Stony Brook School *of* Nursing

Student Handbook

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STONY BROOK UNIVERSITY
HEALTH SCIENCES CENTER

S1.   Recruitment

General recruitment of students to the University is the responsibility of the Undergraduate Program, particularly the community colleges, with special emphasis on the three local community colleges, Suffolk Community College, Nassau Community College, and Farmingdale State College, is undertaken by the Admissions office.

Recruitment specifically to the School of Nursing is the responsibility of the School and is assigned to the Director, School of Nursing Office of Student Affairs Office of Student Affairs for Academic Services. Recruitment plans and activities are directed toward achieving the following goal: Recruitment of sufficient numbers of highly qualified applicants from diverse backgrounds and groups.

Recruitment activities, sponsored by the University include a variety of programs offered both on-site and at various venues. The School of Nursing is invited to have a representative at these events. Participation involves providing School of Nursing literature and on-site representation for groups of applicants at scheduled information sessions.

The School also provides pre-Admission advisors who travel away from campus on recruitment visits, with brochures and literature specific to the Nursing programs. The School of Nursing maintains effective communication channels with personnel in the Undergraduate Admissions Office. Meetings are scheduled to communicate changes in admissions policies and procedures by the School and to review standing requirements. Recruitment activities sponsored by the school involve the recruitment of applicants to the Basic and Registered Nurse Baccalaureate Program, the Master of Science Program. Strategies employed involve all of the following:

- Attendance at high school career days with particular attention to schools in areas with high minority enrollments.
- Attendance at Community College Transfer and Career Days.
- Preparation of brochures, bulletins and other recruitment materials specific to the School of Nursing.
- Establishment of monthly information sessions for those students interested in a career in professional nursing.
- Attendance at "Transfer Days" at Associate degree programs.
- Individual appointments are scheduled as requested.
- Attendance at national and international nursing organizations, conferences, seminars and job fairs.
- Maintain current website links between strategic nursing organizations and the SUNY School of Nursing website. www.nursing.stonybrookmedicine.edu
- Print advertising in select nursing journals.
- Academic partnerships with other institutions of higher education and health care organizations.

Published documents contain statements indicating non-discrimination with respect to age, ethnic origin, race and gender. All published documents have and will continue to contain statements indicating non-discrimination. In addition, an effort is made to show pictorially in published documents a diverse student population.

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S1.1 Program Codes

Students apply for admission into either an undergraduate, graduate, advanced certificate or doctoral program offered by the school.   Their academic record reflects the appropriate program code utilized by the Office of Student Services.

SCHOOL OF NURSING

PROGRAM CODE	ACADEMIC PROGRAM DESCRIPTION	ACADEMIC PLAN DESCRIPTION
HNADN	DOCTOR OF NURSING PRACTICE	ADULT GERONTOLOGY NURSE PRACTITIONER
HNEDN	DOCTOR OF NURSING PRACTICE	NURSING/NURSE MIDWIFERY
HNKDN	DOCTOR OF NURSING PRACTICE	PEDIATRIC PRIMARY CARE NURSE PRACTITIONER
HNLDN	DOCTOR OF NURSING PRACTICE	FAMILY NURSE PRACTITIONER
HNMDN	DOCTOR OF NURSING PRACTICE	PSYCHIATRIC / MENTAL HEALTH NURSE PRACTITIONER
HNNDN	DOCTOR OF NURSING PRACTICE	NEONATAL NURSE PRACTITIONER
HNWDN	DOCTOR OF NURSING PRACTICE	WOMEN'S HEALTH NURSE PRACTITIONER
HNABD	POST BACCALAUREATE TO DOCTOR OF NURSING PRACTICE	NURSING/ADULT-GERONTOLOGY PRIMARY CARE NURSE PRACTITIONER
HNEBD	POST BACCALAUREATE TO DOCTOR OF NURSING PRACTICE	NURSING/NURSE MIDWIFERY
HNKBD	POST BACCALAUREATE TO DOCTOR OF NURSING PRACTICE	PEDIATRIC NURSE PRACTITIONER
HNLBD	POST BACCALAUREATE TO DOCTOR OF NURSING PRACTICE	FAMILY NURSE PRACTITIONER
HNMBD	POST BACCALAUREATE TO DOCTOR OF NURSING PRACTICE	PSYCHIATRIC / MENTAL HEALTH NURSE PRACTITIONER
HNNBD	POST BACCALAUREATE TO DOCTOR OF NURSING PRACTICE	NEONATAL NURSE PRACTITIONER
HNWBD	POST BACCALAUREATE TO DOCTOR OF NURSING PRACTICE	WOMEN'S HEALTH NURSE PRACTITIONER
HNACT	POST GRADUATE CERTIFICATE	ADULT GERONTOLOGY NURSE PRACTITIONER
HNKZC	POST GRADUATE CERTIFICATE	PEDIATRIC PRIMARY CARE NURSE PRACTITIONER
HNLZC	POST GRADUATE CERTIFICATE	FAMILY NURSE PRACTITIONER
HNHZC	POST GRADUATE CERTIFICATE	NURSING LEADERSHIP PROGRAM
HNUZC	POST GRADUATE CERTIFICATE	NURSING EDUCATION PROGRAM
HNMZC	POST GRADUATE CERTIFICATE	PSYCHIATRIC / MENTAL HEALTH NURSE PRACTITIONER
HNAMS	MASTER OF SCIENCE	ADULT GERONTOLOGY NURSE PRACTITONER
HNAZ2	MASTER OF SCIENCE	ADULT GERONTOLOGY NURSE PRACTITIONER BS/MS (DL)
HNEPZ	MASTER OF SCIENCE	NURSE MIDWIFERY COMPLETION (DL)
HNCBS	BACHELOR OF SCIENCE	REGISTERED NURSE TO BACCALAUREATE P/T
HNCZB	BACHELOR OF SCIENCE	REGISTERED NURSE TO BACCALAUREATE P/T (DL)
HNAZB	BACHELOR OF SCIENCE	BS/MS ADULT GERONTOLOGY NURSE PRACTITIONER (DL)
HNKZB	BACHELOR OF SCIENCE	BS/MS PEDIATRIC NURSE PRACTITIONER (DL)
HNEZB	BACHELOR OF SCIENCE	BS/MS NURSE MIDWIFERY (DL)
HNLZB	BACHELOR OF SCIENCE	BS/MS FAMILY NURSE PRACTITIONER (DL)
HNNZB	BACHELOR OF SCIENCE	BS/MS NEONATAL (DL)
HNMZB	BACHELOR OF SCIENCE	BS/MS PSYCHIATRIC / MENTAL HEALTH NURSE PRACTITIONER
HNEZ2	MASTER OF SCIENCE	NURSE MIDWIFERY BS/MS (DL)
HNEZM	MASTER OF SCIENCE	NURSE MIDWIFERY (DL)
HNIB2	BACHELOR OF SCIENCE	NURSING BASIC TWO YEAR
HNIB1	BACHELOR OF SCIENCE	NURSING ACCELERATED ONE YEAR
HNHZM	MASTER OF SCIENCE	NURSING LEADERSHIP PROGRAM
HNUZM	MASTER OF SCIENCE	NURSING EDUCATION PROGRAM
HNLPZ	MASTER OF SCIENCE	FAMILY NURSE PRACTITIONER COMPLETION (DL)
HNKZ2	MASTER OF SCIENCE	PEDIATRIC NURSE PRACTITIONER BS/MS (DL)
HNKZM	MASTER OF SCIENCE	PEDIATRIC NURSE PRACTITIONER (DL)
HNLZ2	MASTER OF SCIENCE	FAMILY NURSE PRACTITIONER BS/MS (DL)
HNLZM	MASTER OF SCIENCE	FAMILY NURSE PRACTITIONER (DL)
HNMZM	MASTER OF SCIENCE	PSYCHIATRIC / MENTAL HEALTH NURSE PRACTITIONER (DL)
HNMZ2	MASTER OF SCIENCE	PSYCHIATRIC / MENTAL HEALTH NURSE PRACTITIONER BS/MS (DL)
HNNPZ	MASTER OF SCIENCE	NEONATAL NURSE PRACTITIONER C0MPLETION (DL)

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HNKPZ	MASTER OF SCIENCE	PEDIATRIC NURSE PRACTITIONER COMPLETION (DL)
HNAPZ	MASTER OF SCIENCE	ADULT GERONTOLOGY NURSE PRACTITIONER COMPLETION (DL)
HSNGN		NON-MATRIC NURSING GRADUATE ON-SITE
HSNDN		NON-MATRIC NURSING (PROVISIONAL)
HSNIN		NON-MATRIC NURSING (CONDITIONAL)
HSNUN		NON-MATRIC UNDERGRADUATE ON-SITE
HSNZG		NON-MATRIC GRADUATE DISTANCE LEARNING
HSNZU		NON-MATRIC UNDERGRADUATE DISTANCE LEARNING

S2. Admissions

The School of Nursing, like other Health Sciences schools sets the standards for admissions. Within the School, the Committee on Admissions and Academic Standards (AAS) recommends all policies regarding admission and academic standards to the Dean. A School of Nursing application is provided to applicants on the School of Nursing website, www.nursing.stonybrookmedicine.edu.

Completed applications, with three letters of recommendation and all other supporting materials,   are reviewed by members of the AAS Committee and recommendations are made to the Dean for admission to the School. A personal interview may be required for qualified applicants for selected programs. Applications received after deadline dates and incomplete applications may be excluded from consideration.

