (2.5cr)</p> <p><input type="checkbox"/> NUR 211 Informatics for Nurses (2.5cr)</p> <p><input type="checkbox"/> NUR 220 Health Assessment & Health Promotion (3.5cr)</p> <p><input type="checkbox"/> NUR 235 Pathophysiology for Nursing Practice (3cr)</p> <p><input type="checkbox"/> NUR 240 Pharmacology for Nursing Practice (4cr)</p>	<p style="text-align: center;"><u>Semester 2</u></p> <p><input type="checkbox"/> NUR 231 Principles of Nursing Practice (6cr)</p> <p><input type="checkbox"/> NUR 262 Introduction to Health Care Systems & Policy (3cr)</p> <p><input type="checkbox"/> NUR 263 Research/Evidence for Nursing Practice (3cr)</p>
<p style="text-align: center;"><u>Semester 3</u></p> <p><input type="checkbox"/> NUR 270A Maternity/OB Nursing (3cr)</p> <p><input type="checkbox"/> NUR 270B Pediatric Nursing (3cr)</p> <p><input type="checkbox"/> NUR 275 Behavioral & Mental Health Nursing (4cr)</p> <p><input type="checkbox"/> NUR 285 Medical Surgical Nursing I (6cr)</p>	<p style="text-align: center;"><u>Semester 4</u></p> <p><input type="checkbox"/> NUR 280 Nursing Leadership & Management (3.5cr)</p> <p><input type="checkbox"/> NUR 290 Medical Surgical Nursing II (7cr)</p> <p><input type="checkbox"/> NUR 295 Community/Population Health Nursing (5.5cr)</p>

References

- American Association of Colleges of Nursing (2008). *The essentials of baccalaureate education for professional nursing practice*. Washington, DC: Author.
- American Association of Colleges of Nursing (2011). *The essentials of master's education in nursing*. Washington, DC: Author.
- American Nurses Association (2015). *Nursing: Scope and standards of practice* (3rd ed.). Silver Spring, MD: Author.
- Fowler, M.D.M. (2015). *Guide to nursing's social policy statement: Understanding the profession from social contract to social covenant*. Silver Spring, MD: Author.
- Fowler, M.D.M. (2015). *Guide to the code of ethics for nurses with interpretive statements: Development, interpretation, and application* (2nd ed.). Silver Spring, MD: Author.

APPENDICES

APPENDIX A - WITHDRAWAL FOR HEALTH/PERSONAL REASONS AGREEMENT

I, _____, agree to comply with all requirements related to the health withdrawal policy. These include:

1. I agree to submit a statement from a health care provider that I have a health condition that requires my withdrawal from nursing courses and it has contributed to my inability to progress academically. I understand that I do not have to reveal the specific condition.
2. I agree to submit periodic statements from my health care provider that I am undergoing continuous, ongoing treatment for my condition. I understand I do not have to reveal the specific nature of treatment and that my privacy will be protected.
3. I agree to submit a written statement of fitness to return to school from my health care provider before requesting to resume my coursework.

I will be able to repeat those courses once medical clearance has been received.

Student's signature

Date

Dean's signature

Date

APPENDIX B – HEALTH CLEARANCE DOCUMENTS AND CLINICAL REQUIREMENTS

Welcome to the Harriet Rothkopf Heilbrunn School of Nursing at Long Island University. We are providing the following information to help prepare you for the start of the semester. **The following requirements must be completed by August 1st for Fall Semester, November 15th for Spring Semester, and April 1st for Summer Semester.**

- **CastleBranch Clearance**

- <https://portal.CastleBranch.com/lk25>
- Follow the link to place an order:
 - **New students – ON21:** New Students (This package includes a Background Check, Drug Test, Compliance Tracker, HIPAA and OSHA certifications).
 - **Continuing students – ON21R:** Recheck – (This package is for students who already have a document tracker but need to update their background check, drug screens, HIPAA and/or OSHA).
- Follow the instructions and upload all forms
 - Health forms – titers, health clearance, vaccines – must see your provider to complete and must be on the LIU form
 - Background check – completed once registered
 - Drug screen – register and go to an approved laboratory site
 - HIPAA and OSHA completion certificates – completed through CastleBranch
 - American Heart Association Basic Life Support (BLS) for Healthcare Provider Certification
 - Confidentiality Agreement – signed
 - Health Information Release Form – signed
 - Health clearance forms, TB tests, background checks, drugs screens, HIPAA and OSHA, and influenza and other vaccines (and or titers) as required and listed on the physical health form must be completed annually (every year)

- **Uniforms and Equipment**

- <https://www.flynnohara.com/school/ny184>
- Flynn and O’Hara – scrub top, black uniform pants, white socks, name pin, white leather/synthetic leather shoes. Shoes must be closed-toe, closed-back, and all white - no clogs or canvas materials. Jogger pants and all other alternative-styled pants are not permissible.
- **Wristwatch with a second hand, stethoscope, blood pressure cuff, black pen, pen light** or mini flashlight, pocket-sized notebook – This equipment can be purchased from any source. **Bold items are available for purchase through Flynn and O’Hara**

- **Other important documents can be found online at:**

[http://liu.edu/Brooklyn/Academics/Harriet- Rothkopf-Heilbrunn-School-of-Nursing/Clinical-Information](http://liu.edu/Brooklyn/Academics/Harriet-Rothkopf-Heilbrunn-School-of-Nursing/Clinical-Information)



APPENDIX C - UNDERGRADUATE CLINICAL
REQUIREMENT CHECKLIST



- Completed Health Clearance Form (including physical exam, annually) – must be on LIU form
- Measles vaccine (2) or proof of positive titer (lab printout required)
- Mumps vaccine (2) or proof of positive titer (lab printout required)
- Rubella vaccine (2) or proof of positive titer (lab printout required)
- Varicella vaccine (2) or proof of positive titer (lab printout required)
- Hep B vaccine (3) or proof of positive titer (lab printout required) or proof that you are in the process of receiving the series.
- Hep C titer (lab printout required)
- Tetanus, Diphtheria, and Pertussis (Tdap) within 10 years
- Two step TB skin test OR annual results from previous 2 years OR QuantiFERON Gold (annually). If there is a history of receiving the BCG vaccine or a history of a positive PPD a copy of a recent chest x-ray or QuantiFERON gold blood test or t-spot blood test **AND** a completed TB screening form is necessary (screening will expire one year from the date received)
- CPR card (signed or e-card) from the American Heart Association (AHA BLS for the Healthcare Provider)
- Background Check (annually)*
- Drug Screen (annually)*
- Health Insurance - name must be on card (annually) Confidentiality statement signed and dated.
- HIPAA and OSHA training (annually)*
- Student health information release (signed)
- Flu vaccine (annually).
- COVID-19 Vaccine Card (Full Vaccination) COVID-19
- Vaccine Booster Card (Upon Eligibility)
- N95 Mask Fit Test - May be completed at any facility of your choice. Must upload the certificate of completion which includes your name, date of test, mask type that was fitted, size of mask

* Completed through CastleBranch once logged in.



Declination of Influenza Vaccination

Student’s Name: _____

Student ID#: _____

I have been advised that I should receive the influenza vaccine to protect myself and the patients I serve. I have read the Centers for Disease Control and Prevention’s (CDC) Vaccine Information Statement explaining the vaccine and the disease it prevents. I have had the opportunity to discuss the statement and have my questions answered by a healthcare provider. I am aware of the following facts:

- Influenza is a serious respiratory disease that kills thousands in the United States each year.
- Influenza vaccination is recommended for me and all other healthcare personnel to protect this facility’s patients from influenza, its complications, and death.
- If I contract influenza, I can shed the virus for 24 hours before influenza symptoms appear. My shedding the virus can spread influenza to patients in this facility.
- If I become infected with influenza, I can spread severe illness to others even when my symptoms are mild or non-existent.
- I understand that the strains of virus that cause influenza infection change almost every year and, even if they don’t, my immunity declines over time. This is why vaccination against influenza is recommended each year.
- I understand that I cannot get influenza from the influenza vaccine.
- The consequences of my refusing to be vaccinated could have life-threatening consequences to my health and the health of those with whom I have contact, including all patients in this healthcare facility, coworkers, my family and my community.
- Because I have refused vaccination against influenza, I will be required to wear surgical or procedure masks in areas where patients or residents may be present during the influenza season in facilities that allow nursing students to do so.
- Because I have refused vaccination against influenza, I may be prevented from attending clinical rotations. If clinical sites refuse participation, I understand that this may delay progression in the nursing program.