In select situations, students may begin studies as non-matriculated students only by permission. A maximum of six (6) non-clinical credits may earned prior to matriculation. The student must file an application for admission to matriculated status. Non-matriculated study ***does not*** guarantee admission to the School. Pre-requisite coursework must adhere to University policy.

S2.1   Admission Requirements

Courses required for admission to a graduate program may not be more than five (5) years, unless included in a completed earned degree. Furthermore, all students must complete all program requirements in the School of Nursing within five (5) years, inclusive of leaves of absence.

Two-Year Basic Baccalaureate Nursing Program

Applicants to the Two-Year Basic Baccalaureate Program are required to meet the following admission criteria: 57 college credits (see the required courses listed below), with a minimum grade of C or better. A minimum cumulative GPA of 2.8 is required.

Admission Requirements for Applicants WITHOUT a Baccalaureate Degree on Admission

- Minimum cumulative GPA of 2.8 is required
- 57 college credits with a grade C or better in the following courses

Required Courses	Credits
English Composition	3
Sociology	3
Psychology	3
Lifespan/Developmental Psychology	3
Microbiology/Lab	4
Anatomy and Physiology I/Lab	4
Anatomy and Physiology II/Lab	4
Chemistry	3
Statistics	3
Humanities	6
Fine Arts	3
US History	3
Global Issues	3
Second Semester of Elementary Foreign Language*	3
Electives	9

Total Credits	**57 minimum**

Select courses required for admission and from the School of Nursing curriculum together meet the requirements of the Stony Brook Curriculum (SBC). The SBC provides our students with a diverse educational foundation that will facilitate lifelong active and adaptive learning and inspire engaged global citizenship.

*Stony Brook University students who satisfy the skill level 3 requirement for foreign language will fulfill the foreign language admission requirement for the School of Nursing. However, the number of

required elective credits must increase from 9 to 12 in order to meet the minimum requirement of 57 credits.

Additional Application Requirements

- Application and written statement
- Paid application fee or approved waiver
- Unofficial transcripts from all colleges/universities attended
- Three letters of recommendation
- Completion of three prerequisite sciences by the application deadline
- Meet the Technical Standards For Admission and Retention (see below)

Additional Requirements upon Admission

- Official transcripts from all colleges/universities attended
- Certification in Basic Life Support for Health Care Providers (BLS) w/ AED
- Evidence of meeting University health requirements
- Evidence of health insurance
- Evidence of student malpractice insurance
- All prerequisite classes must be completed prior to the start of the program
- Technology Requirements

Admission Requirements for Applicants WITH a Baccalaureate Degree on Admission

- Minimum cumulative GPA of 2.8 is required
- Grade of C or better in the following courses

Required Courses	Credits
English Composition	3
Lifespan Development	3
Microbiology – Lab Required	4
Anatomy (Anatomy and Physiology I) (Lab Required)	4
Physiology (Anatomy and Physiology II (Lab Required)	4
Chemistry	3
Statistics	3
Total Pre-Admission Credits	**24**

Select courses required for admission and from the School of Nursing curriculum together meet the requirements of the Stony Brook Curriculum (SBC). The SBC provides our students with a diverse educational foundation that will facilitate lifelong active and adaptive learning and inspire engaged global citizenship.

Additional Application Requirements

- Application and written statement
- Paid application fee or approved waiver
- Unofficial transcripts from all colleges/universities attended
- Three letters of recommendation
- Completion of three prerequisite sciences by the application deadline
- Meet the Technical Standards For Admission and Retention (see below)

Additional Requirements upon Admission

- Official transcripts from all colleges/universities attended
- Certification in Basic Life Support for Health Care Providers (BLS) w/ AED
- Evidence of meeting University health requirements
- Evidence of health insurance
- Evidence of student malpractice insurance
- All prerequisite classes must be completed prior to the start of the program
- Technology Requirements

Accelerated Baccalaureate Program

Applicants to the Accelerated Bachelor of Science Program are required to meet the following admission criteria: Completed Bachelor's degree, minimum cumulative GPA of 2.8 and the following prerequisite courses listed below with a minimum grade of C or better.

Admission Requirements

- B.A. or B.S. Degree
- Minimum cumulative GPA 2.8 and grades of C or higher in the following courses:

Required Courses	Credits
Microbiology/Lab	4
Anatomy and Physiology I/Lab	4
Anatomy and Physiology II/Lab	4
Chemistry	3
Statistics	3
Lifespan/Developmental Psychology	3
English Composition	3

Additional Application Requirements
- Application and written statement
- Paid application fee or approved waiver

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- Unofficial transcripts from all colleges/universities attended
- Three letters of recommendation
- Completion of three prerequisite sciences by the application deadline
- Meet the Technical Standards For Admission and Retention (see below)

Additional Requirements upon Admission

- Official transcripts from all colleges/universities attended
- Certification in Basic Life Support for Health Care Providers (BLS) w/ AED
- Evidence of meeting University health requirements
- Evidence of health insurance
- Evidence of student malpractice insurance
- All prerequisite classes must be completed prior to the start of the program
- Technology Requirements

Registered Nurse Baccalaureate Program

Applicants to the Registered Nurse Baccalaureate Program are required to meet the following admission criteria: 57 college credits (see the required courses listed below), with a minimum grade of C or better. A minimum cumulative GPA of 2.5 is required.

Admission Requirements

- Minimum cumulative GPA of 2.5 is required
- 57 college credits with a grade C or better in the following courses

Required Courses	Credits
English Composition	3
Sociology	3
Psychology	3
Lifespan/Developmental Psychology	3
Microbiology/Lab	4
Anatomy and Physiology I/Lab	4
Anatomy and Physiology II/Lab	4
Chemistry	3
Statistics	3
Humanities	6
Fine Arts	3
US History	3
Global Issues	3
Second Semester of Elementary Foreign Language*	3
Electives	9
Total Credits	**57 minimum**

Select courses required for admission and from the School of Nursing curriculum together meet the requirements of the Stony Brook Curriculum (SBC). The SBC provides our students with a diverse educational foundation that will facilitate lifelong active and adaptive learning and inspire engaged global citizenship.

*Stony Brook University students who satisfy the skill level 3 requirement for foreign language will fulfill the foreign language admission requirement for the School of Nursing. However, the number of required elective credits must increase from 9 to 12 in order to meet the minimum requirement of 57 credits.

*The SUNY Transfer Path for Nursing may affect admission requirements for SUNY graduates with an Associate of Science degree in Nursing. Applicants are urged to attend Information Sessions for further advisement regarding admission requirements.

Additional Application Requirements

- Application and written statement
- Paid application fee or approved waiver
- Unofficial transcripts from all colleges/universities attended
- Three letters of recommendation
- Completion of three prerequisite sciences by the application deadline
- Meet the Technical Standards For Admission and Retention (see below)

Additional Requirements upon Admission

- Official transcripts from all colleges/universities attended
- Certification in Basic Life Support for Health Care Providers (BLS) w/ AED
- Evidence of meeting University health requirements
- Evidence of health insurance
- Evidence of student malpractice insurance
- All prerequisite classes must be completed prior to the start of the program
- Technology Requirements

Registered Nurse Baccalaureate to Master's Program

Applicants to the Registered Nurse Baccalaureate to Master's Program are required to meet the following admission criteria: 57 college credits (see the required courses listed below), with a minimum grade of C or better. A minimum cumulative GPA of 3.0 and one to two years of relevant clinical experience (depending on specialty) are also required. Proof of RN license is required to apply for this program.

Admission Requirements

- Minimum cumulative GPA of 3.0 is required
- Minimum 1 year clinical experience as an RN in clinical area of interest
- 57 college credits with a grade C or better in the following courses

Required Courses	Credits
English Composition	3
Sociology	3
Psychology	3
Lifespan/Developmental Psychology	3
Microbiology/Lab	4
Anatomy and Physiology I/Lab	4
Anatomy and Physiology II/Lab	4
Chemistry	3
Statistics	3
Humanities	6
Fine Arts	3
US History	3
Global Issues	3
Second Semester of Elementary Foreign Language*	3
Electives	9

Total Credits	**57 minimum**

*Stony Brook University students who satisfy the skill level 3 requirement for foreign language will fulfill the foreign language admission requirement for the School of Nursing. However, the number of required elective credits must increase from 9 to 12 in order to meet the minimum requirement of 57 credits.

*The SUNY Transfer Path for Nursing may affect admission requirements for SUNY graduates with an Associate of Science degree in Nursing. Applicants are urged to attend Information Sessions for further advisement regarding admission requirements.