I acknowledge that I have read this document in its entirety and fully understand it. Despite these facts, I have decided to decline the influenza vaccine by my signature below. I realize that I may re-address this issue at any time and accept vaccination in the future.

Signature: _____

Date: _____



APPENDIX E – INCIDENT REPORT



Student Incident Report

This form should be completed by both the student and faculty member within 24 hours after an incident occurs; and should be submitted to the Associate Dean or Clinical Coordinator.

Today’s Date: Click or tap to enter a date.

Date & Time of Incident: Click or tap to enter a date.

Location of Incident (Clinical Site and Unit or Department): Click or tap here to enter text.

Student’s Name: Click or tap here to enter text.

Faculty Member’s Name: Click or tap here to enter text.

1. Briefly describe the incident (who was involved, who was present, who was notified, what happened, when, where).

Click or tap here to enter text.

2. Was the student or faculty member wearing gloves at the time of the incident? Yes No N/A

3. Was the student or faculty member wearing goggles, a face shield, or a face shield mask at the time of the incident? Yes No N/A

4. Did the incident involve a patient? Yes No

If yes, was a patient harmed? Yes No

5. Did the incident involve a medication? Yes No

6. List the name, address and phone number of all witnesses. Click or tap here to enter text.

7. List any testing/treatment that was/has been provided. Click or tap here to enter text.

8. Identify any follow-up which is planned or which was recommended. Click or tap here to enter text.

9. How might this incident have been prevented? Click or tap here to enter text.

Student’s signature: _____ Date _____

Faculty signature: _____ Date _____

	Date	Received by:
Received in Dean’s Office:	/ /	_____
Faxed to Risk Management:	/ /	_____
Forwarded to Student Services	/ /	_____
Copy to Student File	/ /	_____

APPENDIX F - GRIEVANCE CHECKLIST

School of Nursing
Pre-Grievance Procedure Checklist

Student name: _____ Degree Program: _____

LIU ID #: _____ LIU Email: _____

Course/Section Number: _____ Semester/Year Professor: _____

Grievance Issue: _____

	Process	Date Initiated	Outcome	Faculty/ Instructor Signature *	Student Signature
A	Scheduled meeting between student and Course Professor/Instructor.				
B	Appeal to The Grievance Committee The request must state the grievable issue clearly in the first paragraph.				

A completed copy of this form should be submitted to the Grievance committee with the grievance request. Grievance Committee meets once per semester to review all submitted appeals.

* if faculty is not available to sign, you may attach documentation (e.g., email) reflecting that discussion occurred

APPENDIX G – ARP COMMITTEE APPEAL CHECKLIST

ADMISSION, RETENTION & PROGRESSION COMMITTEE (ARP)
Appeal Checklist

To ensure that the ARP committee has all the documents necessary to review your appeal, please submit the documents below, along with this checklist.

ARP Committee meets once per semester to review all submitted appeals. All appeals must be submitted within two (2) weeks after the end of the semester in order to be considered during that semester's ARP Committee meeting. Appeals submitted after the two-week deadline will be deferred to the next semester's review cycle.

Name: _____ LIU ID #: _____

LIU Email: _____ Date: _____

Address: _____

Type of Appeal: ___ Admission ___ Retention ___ Progression

Documents to Submit:

- _____ Completed Checklist
- _____ Appeal letter
- _____ LIU Transcripts (if already a student at LIU)
- _____ Transcripts from other universities (needed for admission appeals)

SCHOOL OF NURSING CODE OF HONOR

It is expected that all nursing students read and abide by the School of Nursing Code of Honor, as well as the LIU University Code of Honor. Students are also required to sign, scan, and upload this document attesting that the student has reviewed the student handbook and specifically the nursing code of honor. The student must submit this signed document as an assignment in all their undergraduate classes on Brightspace.