Additional Application Requirements

- Application and personal statement
- Paid application fee or approved waiver
- Unofficial transcripts from all colleges/universities attended
- Three letters of recommendation
- Completion of three prerequisite sciences by the application deadline
- Proof of one to two years clinical experience as a registered nurse in clinical area of interest
- Meet the Technical Standards For Admission and Retention (see below)

Additional Requirements upon Admission

- Official transcripts from all colleges/universities attended
- Certification in Basic Life Support for Health Care Providers (BLS) w/ AED
- Evidence of meeting University health requirements
- Evidence of health insurance
- Evidence of student malpractice insurance
- Evidence of RN license (required for clinical experience in the U.S.)
- All prerequisite classes must be completed prior to the start of the program
- Technology Requirements

Master of Science Degree
- Completed application
- Baccalaureate degree with an upper division nursing major
- Applicants with non-nursing bachelor's degrees are required to submit a Clinical Practice Portfolio (Contact the Office of Student Affairs for guidelines.)
- Minimum cumulative GPA of 3.0.
- Official college transcript from each school attended
- Minimum of one-year recent relevant experience (preferred)
- Certification in Basic Life Support For Health Care Providers (BLS/AED)
- Certification in Neonatal Resuscitation Program (NRP) (Neonatal and Midwifery students only)
- Certification in Pediatric Advanced Life Support (PALS) (Pediatric Acute Care students only)
- Certification in Advanced Cardiovascular Life Support (ACLS) (Adult-Gerontology Acute Care students only)
- Three letters of recommendation
- Written statement
- Evidence of meeting all University health requirements
- Evidence of health insurance
- Current professional Registered Nurse license for state or country of clinical practice, if applicable.
- Evidence of RN/student nurse practitioner/midwifery malpractice insurance
- Current curriculum vitae/resume
- Meet Technical Standards for Admission and Retention (See table, S2.1 Admission Requirements)

Advanced Certificate Program
- Completed application
- Current professional Registered Nurse license for state or country of clinical practice
- Master's degree from an accredited nursing program
- Official college transcripts from each school attended
- Minimum of one-year recent relevant nursing experience preferred
- Three letters of recommendation
- Written statement
- Evidence of meeting all University health requirements
- Current curriculum vitae/resume
- Evidence of health insurance
- Nurse practitioner/RN/student nurse practitioner/midwifery malpractice insurance
- Certification in Basic Life Support For Health Care Providers (BLS/AED)
- Meet Technical Standards for Admission and Retention (See table, S2.1 Admission Requirements)

Doctor of Nursing Practice Program (Post-Baccalaureate Entry)
- Completed application
- Official college transcript from each school attended
- Registered professional nurse licensure*
- Baccalaureate degree with a major in Nursing from an accredited program with a minimum GPA of 3.0 on a 4-point scale
- Written statement
- Three letters of recommendation

- Curriculum Vitae and supporting documents
- Certification in Basic Life Support for Health Care Providers (BLS) w/ AED, malpractice insurance, current University and School of Nursing health requirements

*Registered professional nurse licensure is required prior to the start of the Fall semester.

Doctor of Nursing Practice Program (Post-Masters Entry)
- Completed application
- Official college transcript from each school attended
- Master's degree in Nursing from an accredited program with a minimum GPA of a 3.0 on a 4-point scale
- Written statement
- Three letters of recommendation
- Curriculum Vitae and supporting documents
- Certification in Basic Life Support for Health Care Providers (BLS) w/ AED, malpractice insurance, current University and School of Nursing health requirements

S2.1.1 TECHNICAL STANDARDS FOR ADMISSION AND RETENTION

Review of Technical Standards is essential for all applicants and continuing students in the Stony Brook University, School of Nursing. Students are encouraged to ask questions about or clarify the Technical Standards for admission and retention and make a determination as to whether you can meet the requirements with or without reasonable accommodation. Any information and inquiries about disabilities are handled in a confidential manner, to the extent possible within the accommodation process, and should be directed to Student Accessibility Support Services. sasc@stonybrook.edu

1.	**Observation** The applicant/nursing student must be able to participate actively in all classroom, clinical and laboratory exercises. The applicant/nursing student must be able to assess and comprehend the condition of all patients assigned to her or him. Such observation and information acquisition usually requires the functional use of visual, auditory, olfactory and somatic senses.
2.	**Communication** The applicant/nursing student must be able to understand verbal communications, communicate effectively and sensitively with patients in order to elicit information, describe changes in mood, activity and posture, assess non-verbal communications, and be able to effectively and efficiently transmit information to patients, families, fellow students, faculty, staff and all members of the health care team. Skills include verbal, written, and nonverbal abilities consistent with effective communication.

3.	**Sensory/Motor** The applicant/nursing student must be competent in the ability to effectively and efficiently use the senses of sight, hearing, touch, and smell to make correct judgments, assessments and to engage in the practice of safe patient care and the practice of nursing. The applicant/nursing student must have sufficient motor function to elicit information from patient and be able to execute motor movements reasonably required to provide safe patient care and emergency treatment to all patients at all acuities and settings.
4.	**Intellectual-Conceptual, Integrative and Quantitative Abilities** The applicant/nursing student must be able to measure, calculate, analyze, synthesize, and evaluate to competently and efficiently engage in safe patient care and the practice of nursing.
5.	**Behavioral and Social Attributes** The applicant/nursing student must have the mental and emotional health to fully use her or his intellectual ability, exercise good judgment, and complete all responsibilities necessary to competently and efficiently engage in safe patient care and the practice of nursing. Applicants/nursing students must be able to develop mature, sensitive, and effective relationships with individuals, patients, families, community members and colleagues. To provide safe patient care applicants/nursing students must possess characteristics of adaptability, flexibility, and be able to function in the face of uncertainty and complex disorienting situations. The health care environment requires applicants/nursing students to be able tolerate physical and emotional stress and continue to function effectively and efficiently. She/he must have a high level of compassion for others, motivation to serve, integrity, consciousness of social values and at all times uphold the standards, ethics and values of professional nursing. Candidates and students must possess sufficient interpersonal skills to interact positively with individuals, families and communities from all strata of society, ethnic backgrounds and belief systems.

S2.2   Registration

Completion of registration in accordance with instructions issued by the University is a prerequisite to initiation of coursework. Registration after the close of the announced final registration period requires the payment of a late registration fee. The following guidelines should be used to avoid registration errors:
1. Students are assigned to a specific faculty advisor who assists with academic progression.
2. Students are required to follow their specific program pathways.
3. Students must adhere to prerequisites and co-requisites.
4. All admissions and curriculum requirements must be satisfied prior to registration.

S2.2.1 Pre-Registration

Pre-registration for all students takes place in November for the spring semester and April for the fall semester. Students should check the SOLAR System for enrollment appointments. The University publishes the starting dates of pre-registration.

To be eligible for pre-registration, a student must be:

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- Currently registered in a School of Nursing course.
- Financially eligible, i.e. all financial obligations to the University.

All students returning from leave of absence or those on deferment must register during the regular registration times. Appropriate forms for re-entry to the School of Nursing are available by contacting the Office of Student Affairs.

All students must use the SOLAR System for registration.

S2.2.2 Add/Drop/SWAP Process

Add
A currently registered student may **add** a course, with no late fee, in adherence to the schedule on the Health Sciences Center academic calendar by using the SOLAR System. Late registration incurs a late fee to all students who are not enrolled in at least one course before the first day of class.   Late fees begin the first day of class and continue through the second week of classes (consult Health Sciences Academic Calendar for dates). After the second week of classes, a petition for late registration must be filed in the Office of Student Affairs.

Drop
If a course(s) is **dropped** within the first week of the academic semester, the student does not incur any tuition liability. Students use the SOLAR System for dropping courses. If students drop a course(s) after the first week of the academic semester, then tuition liability will be incurred. If dropping a course results in zero (0) credits enrolled, student must contact the Office of Student Affairs.

SWAP
The "SWAP" feature on the SOLAR System is used when a student has registered for the incorrect section of a particular course or if registered for the incorrect number of credits for a variable credit course. The SWAP feature is available only to students during their current enrollment period.

S2.2.3 Withdrawal

If a student wishes to drop a course, they may do so through Solar up until the end of the Add/Drop period (refer to the HSC calendar for dates). Students must inform their faculty of record of the withdrawal and meet with their Program Director for a revised program pathway.

After the Add/Drop period, a petition must be submitted to the student's Program Director who will review the petition in consultation with the Departmental Chair. If approved, the petition will be filed with the Office of Student Affairs for processing. A course withdrawal will result in a Withdrawal (W) being recorded on the student's transcript. Students who withdraw from a course are liable for payment of tuition and fees in accordance with the University's schedule of tuition liability.

Non-attendance in a course, difficulty of course material, volume of work, or academic performance in the course as factors by themselves are not considered sufficient reasons to request a withdrawal. The factors, individually and/or collectively, must be linked to specific situation(s) beyond the control of the student.

S2.3   Course Waiver

Students who have taken courses that are equivalent in content and credit to required or elective courses in the School of Nursing can petition to have the School course waived. Waiver of a course results in the student being exempt from taking the School's required course, but does not grant credit for the course waived. Students may waive up to six (6) credits, except for RNBP students who may waive up to four (4) credits due to University residency requirements.

Courses to be waived must meet the following requirements:

- Undergraduate courses must be 300 or 400 level.
- Graduate courses must be 500 or 600 level.
- Must have been taken within the previous five (5) years.
- Non-nursing courses cannot be used to waive required nursing courses without permission.
- Lower division courses cannot be used to waive upper division courses.
- All students must meet University residency requirements (See HSC Bulletin).

S2.3.1 Student Guidelines for Requesting a Course Waiver

- A petition for course waiver must be obtained from the Office of Student Affairs.
- A copy of the transcript must be attached to the course waiver petition.
- A copy of course description must be attached to the course waiver. A course syllabus may be required.
- Contact the course faculty and submit the above documents for consideration of waiver.
- Submit all of the above to the Office of Student Affairs.
- If approved, the waiver will be posted to the student's academic transcript.
- If not approved, the student and the faculty will be notified by the Office of Student Affairs.
- Must have a grade of B or better.

S2.4   Challenge Evaluation Process

- Incoming and continuing matriculated undergraduate and graduate students in good standing are eligible to challenge coursework up to seven (7) credits. All students must meet University residency requirements.
- Challenge credit will not be awarded if the student has:
  a. Previously taken and failed the course.
  b. Previously used the course for another degree.
- The grade to be recorded for a Challenge evaluation will be entered as a letter grade. If the student fails a challenge evaluation, it will not become part of the student's record and the student will be required to enroll in the course being challenged.
- If the student is not satisfied with the grade received on a challenge evaluation, the student may elect to take the course for which the challenge evaluation is offered and replace the challenge evaluation grade with the grade earned in the course.
- An appropriate special designation by the Registrar should appear on the transcript for each course passed by the challenge evaluation awarding appropriate course credits.
- Challenge evaluation credits are not counted as part of semester credit load for the purposes of academic standing regulations.
- Challenge evaluation credits are not included in the residency requirement for receiving a degree from Stony Brook University.
- Each department within the School of Nursing has the authority to determine the courses that can be challenged and the evaluation method used to challenge them.
- Evaluation methods chosen by the department for challenge evaluation may include, but are not limited to, standardized state or national exams, departmental exams, and whenever appropriate, field performance, oral examinations, and other formats.
- Credits for challenge evaluation must be submitted to the Office of Student Affairs for approval and processing through the Office of Student Services to the Registrar.

S2.4.1 Procedure to Apply for the Challenge Evaluation

- Student communicates with course faculty and/or Chairperson of department responsible for the course prior to or early in the academic program in which the course is offered.
  Obtain a Challenge application from the Office of Student Affairs.
- Challenge evaluation application (if approved) is completed by the student and signed by the Faculty/Chairperson.
- Student sends completed application to the Bursar with payment for the appropriate fee per credit.   The Bursar's receipt must be attached to the challenge application.
- The challenge application, with receipt, will be returned to the School of Nursing, Office of Student Affairs, who forwards copy to the Department.
- Upon successful completion of the challenge evaluation, the course faculty submits the challenge examination report to the Office of Student Affairs.
- The Office of Student Affairs will forward a copy to the Office of Student Services for notation on the student's official University academic transcript.

S2.5   Transfer Credit

Students may petition the School of Nursing to accept credits from another institution toward degree requirements. Credits for courses taken at an institution accredited by an agency recognized by the U.S Secretary of Education and recorded on official transcripts will be evaluated and may be accepted for applicability to specific Stony Brook University School of Nursing degree requirements. The School of Nursing has the responsibility of deciding on the applicability of credits to the specific program. Transfer credit is entered on the official University transcript. Grades received for transferred courses are not shown nor are they included in the calculation of the student's cumulative grade point average at Stony Brook University.

Transfer credits must meet the following requirements:

- A maximum of 4 undergraduate credits (RNBP and RN-BS/MS programs only) and 12 graduate credits may be transferred to a degree program with proper approval.
- Courses must have been passed with a letter grade of B or higher and recorded on the student's official transcript.
- Credits must not have been used to fulfill the requirements for another degree or certificate at Stony Brook University or at another institution.
- Credits must not be more than 5 years old at the time of admission to the respective program at Stony Brook University School of Nursing.
- Courses listed as both *'undergraduate and/or graduate'* are not acceptable for transfer.
- Undergraduate courses must be 300 level or higher.
- Graduate courses must be 500 level or higher.

S2.5.1 Student Guidelines for Requesting Transfer Credit

Transfer courses are reviewed individually for their applicability toward fulfillment of degree requirements by the Program Director for the student's academic program and approved by the Department Chair. The following guidelines must be followed to evaluate course credits for transfer:

- A *Transfer Credit Request Form* is obtained from the Office of Student Affairs.
- An original copy of the student's transcript and course syllabus must be attached to the transfer request.
  Students must submit the above documents to their Program Director for consideration, approval and final approval by the Department Chair.
- Following approval, students must submit all of the above to the Office of Student Affairs.
- If approved, transfer credits will be posted to the student's academic transcript.

S2.6   Academic Renewal

School of Nursing students who have not been enrolled at the University for at least 10 consecutive semesters and/ or have previously earned a degree or certificate from Stony Brook University, will have their record treated as two separate records. Under the School of Nursing Academic Renewal policy, the cumulative GPA will be reset at the start of a student's new program and the cumulative grade point average will be calculated based on course grades earned as of the date of academic renewal. Please note, the original grades will remain on the transcript.

After academic renewal, undergraduate students must earn 55 credits in residence to be considered for degrees with distinction.

S3.1   Academic Progression

Successful progression through each program is determined by the requirements of the specific program. Students who do not maintain registration for two (2) consecutive semesters, with the exception of formal leave of absence or prior academic advisement from faculty, will lose access to academic/technology support and will be dismissed from the program. **Progression is also dependent upon acceptable professional behavior (See Professional Behavior Policy 6.6.2).**

S3.1.1 Basic Baccalaureate Program and Accelerated Baccalaureate Program

Satisfactory progress in the Baccalaureate Program is determined by:
  • Successful completion of all program-required courses with a grade of C+ or higher.
  • Maintenance of a cumulative GPA of 2.5 or higher.
  • Satisfactory professional and ethical conduct.
  • Meet Technical Standards for Admission and Retention (See table, S2.1   Admission Requirements).

Students can be placed on academic warning for unsatisfactory performance, or unprofessional behavior in any course at any time. Students who receive a final grade of less than C+ are placed in academic jeopardy. Failure of a required course may lead to program deceleration or dismissal. (See section on Academic Sanctions, S3.2). Program deceleration mandates that a new program pathway be developed and may require a credit-bearing clinical immersion prior to resuming clinical coursework. Two failures of any required course or courses will result in dismissal from the program.

S3.1.2 Registered Nurse Baccalaureate Program

Satisfactory progress in the Registered Nurse Baccalaureate Program is determined by:

- Successful completion of all program-required courses with a grade of C+ or higher and successful completion of all admission requirements.
- Maintenance of a cumulative GPA of 2.5 or higher.
- Satisfactory professional and ethical conduct.
- Maintenance of current Registered Professional Nurse licensure registration during enrollment in the Program.
- **Failure to register for two consecutive semesters will result in dismissal.**
- Meet Technical Standards for Admission and Retention (See table in section on Retention)

Students can be placed on academic warning for unsatisfactory performance in any course at any time. Students who receive a final grade of less than C+ are placed in academic jeopardy. Failure of a required course may lead to program deceleration or dismissal (See section on Academic Sanctions, S3.2). Program deceleration mandates that a new program pathway be developed and may require a credit-bearing clinical immersion prior to resuming clinical coursework. Two failures of any required course or courses will result in dismissal from the program.

S3.1.3 Registered Nurse BS/MS Program

Satisfactory progress in the Registered Nurse BS/MS Program is determined by:

- Successful completion of all program-required courses with a grade of C+ or higher and successful completion of all admission requirements.
- Maintenance of a cumulative GPA of 3.0 or higher.
- Satisfactory professional and ethical conduct.
- Maintenance of current Registered Professional Nurse licensure registration during enrollment in the Program.
- **Failure to register for two consecutive semesters will result in dismissal.**
- Meet Technical Standards for Admission and Retention (See table in section on Retention)

Students can be placed on academic warning for unsatisfactory performance in any course at any time. Students who receive a final grade of less than C+ are placed in academic jeopardy.   Failure of a required course may lead to program deceleration or dismissal (See section on Academic Sanctions, S3.2). Program deceleration mandates that a new program pathway be developed and may require a credit-bearing clinical immersion prior to resuming clinical coursework. Two failures of any required course or courses will result in dismissal from the program.

S3.1.4 Master of Science Program

Successful progress in the master's program is determined by:
- Successful completion of all program-required courses with a grade of B or higher and successful completion of all admission requirements.

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- Maintenance of a cumulative GPA of 3.0 or higher.
- Satisfactory professional and ethical conduct.
- Maintenance of current registered professional nurse license during enrollment in the Program.
- **Failure to register for two consecutive semesters will result in dismissal.**
- Meet Technical Standards for Admission and Retention (See table in section on Retention)

Students can be placed on academic warning for unsatisfactory performance in any course at any time. Students who receive a final grade of less than B are placed in academic jeopardy. Failure of a required course may lead to program deceleration or dismissal (See section on Academic Sanctions, S3.2). Program deceleration mandates that a new program pathway be developed and may require a credit-bearing clinical immersion prior to resuming clinical coursework. Two failures of any required course or courses will result in dismissal from the program.

S3.1.5 Advanced Certificate Program

Successful progress in the Advanced Certificate program is determined by:
- Successful completion of all program-required courses with a grade of B or higher and successful completion of all admission requirements.
- Maintenance of a cumulative GPA of 3.0 or higher.
- Satisfactory professional and ethical conduct.
- Maintenance of current registered professional nurse license during enrollment in clinical courses.
- **Failure to register for two consecutive semesters will result in dismissal.**
- Meet Technical Standards for Admission and Retention (See table in section on Retention).

Students can be placed on academic warning for unsatisfactory performance in any course at any time. Students who receive a final grade of less than B are placed in academic jeopardy. Failure of a required course may lead to program deceleration or dismissal (See section on Academic Sanctions, S3.2). Program deceleration mandates that a new program pathway be developed and may require a credit-bearing clinical immersion prior to resuming clinical coursework. Two failures of any required course or courses will result in dismissal from the program.