A. School of Nursing Code of Honor

1. I will respect my patients, colleagues, classmates, faculty, and staff at all times.
2. I will actively pursue behaviors that are consistent with professional conduct. I will keep professional communications confidential, discussing them only in private, professional settings.
3. I will practice in a safe manner at all times and report unsafe conditions or practices appropriately.
4. I will not represent any other person's work as my own. I will not knowingly give or receive information about the content of any quizzes or examinations.
5. I acknowledge that if I violate the School of Nursing Code of Honor or participate in any act of academic dishonesty, and/or otherwise violate professional standards of practice and conduct, this may result in disciplinary action up to and including dismissal from the School of Nursing or expulsion from the University. Refer to ANA Code of Ethics

B. Infractions of the Code of Honor

The following are examples of conduct that constitutes violations of the Code of Honor:

1. Misrepresentation of patient care activities
2. Acts of forgery
3. Verbal or physical abuse of any individual
4. Intentional destruction or harm of property
5. Cheating on examinations
6. Acts of plagiarism
7. Misappropriation of the property of others, including school or university property
8. Failure to disclose information that impairs ability to practice safely
9. Disrespectful conduct in the classroom or clinical area
10. Negative statements or conduct directed toward any group or individual based on race, ethnicity, nationality, gender, religion, sexual orientation, gender identity, age, disability or any other characteristic

C. Penalties for infractions of the code of honor

Failure to follow the School of Nursing Code of Honor is unacceptable and, if proven, may result in any of the following:

1. **Warning** – Notice to the student, orally or in writing, that their conduct constitutes a violation of the Code of Honor, and that continuation or repetition of the wrongful conduct may result in more severe disciplinary action.
2. **Censure** – Written reprimand for violation of specified regulations, which includes the possibility of more severe disciplinary action.
3. **Failure** – A grade of “F” for a course may be assigned to students who have engaged in acts of academic dishonesty in class or in clinical experiences.

4. **Suspension** – Exclusion from classes and other privileges or activities, as set forth in the notice of suspension for a defined period of time.
5. **Dismissal** – Termination of student status in the School for an indefinite period. Notice of dismissal may include conditions under which a student may apply for readmission after a specified period of time.
6. **Expulsion** – Termination of LIU student status.

By signing this document and submitting it as a course assignment, I am agreeing that I have reviewed the handbook and the School of Nursing Code of Honor and that I will abide by the information contained within.

Signature of Student: _____

Printed Name of Student: _____ **Date:** _____



Appendix I: Harriet Rothkopf Heilbrunn School of Nursing Clinical Affiliation & Physical Examination Form



Enrollment Type: Part Time _____ Part Time Eve/Wk _____ Full Time _____ Accel _____
 Classes Enrolled In: N220 _____ N321 _____ N410 _____ N420 _____ N430 _____
 N440 _____ N450 _____ N640 _____ Grad _____

STUDENT NAME (Last, First)	STUDENT ID#	DOB	SEX	EMAIL - LIU
HOME ADDRESS (Number & Street)	CITY or TOWN	STATE/COUNTRY	ZIP	
HOME NO.	CELL NO.	EMERGENCY CONTACT	NO.	

To be completed by STUDENT: PERSONAL HISTORY

[Student: Please complete this page before going to your physician for examination]

HAVE YOU HAD:	YES	NO		YES	NO
Scarlet Fever			Cancer		
Measles			Cyst		
German Measles			Jaundice		
Mumps			Stomach Trouble		
Chicken Pox			Intestinal Trouble		
Malaria			Insomnia		
Gum Trouble			Frequent Anxiety		
Tooth Trouble			Frequent Depression		
Sinusitis			Worry or Nervousness		
Eye Trouble			Recurrent Headaches		
Ear Trouble			Recent Colds		
Nose Trouble			Head injury with Unconsciousness		
			Hay Fever		
Surgery			Asthma		
Appendectomy			Tuberculosis		
Tonsillectomy			Shortness of Breath		
Hernia Repair					
Other			Allergy		
Chest Pain			Penicillin		
Chest Pressure			Sulfonamides		
Chronic Cough			Serum		
Palpitations (Heart)			Foods (which)		
High Blood Pressure			Other		
Low Blood Pressure			Gallbladder Trouble		
Rheumatic Fever			Or Gallstones		
Heart Murmur			Recurrent Diarrhea		
Joint Problems:			Hernia		
Trick Knee			Recent Weight		
Should			<input type="checkbox"/> Gain <input type="checkbox"/> Loss		
Back Problems			<input type="checkbox"/> Dizziness <input type="checkbox"/> Fainting		
Diabetes			<input type="checkbox"/> Weakness <input type="checkbox"/> Paralysis		

Hypoglycemia			<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Convulsions		
Tumor			Smoking – Amount per day			

STUDENT AFFIDAVIT: I hereby certify that all information entered is complete and accurate.