S.3.1.6 Doctor of Nursing Practice Program (Post-Baccalaureate & Post-Masters Entry)

Successful progress in the doctoral program is determined by:
- Successful completion of all program-required courses with a grade of B or higher and successful completion of all admission requirements.
- Maintenance of a cumulative GPA of 3.0 or higher.
- Satisfactory professional and ethical conduct.
- Maintenance of current registered professional nurse license during enrollment in the Program.
- Meet Technical Standards for Admission and Retention (See table Admission Requirements).

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Additional progression requirements for DNP students at Post-Master's entry:
- Maintenance of current advanced practice registered nurse license as granted by the state in which the student practices.

Students can be placed on academic warning for unsatisfactory performance in any course at any time. Students who receive a final grade of less than B are placed in academic jeopardy. Failure of a required course may lead to program deceleration or dismissal (See section on Academic Sanctions, S3.2). Program deceleration mandates that a new program pathway be developed and may require credit-bearing remediation prior to resuming coursework. Two failures of any required course or courses will result in dismissal from the program.

S3.2   Academic Sanctions
The criteria for students to maintain enrollment in good standing in the School of Nursing are satisfactory performance in all academic and clinical components of the program. Failure to meet standards for academic progression may result in an academic sanction.

S3.2.1 Academic Warning

A.   Policy
Academic Warning is utilized to notify students of unsatisfactory performance in any course at any time, for the following reasons:
- Unsatisfactory grades.
- Unsatisfactory clinical performance.
- First occurrence of cumulative GPA falling below the minimum required by program
- Academic and clinical dishonesty.
- Unprofessional behavior (see 6.6.2 Professional Behavior Policy)
- Failure to maintain compliance with required documentation

Faculty recommendations, in writing, are developed to assist students to meet individual learning needs and course objectives must be in writing. Failure to comply with faculty recommendations will result in further actions (jeopardy, suspension, deceleration, dismissal).

B. Procedure to Place Student on Academic Warning

1. Faculty will communicate with the student to:
   a. Review unsatisfactory performance.
   b. Discuss faculty recommendations for improvement.
   c. Review policy and procedure regarding academic warning.

2. A written summary of the communication, including supporting data and recommendations will be forwarded to the Director, School of Nursing Office of Student Affairs, Coordinator of Student Resources Development, the appropriate Department Chair and placed in the student's file.

3. An Academic Warning letter will be sent to the student via electronic and first class/certified mail, return receipt requested, from the Director, School of Nursing Office

of Student Affairs. An electronic copy of the letter will be distributed to the following people as appropriate:

> Dean
> Associate Dean for Academic Affairs and Strategic Partnerships
> Chairperson(s) of the Committee on Admissions and Academic Standards
> Coordinator of Student Resources Development
> Department Chair
> Course Coordinator
> Faculty Advisor
> Program Director
> Student File

C.   Return to Satisfactory Academic Standing
This will be determined by satisfactory academic and/or clinical performance and successful completion of the course. Faculty will maintain a record of advisement with the student including compliance with faculty recommendations.

S3.2.2 Academic Jeopardy

A. Policy

A student is placed on Academic Jeopardy status for any of the following circumstances:
- Failure of a required course
- Failure of the clinical component of a course
- Second occurrence of cumulative GPA falling below the minimum required by program
-
- Student on Academic Warning who fails to comply with faculty recommendations

B. Procedure

1. At the completion of each grading period, the course faculty will identify and report to the Committee on Admissions and Academic Standards and the Director, School of Nursing Office of Student Affairs, any student(s) who should be placed on Academic Jeopardy based on the criteria stated above.

2. The course instructor will communicate with the student to:
   - Review unsatisfactory performance.
   - Review policy and procedure regarding Academic Jeopardy and academic progression.
   - Refer to the Coordinator of Student Resources Development.

3. A letter of Academic Jeopardy will be sent to the student via electronic and first class/certified mail, return receipt requested, by the Director, School of Nursing Office of Student Affairs. An electronic copy of the letter will be distributed to the following people as appropriate:

> Dean
> Associate Dean for Academic Affairs and Strategic Partnerships
> Chairperson(s) of the Committee on Admissions and Academic Standards
> Coordinator of Student Resources Development
> Course Instructor
> Course Coordinator

Faculty Advisor
Program Director
Director of Clinical Placements
Student's File

4. The faculty who placed the student on Academic Jeopardy will assemble relevant documentation that supports the jeopardy action for presentation to the Committee on Admissions and Academic Standards.

5. All students on Academic Jeopardy will be reviewed by the Committee on Admissions and Academic Standards within ten (10) working days. Students on academic jeopardy for summer courses will be reviewed by the Committee on Admissions and Academic Standards within five (5) working days of the start of the academic year. All students on academic jeopardy will be given notice of the meeting and may attend the meeting (virtually or in-person) and address the Committee. The faculty bringing the action will present the charge. The Committee will hear the charge and review relevant documentation and make a recommendation with rationale and supporting evidence to the Associate Dean for Academic Affairs and Strategic Partnerships. Recommendations may include one of the following actions:
• Deceleration (See 3.2.3)
• Remediation Plan
• Dismissal (See 3.2.5)
• Return to Satisfactory Academic Standing (See 3.2.7)

6. The Associate Dean for Academic Affairs and Strategic Partnerships will review the Committee's recommendation and rationale and will render a decision. The academic sanction letter will be signed by the Associate Dean for Academic Affairs and Strategic Partnerships and sent to the student via electronic and first class/certified mail, return receipt requested. An electronic copy of the letter will be distributed to the following people as appropriate:
Dean
Chairperson(s) of the Committee on Admissions and Academic Standards
Coordinator of Student Resources
Department Chair
Program Director
Course Coordinator
Course Instructor
Faculty Advisor
Director for Clinical Placements
Student File

3.2.3 Deceleration

A. Policy

Deceleration is an interruption in the normal sequence of courses in any of the nursing programs. Students may decelerate by requesting approval, by recommendation and advisement of faculty, or by academic sanction.

B. Procedure

1. The Committee on Admissions and Academic Standards will review all circumstances and relevant documentation from faculty and student for the purposes of making a recommendation of deceleration to the Associate Dean for Academic Affairs and Strategic Partnerships.

2. The Chair(s) of the Committee on Admissions and Academic Standards will convey the committee's recommendation to the Associate Dean for Academic Affairs and Strategic Partnerships.

3. The final decision of deceleration will be made by the Associate Dean for Academic Affairs and Strategic Partnerships. A letter signed by the Associate Dean for Academic Affairs and Strategic Partnerships will be sent to the student via electronic and first class/certified mail, return receipt requested. Electronic copies of the letter will be distributed to the following people as appropriate:

Dean
Department Chairperson
Chairperson(s) of the Committee on Admissions and Academic Standards
Program Director
Course Instructor
Course Coordinator
Faculty Advisor
Coordinator of Student Resources
Director of Clinical Placements
Student's File

S3.2.4 Suspension

A.   Policy
Suspension is a mandatory temporary leave initiated by the faculty and/or the clinical faculty/preceptor while questionable actions by a student are being investigated by the Committee on Admissions and Academic Standards. These actions may include but are not limited to:
1. Unsafe Clinical Performance
2. Academic Dishonesty
3. Professional Misconduct
4. Criminal Acts

B.   Procedure
1.   The faculty member and/or clinical faculty/preceptor removes student immediately from the course or clinical setting and reports said action to the Associate Dean for Academic Affairs and Strategic Partnerships, Director, School of Nursing Office of Student Affairs, Course Coordinator, Program Director and Department Chair.

2.   The faculty member will initiate a meeting of the Course Coordinator, Coordinator of Student Resources Development, Clinical Instructor, Faculty Advisor and/or designees, and the student within two (2) working days to collect supportive data and write a conference summary.

3.   After the initial meeting and within one (1) working day, the conference summary will be forwarded in writing by the faculty member to the following distribution:

   a. Chairperson(s) of the Committee on Admissions and Academic Standards
   b. Associate Dean for Academic Affairs and Strategic Partnerships
   c. Director, School of Nursing Office of Student Affairs
   d. Coordinator of Student Resources Development
   e. Department Chair
   f. Program Director
   g. Course Coordinator
   h. Faculty Advisor
   i. Clinical Faculty/Preceptor
   j. Student and Student File

4. Charges will be reviewed by the Committee on Admissions and Academic Standards within five (5) working days of the receipt of the conference summary and supportive data. The committee will review the documentation and recommend, with rationale, to the Associate Dean for Academic Affairs and Strategic Partnerships, one of the following actions:
- Return to good standing.
- Academic warning/academic jeopardy.
- Dismissal.
- Deceleration

5. The resulting action regarding suspension is determined by the Associate Dean for Academic Affairs and Strategic Partnerships. A letter signed by the Associate Dean for Academic Affairs and Strategic Partnerships will be sent to the student via electronic and first class/certified mail, return receipt requested, within five (5) working days of the receipt of the Committee's recommendation. An electronic copy of the letter will be sent to the following people as appropriate

   a. Dean
   b. Associate Dean for Academic Affairs and Strategic Partnerships
   c. Chairperson(s) on the Admissions and Academic Standards
   d. Director, School of Nursing Office of Student Affairs
   e. Coordinator of Student Resources Development
   f. Department Chair
   g. Program Director
   h. Course Coordinator
   i. Course Faculty
   j. Clinical Instructor
   k. Faculty Advisor
   l. Clinical Faculty
   m. Student File

S3.2.5 Dismissal

A. Policy

Dismissal is a mandated expulsion of the student from the nursing program as determined by the Associate Dean for Academic Affairs and Strategic Partnerships. A student may be dismissed from the nursing program for any of the following circumstances:

- As a result of an academic warning or jeopardy.
- As a result of a substantiated suspension.
- As a result of failure to register for two (2) consecutive semesters
- As a result of substantiated academic dishonesty.
- As a result of substantiated professional misconduct.

B. Procedure

1.   The Committee on Admissions and Academic Standards will review written summary and supportive documentation within ten (10) working days and will make recommendations regarding dismissal to the Associate Dean for Academic Affairs and Strategic Partnerships for consideration and decision.

2.   A letter will be sent by the Associate Dean for Academic Affairs and Strategic Partnerships, via electronic and first class/certified mail, return receipt requested, to inform the student, that he/she has been dismissed from the nursing program.

3.   If the student does not appeal the decision, he/she is dismissed automatically by the Associate Dean for Academic Affairs and Strategic Partnerships at the close of business of the date of the dismissal letter.

4.   An electronic copy of the Associate Dean for Academic Affairs and Strategic Partnerships decision letter will be forwarded to the following people as appropriate:
        a. Chairperson(s) of the Committee on Admissions and Academic Standards
        b. Dean
        c. Director, School of Nursing Office of Student Affairs
        d. Coordinator of Student Resources Development
        e. Department Chair
        f. Program Director
        g. Course Coordinator
        h. Course Instructor
        i. Faculty Advisor
        j. Student File

S. 3.2.6 Appeal Process for Academic Sanctions

A. Policy

If a student wishes to appeal a decision made by the Associate Dean for Academic Affairs and Strategic Partnerships, the student must direct a letter stating the reason(s) for the appeal to the Dean within ten (10) business days of receipt of the first class/certified letter. Appeals are only considered based on new evidence not available at the time of the hearing and/or errors in procedure. All decisions by the Dean are final.

B. Procedure

1.   If the student chooses to appeal a decision made by the Associate Dean for Academic Affairs and Strategic Partnerships, he/she must inform the Dean in writing of the intent and the reason(s) for the appeal within ten (10) working days of receipt of the Associate Dean for Academic Affairs and Strategic Partnerships' first class/certified letter.

2. The Dean will consider the appeal, if deemed appropriate, and inform the student of the appeals decision via electronic and first class certified mail, return receipt requested.

S.3.2.6 Return to Satisfactory Academic Standing

A. Policy

If the Committee on Admissions and Academic Standards determines that an academic sanction of deceleration, suspension or dismissal is not warranted, the Committee will recommend to the Associate Dean for Academic Affairs and Strategic Partnerships that the student return to satisfactory academic standing.

B. Procedure

1. If the Committee on Admissions and Academic Standards determines that an academic sanction of deceleration, suspension or dismissal is not warranted, the committee will recommend to the Associate Dean for Academic Affairs and Strategic Partnerships that the student return to satisfactory academic standing.

2. The Associate Dean for Academic Affairs and Strategic Partnerships will notify the student in writing of his/her decision via electronic and first class/certified mail, return receipt requested.

S3.3   Failure of a Required Nursing Course

Students who fail a course are placed in Academic Jeopardy and are reviewed by the Committee on Admissions and Academic Standards. Following this review, a recommendation is made to the Associate Dean for Academic Affairs and Strategic Partnerships who renders a decision regarding academic sanction. Students who have permission to repeat a failed course must do so as per the individualized curriculum pathway developed by the student's Program Director.

S3.3.1 Clinical Course Failure

Students who fail a clinical course are placed in Academic Jeopardy and are reviewed by the Committee on Admissions and Academic Standards. Following this review, a recommendation is made to the Associate Dean for Academic Affairs and Strategic Partnerships who renders a decision regarding academic sanction. Failure of a clinical course may prohibit the student from progressing in the clinical course sequence until the failed course is repeated and successfully completed. Clinical course failures may result in a student having to register for a credit-bearing Clinical Immersion prior to the student's resumption of clinical coursework. An individualized curriculum pathway will be developed by the student's Program Director.

S4.   Retention

Retention begins prior to admission and continues through completion of the student's academic program. Retention is supported through advisement sessions focused on students' goals and strengths as they relate to the mission of the school. The School of Nursing provides a required, comprehensive orientation for all new students. During this mandatory orientation, students are informed of University resources, introduced to faculty and staff, given an opportunity to network with peers, integrate into the campus community, and oriented to calendar, schedules and academic, clinical and graduation requirements. Students are oriented to the appropriate academic informatics technology offered by the School of Nursing and the University, which support academic programming.

Students meet with their Program Directors and faculty advisors during orientation for the purpose of academic program planning. During this meeting, faculty advisors work with new students to develop an individualized a curriculum pathway as per academic program requirements. Thereafter, students are encouraged to communicate with their advisor each semester during the pre-registration period to review progress and update their plan (if required). Advisement records are retained by each Faculty Advisor. During the course of a semester, students are encouraged to access the Coordinator of Student Resources Development either directly or through referral should issues with academic progression arise and/or to secure resources. Students experiencing difficulty with coursework are encouraged to utilize their course faculty, Course Coordinator, Department Chair and Faculty Advisor as major resources before academic sanctions are initiated. If it becomes necessary for a student to be placed on Academic Warning, a plan is developed with the student to assist them in meeting course objectives and return to good academic standing. The Coordinator of Student Resources Development is involved during the entire process and serves as a resource and advocate to the student and faculty.

S4.1   Academic Support

The Coordinator of Student Resources Development in the School of Nursing is responsive not only to the intellectual and academic needs of students but to their personal and social needs as well. To this end, students who are experiencing academic and/or personal difficulty are referred to the Coordinator of Student Resources Development where an assessment, including learning style, is available. Individualized assistance is offered to students and feedback is given to faculty and students. Presentations on planning for courses, goal attainment, time management, test taking strategies and the development of analytic skills are provided. Assistance is offered on managing a family, work and school, stress reduction, confidence building and eliminating fear of failure and success.

Additional support is open to all University students via university-supported programs and includes the Counseling Center, Mathematics and Writing Center. Academic support for is available from faculty, advisors and alumni mentors. Each student, upon entering the School of Nursing, is assigned a School of Nursing faculty member as their advisor. In addition, the Director of the Clinical Skills Lab and Simulation Center is available to students for individualized instruction and remediation

S4.2   Financial Aid

The University Office of Financial Aid and Student Employment considers applicants for assistance through the Federal Pell Grant, Supplemental Educational Opportunity Grant, National Direct Student Loan and College Work-Study Programs. Guaranteed student loans are available via local banks with the approval of the college. The New York State funded Tuition Assistance Plan and the Regents Scholarship program also provides assistance for nursing students. In addition, a variety of awards and scholarships based on academic merit and/or service to the University are available to all students in the University. Many of these awards are specified for freshman, sophomores, juniors, or as graduation awards. The University Office of Undergraduate Studies published a booklet entitled **Rewards for Academic Achievement and Meritorious Service.** This booklet is distributed throughout the University each year in November. Any University student may apply for these awards. However, within the School of Nursing, in an effort to stimulate interest in the awards program, the School of Nursing Awards Committee nominates potential students for selected awards and encourages them to apply.

The School of Nursing continues to receive graduate student Nurse Traineeship monies through the Division of Nursing, U.S. Department of Health and Human Services

S4.3   Peer Support

Peer support is a significant strength of School of Nursing academic programming. Students get to know each other and build strong supportive relationships while they are enrolled on-site or in distance learning programs. In addition, the Health Sciences Student Organization, the University Graduate Student Organization and the Stony Brook Student Nurses Association (SBSNA) provide valuable avenues to access support systems within the School and throughout the University.

S4.4   Advisement

Each student is assigned a faculty advisor for the duration of their enrollment in the School. Students are responsible to communicate with their advisor at least once each semester. Students must communicate with their advisor a decision to appeal academic sanctions, request for a leave of absence, extensions and any other academic concerns.

S4.4.1   Basic Concepts of Advisement

Faculty advisors work with Department Chairs, Program Directors, Course Coordinators and Course Faculty to facilitate academic progression and professional growth of students.

Faculty advisors are resources to students in the following ways:
   • To assist with academic planning and problem solving.
   • To provide guidance as it relates to the student's course of study and individualized pathway.
   • To discuss ideas, career goals, continued academic pursuits, etc.
   • To discuss interpersonal conflicts in the academic setting.
   • To share information.

S4.4.2 Advisor Responsibilities

The faculty advisor is responsible to:

- Serve as the principal interface between the student and the University.
- Humanize the University for his/her advisees, by spending time with the student and helping them solve academic problems.
- Respond to problems presented by the student, recommending and making appropriate referrals, and communicating availability to new and continuing students each semester.
- Intervene in academic problems for first level resolution.
- Apprise the course faculty/coordinator, Program Director, Department Chair, Coordinator of Student Resources Development, Director, School of Nursing Office of Student Affairs (as applicable) regarding progress with academic concerns or remediation progress.
- Communicate with students who are placed on academic warning and jeopardy, to review status and progress (See Academic Sanctions 3. 2).
- Notify the Program Director, Department Chair, Director, School of Nursing Office of Student Affairs, and the Coordinator of Student Resources Development (as applicable) if the student is in need of academic sanction.
- Serve as advocate for the student throughout the academic sanction process.
- Maintain advisement records.

S4.4.3 Advisee Responsibilities

The student advisee is responsible to:

- Initiate meetings with their advisor prior to each registration period.
- Confer with advisor during the semester, as needed.
- Provide up-to-date information: address, phone number(s), e-mail address to advisor and Office of Student Affairs in the School of Nursing.
- Contact advisor upon the receipt of a letter of Academic Warning/Academic Jeopardy.
- Contact the Coordinator of Student Resources Development as advised.
- Maintain current health forms, malpractice, and other required documentation.