Student Signature _____

Date _____

Student Name: _____

To be completed by PROVIDER: [Providers: Please fill-in all information, only attach requested items

IMMUNIZATIONS and TESTS – Please give complete dates (Month/Day/Year)

	<u>Numeric Titer Result</u>	Date (<i>BOOSTERS ONLY</i>)	Labs/Proof Attached
Rubeola (Measles)			LAB REPORT <u>MUST</u> BE ATTACHED
Mumps			LAB REPORT <u>MUST</u> BE ATTACHED
Rubella			LAB REPORT <u>MUST</u> BE ATTACHED
Varicella			LAB REPORT <u>MUST</u> BE ATTACHED
HEP B Surface AB Titer			LAB REPORT <u>MUST</u> BE ATTACHED
HEP C Titer			LAB REPORT <u>MUST</u> BE ATTACHED
Tdap			
Flu Vaccine (required)	Date:	Exp:	LOT#

I HAVE EXAMINED THE FOLLOWING: (Must be completed by Advanced Health Care Provider)

	FINDINGS:
1. Head, Eyes, Ears, Nose, & Throat	
2. Respiratory	
3. Cardiovascular	
4. Gastrointestinal	
5. Genitourinary	
6. Musculoskeletal	
7. Neuropsychiatric	
8. Skin	

TUBERCULOSIS SCREENINGS (must be one of the following):

Quantiferon Gold	ATTACH LAB REPORT	
Tuberculin Skin Test (TST) 2 step PPD required OR Annual results from previous 2 years OR Quantiferon Gold	Step 1 Date Administered: _____ Date Read: _____ Results: ____mm TST Read by: _____	Step 2 Date Administered: _____ Date Read: _____ Results: ____mm TST Read by: _____

If TST/Mantoux is positive, subsequent chest x-ray is required and annual TB Questionnaire must be completed by student.

CXR Date: _____ Results: _____

Has medication been prescribed? _____

Medication: _____

Duration: _____

This section must be completed:

Height _____

Weight _____

Blood Pressure _____

Please check one of the following:

_____ May participate in clinical experiences in healthcare agencies and organizations and is free from any health impairment which is of potential risk to patients or which might interfere with the performance of their duties, including the habituation or addiction to depressants, stimulants, narcotics, alcohol or other drugs or substances which may alter the individual's behavior.

_____ Must be restricted or adaptive program designed for their physical limitations.
Indicate specific limits:

_____ Should not participate in clinical experiences

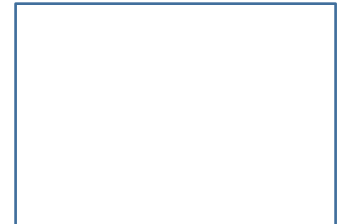
Providers Signature: _____

License # _____

Print Name: _____

Address: _____

Date: _____



Stamp



APPENDIX J: HEALTH RELEASE FORM
Harriet Rothkopf Heilbrunn School of Nursing



The Harriet Rothkopf Heilbrunn School of Nursing is required to forward to all health care agencies in which you will have a clinical experience the specific health evaluation information that is required by them.

1. Verification of Fulfillment of Health Requirements Pursuant to NYS 405.3 Health Code.

Agencies have the right to require additional health information to what is listed below:

1. Measles vaccine/titers
2. Mumps vaccine/titers
3. Rubella vaccine/titers
4. Varicella vaccine/titers
5. Tetanus vaccine
6. HepB vaccine/titers
7. Meningitis vaccine/titers
8. Flu vaccine
9. Two-step TB skin test OR annual skin tests for the past two year OR Quantiferon Gold blood test or recent chest x-ray along with TB symptom questionnaire
10. Annual physical exam
11. Health insurance
12. BLS for the Healthcare Provider CPR certification from the American Heart Association
13. Confidentiality statement/HIPAA Certification
14. OSHA/Personal Protective Equipment Certification
15. Criminal background check
16. Child abuse clearance
17. RN license

RELEASE

I authorize the Clinical Site Coordinator in the Harriet Rothkopf Heilbrunn School of Nursing to forward my health evaluation information as described above to health care agencies in connection with my participation as faculty in clinical experiences in the undergraduate/graduate (circle) program. Additional information from my health file may be released as requested by a clinical agency.

Signature _____

Print Name _____

Date