S4.4.4 Office of Student Affairs Responsibilities

The Office of Student Affairs is responsible to:

- Prepare and assemble the official application and/or student file for the purpose of review by the Committee on Admissions and Academic Standards.
- Provide each advisor a list of their advisees at the beginning of each semester.
- Notify advisor, Department Chair, Program Director, Committee on Admissions and Academic Standards, Coordinator of Student Resources Development and Associate Dean of Academic Affairs and Strategic Partnerships of students' failure of course(s) and placement in academic warning/jeopardy.

S4.5   Change of Status

Students considering a change of status, (deceleration, withdrawal from the program, leave of absence) must discuss this request with their advisor and/or program director. The student must provide a written notice of the requested change of status. An official notice is then filed with the Office of Student Affairs.

Note: ABP/BBP students are not permitted to request a deceleration of their pathway.

S4.5.1 Change in Graduate Specialization

Graduate students considering a change of specialization must discuss this request with their current Program Director. Change of specialization must receive final approval from the current Program Director, the requested Program Director, and the Department Chair following review of full academic record and available resources. Official notice of change of specialization is filed with the Office of Student Affairs.

S4.5.2 Leave of Absence (LOA)

In the School of Nursing, LOA is defined as a period in which the student remains eligible to continue in a program, but is not enrolled, and is not partaking in coursework or clinical activities. Any newly admitted student who requests a Leave of Absence before the add/drop deadline of the semester must re-apply if they intend to return to their program in the School of Nursing. Readmission is not guaranteed for a future semester.

Students are permitted to request one LOA, for a maximum of 12 months, for personal reasons, medical reasons, or active military duty. Upon return from an LOA, a revised educational pathway will be developed. Academic progression may be affected by programmatic changes and course availability. An LOA that affects clinical course progression may require a credit-bearing clinical immersion prior to resuming the clinical course sequence.

Procedure for requesting/processing a LOA:

1. Student will communicate intention to take LOA with the Program Director through electronic mail. Notification will be forwarded by the Program Director to the Office of Student Affairs.
2. If LOA is requested for medical or military reasons, a student must submit supporting documentation. Supporting documentation for medical reasons does not require specific diagnosis. For medical LOA, student must submit signed medical documentation stating that the student cannot attend classes for the time in which they plan to take medical LOA.
3. Following review, the School of Nursing's Office of Student Affairs will process the request through the Health Sciences Center's Office of Student Services (including notification of course faculty if LOA arises mid-semester).
4. Students who are granted LOA will automatically be withdrawn from current coursework and will have tuition liability as per University policy. Students may petition liability through Student Accounts.
5. Grades of "Incomplete" will not be granted for courses in which students have been withdrawn due to LOA.

Extraordinary circumstances of medical impairment may preclude the student from self-requesting LOA. Under such extraordinary circumstances, the student's representative may represent the student in requesting LOA.

Procedure for returning from LOA:

1. It is the student's responsibility to contact Program Director before returning as an active student after LOA.
2. The Program Director will develop a revised educational pathway and notify the Coordinator of Records and Registration in the Office of Student Affairs. The student and the Program Director will review the student's revised educational pathway and must agree that it is appropriate to resume active student status.
3. Failure to return at the end of the defined LOA term will result in automatic dismissal from the program. The student will need to reapply for admission if he/she wishes to continue in the program.
4. For students returning from medical LOA, student must submit signed medical clearance to return to program activities AND resubmit paperwork for meeting Technical Standards for Admission and Retention through the School of Nursing's Office of Student Affairs.

The School of Nursing permits students to fulfill Undergraduate and Master's level degree requirements up to five (5) years from the start of the program of study. The School of Nursing policy of degree completion within five (5) years is inclusive of an approved LOA. An extension beyond 12 months for any LOA and/or extension beyond five (5) years for fulfilling degree requirements may be requested for extraordinary circumstances, however is not guaranteed. Please refer to Stony Brook University's Health Sciences Center Bulletin for further information.

S5.   Criteria for Grading

S5.1   Evaluation of Students

In each undergraduate and graduate level course, students are evaluated by faculty and/or preceptors where appropriate. Letter grades are given for the didactic components of all nursing courses. Clinical components are graded Pass/Fail. For dual component courses (didactic and clinical) students must pass both didactic and clinical components of the course to receive a passing grade in the course. Guidelines for Grading in Clinical Practice (see S5.4.1 and S 5.4.2).

S5.1.1 General Policies

Undergraduate students must maintain a minimum GPA of 2.5, and graduate students must maintain a minimum GPA of 3.0 to be in good academic standing. Enrollment of all matriculated students requires registration for coursework in all semesters, unless a leave of absence (LOA) has been granted or advisement from faculty. Students in all programs on an LOA will not have access to the curriculum, faculty support, and technology support. Undergraduate students must pass the didactic portion of any course with a grade of C+ (74%) or higher. Graduate students in the Master of Science, Advanced Certificate, and Doctoral programs must pass each required course with a grade of B (82%) or higher. Students in the Master of Science and Advanced Certificate programs **who were admitted prior to Summer**

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2021 are expected to follow the minimum grade policy in effect at the time of their admission. Please contact your Program Director if you have questions or require additional information. Clinical performance is graded as pass/fail. Clinical performance is evaluated by faculty based on Guidelines for Grading in Clinical Practice (see S5.4.1 and S 5.4.2).

- Failure to pass either the didactic or the clinical components of a clinical course will result in the failure of the entire course.
- As stipulated in specific course outlines, assignments handed in late or redone may receive reduced credit.
- All students must meet and maintain all Technical Standards for Admission and Retention for the School of Nursing.

S5.1.2 Procedure for Progression of Undergraduate Students

1. Good Academic Standing in the University:

All students are expected to meet both University and School of Nursing academic good standing criteria. University requirements may be found at: www.stonybrook.edu/sb/bulletin/current/policiesandregulations/policies_expectations/academicstanding.php

2. Procedure for Progression of Undergraduate Students:

a) Maintenance of a required overall grade point average of 2.5 or higher in the prescribed pathway.

b) Adherence to policies relative to successful completion of required nursing courses:

1) A student must earn a minimum grade of "C+" to pass any nursing course. Grades of "C" or lower in any nursing course are not acceptable and deemed a failure.

2) If an undergraduate student fails a nursing course, the student will be placed on Academic Jeopardy; see policy.

3) All students who fail either or both the clinical and/or didactic components of a nursing course will be placed on Academic Jeopardy; see policy.

4) The nursing curriculum must be completed in sequence. Two failures of any required course or courses results in dismissal from the undergraduate program.

5) A student who fails to maintain the minimum cumulative GPA (first occurrence) will be placed on Academic Warning and will be given two (2) consecutive semesters to bring the cumulative GPA above the minimum. If the minimum GPA has not been achieved by the end of the two semesters, the student will be placed on Academic Jeopardy.

Summer and Fall are considered one semester; Winter and Spring are considered one semester... A student who fails to maintain the minimum cumulative GPA for a second time will be placed on Academic Jeopardy.

S5.1.3 Procedure for Progression of Graduate Students

Academic standing is reviewed at the end of each fall and spring semester, and includes cumulative Fall, Winter, Spring and Summer coursework taken at Stony Brook.

Procedure for Progression of Graduate Students:

A) Successful progress in the **Master of Science and the Advanced Certificate programs** are determined by:
   - Successful completion of all program-required courses with a grade of B (82%) or higher.
   - Maintenance of a cumulative GPA of 3.0 or higher.

B) Successful progress in the **Doctor of Nursing Practice programs (Post-Baccalaureate and Post-Masters entry)** are determined by:
   - Successful completion of all program-required courses with a grade of B (82%) or higher.
   - Maintenance of a cumulative GPA of 3.0 or higher.

C) Adherence to policies relative to successful completion of required courses:

1. A student who fails to meet course requirements at mid-semester will be placed on Academic Warning; see policy.

2. A student who receives a failing grade in a course will be placed on Academic Jeopardy; see policy.

3. Failure of a required course may lead to program deceleration or dismissal (See section of Academic Sanctions, S3.2). Program deceleration mandates that a new program pathway be developed and may require credit-bearing remediation prior to resuming coursework. Two failures of any required course or courses will result in dismissal from the program.

4. A student who fails either or both the clinical and/or didactic components of a clinical nursing course will be placed on Academic Jeopardy; see policy. Failure of a clinical nursing course may lead to program deceleration or dismissal from the program. (See section on Academic Sanctions, S3.2).

5. A student who fails to maintain a cumulative GPA of 3.0 (first occurrence) will be placed on Academic Warning and will be given two (2) consecutive semesters to bring the cumulative GPA above 3.0. If the minimum GPA has not been achieved by the end of the two semesters, the student will be placed on Academic Jeopardy.

   Summer and Fall are considered one semester; Winter and Spring are considered one semester... A student who fails to maintain the minimum cumulative GPA for a second time will be placed on Academic Jeopardy.

6. Failure to register for two consecutive semesters without a granted Leave of Absence (LOA) will result in dismissal from the program.

S5.2   Grading Policies

S5.2.1   Grading System

Numerical Grade	Letter Grade	Point Value
94.00 – 100	A	4.00
90.00 – 93.99	A-	3.67
86.00 – 89.99	B+	3.33
82.00 – 85.99	**B**	**3.00***
78.00 – 81.99	B-	2.67
74.00 – 77.99	**C+**	**2.33****
70.00 – 73.99	C	2.00
66.00 – 69.99	C-	1.67
62.00 – 65.99	D+	1.33
58.00 – 61.99	D	1.00
57.99 or less	F	0.00

S	=	Satisfactory Work
U	=	Unsatisfactory Work
I	=	Incomplete
NR	=	No Record
R	=	Reserved (Pending completion of the second semester section of an extended course)

* Minimum passing final course grade in the **Master of Science, Advanced Certificate and Doctoral Programs** is B (82%). Students **who were admitted prior to Summer 2021** are expected to follow the minimum grade policy in effect at the time of their admission. Please contact your Program Director if you have questions or require additional information.
Minimum passing final course grade in the **undergraduate programs is C+ (74%)

   Final course grades and assignments within courses (exams, projects, etc.) will not be rounded (a 77.9 **IS NOT** a 78)

See the Health Sciences Center Bulletin for grading system for courses taken in other departments.

S5.2.2   Incompletes

- Registration for coursework requires that students pace themselves to complete coursework by the end of each semester. Final grades must be submitted within 48 hours after the last day of class for the semester.
- All students who are unable to complete all course requirements because of circumstances beyond his/her control, may request that an incomplete grade be granted by the course faculty. Incompletes (I) are not automatic and are granted at the discretion of the course faculty. If an Incomplete is granted, students have six (6) weeks to complete outstanding coursework. At the end of six (6) weeks, the incomplete course

grade is changed to an earned letter grade indicating course completion. In certain cases, where there is a substantial amount of course requirements incomplete at the end of the semester, the student must register for Continuing Coursework (HNI/HNC 382 for undergraduate students; HNG 582 for Master of Science and Advanced Certificate students; HND 682 for Doctoral students). The number of credits will be determined by course faculty and the amount of outstanding coursework (See section 5.2.4 below).

- If at the end of the six (6) week period, the incomplete coursework is not completed and the faculty does not extend the period for completing the course requirements, the grade of I will automatically be changed to I/F. This change will occur six (6) weeks after the start of the following semester. The grade of I/F will be averaged as F when computing the I/F grade into the grade point average (GPA). The GPA will be considered when determining student academic standing.

S5.2.3 Continuing Coursework

The purpose of Continuing Coursework (HNI/HNC 382 for undergraduate students; HNG 582 for Master of Science and Advanced Certificate students; HND 682 for Doctoral students) is to allow students who are unable to complete course requirements within the six (6) week incomplete period, to continue to have access to the curriculum and have faculty and technology support while completing course requirements. The student will register for between 1-6 credits, as determined by the course faculty and the amount of outstanding coursework. Grading for Continuing Coursework is Satisfactory/Unsatisfactory (S/U), and upon completion, the Incomplete **(I)** course grade will be changed to the earned letter grade. Students may not advance in the curriculum until course requirements for incomplete courses(s) have been met. Credits for Continuing Coursework are not included in the required number of credits for a degree.

- Enrollment in all specialties requires registration for coursework in all semesters unless a leave of absence has been granted. Students on leaves of absence will not have access to the curriculum, faculty and technology support. Registration for coursework requires that students pace themselves to complete coursework by the end of the semester, as determined by term dates.
- Grades are submitted within 48 hours after the last day of class for the semester.

S5.2.4 Reserved

A Reserved (**R**) grade is used to indicate attendance during the first course in a sequence for which a final grade will be assigned only at the completion of the sequence.

S5.2.5 Withdrawal

The letter (**W**) is used by each school and indicates withdrawal from a course after the tenth day of classes.

S5.2.6 No Record

Students are responsible to complete all required work in a given course. If a student appears on the final grade roster for a course there is no record student participation (submission of required work), the faculty will assign a grade of NR (No Record). An NR may not be assigned for any other reason. If the

student was not actually in the class and receives a report of NR, the student must petition the Office of Student Affairs for a retroactive withdrawal from the course.   Grades of NR which have not been replaced by a final grade or by a W by the end of the ninth week of the fall semester (for Spring NR grades) or by the end of the ninth week of the spring semester (for fall NR grades) will be converted to one of the following grades:

- N/F for a letter grade course
- N/U for courses grade A-C or S/U

The grade of N/F will be treated as a failure (F) for the purpose of academic standing and will be averaged as a failure (F) in the computation of the student's Grade Point Average.

S5.3   Guidance for Written Materials

These guidelines should be used as general information to assist students who will be submitting papers to faculty in the School of Nursing. Faculty may have additional, course specific requirements which will be communicated to students at the beginning of each course.

1.   General Information
- All students must comply with HIPAA regulations when discussing any and every patient related assignment.
- All papers, projects and assignments required in courses of the School of Nursing become the property of the school. The original copy is turned in or submitted electronically. Each student should retain a copy to protect against loss, inadvertent damage, etc.
- A paper/assignment that does not meet the criteria of form style, and/or neatness may be returned to the student without review for content. In this case, the student may be penalized for submission of a late paper.
- A paper/assignment that is submitted after the specified due date may incur a penalty as stated in the course syllabus.
- The School of Nursing required writing style as found in the most current edition of the publication manual of the American Psychological Association (APA).

2.   Documentation
All papers require:
- Citation of quoted or paraphrased materials, printed or electronic, is essential.
- Reference sources must be from reliable sources; peer reviewed journals, academic/government or information databases. Collaborative information sites i.e. Wikipedia, are not considered a reliable source.
- Students are encouraged to visit the SBU Academic Integrity website for a full discussion and assistance in avoiding plagiarism. https://www.stonybrook.edu/commcms/academic_integrity/students/avoiding-plagiarism.php
- There are serious consequences for plagiarism, unauthorized collaboration and other forms of academic dishonesty. Refer to S6: Policy on Academic Integrity.

S5.4   Clinical Evaluation of Undergraduate Students

Faculty and preceptors are responsible for completing the appropriate student evaluation form(s) in the middle of the semester and at the end of the semester. Evaluation forms address

the specific course objectives and appropriate standards of practice. These forms are distributed to faculty, preceptors, and students at the beginning of the course by the course coordinator or sent to preceptors. Faculty and clinical preceptors are invited to evaluate students' clinical performance with formative and summative evaluations for each clinical rotation. Preceptor and faculty discussions are ongoing throughout the clinical rotation or semester so that students can successfully achieve the course/clinical objectives. At this time, the written evaluation of the student's performance will be shared with the student and signed by both student and faculty. This form must be filed in the individual student's file in the Office of Student Affairs.

The Professional Performance evaluation narrative is completed by the student's faculty and/or preceptor and may include anecdotal records which reflect the student's competency in meeting the objectives of the clinical course, and in meeting the "Guidelines for Evaluation of Clinical Practice" for undergraduate students.

S5.4.1 Guidelines for Evaluation of Clinical Practice in Undergraduate Students

The "Pass" Student
With minimal or moderate guidance (a 2 or a 3 on the Faculty/Preceptor Clinical Evaluation of Undergraduate Student), the student uses analytical skills in assessing client's needs, identifying nursing diagnoses, planning therapeutic nursing interventions, evaluating the effectiveness of therapeutic interventions, and insuring that the products of the process are communicated to the client and family and to the other members of the health care team.

1. **Quality of Care**
   Systematically evaluates the quality and effectiveness of nursing practice.
   a. Implements evidenced based practice to ensure quality of care activities such as:
      • Critically evaluates clinical performance accurately.
      • Identification of aspects of care important for monitoring.
      • Identifies Indicators used to monitor quality and effectiveness of care.
      • Collects data to monitor quality and effectiveness of care.
      • Analyzes data to identify opportunities for improving care.
      • Formulates recommendations to improve practice or outcomes.
      • Implements activities to enhance quality of practice.
      • Participates on interdisciplinary evaluation teams.

   b. Uses the results of quality of care activities to recommend changes in practice.

2. **Performance Appraisal**
   Evaluates own nursing practice in relation to professional practice standards and relevant statutes and regulations.
      • Engages in performance appraisal on a regular basis, identifying areas of strength as well as areas for development.
      • Seeks constructive feedback regarding own practice.
      • Acts to achieve goals identified during performance appraisal.
      • Participates in peer review as appropriate.

3. **Professional Behavior**
   Demonstrated professionalism and accountability including attention to appearance, demeanor, respect for self and other, and attention to professional boundaries with

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patients, families and other caregivers. Demonstrates professional standards of moral, ethical and legal conduct.

- Demonstrates personal responsibility by arriving on time or following procedure for notification of absence.
- Accepts responsibility for errors and oversights. Identifies appropriate corrective action.
- Respectful of faculty, staff, peers, patients and families.

4. Education
Acquires and maintains current knowledge in nursing practice.
- Demonstrates required knowledge to care for patients in the clinical setting
- Participates in ongoing educational activities.
- Seeks experiences to acquire and maintain clinical skills.
- Seeks knowledge and skills appropriate to the practice setting.

5. Collegiality
Contributes to the professional development of peers, colleagues and others
- Shares knowledge and skills with colleagues and others.
- Contributes to a conducive learning environment through constructive feedback with colleagues and peers

6. Ethics
Demonstrates ethical sensitivity on behalf of clients in the following manner:
- Uses "American Nurses Association Code of Ethics for Nurses" as a guide for practice.
- Maintains client confidentiality in accordance with HIPAA regulations.
- Acts as a client advocate.
- Delivers care in a non-judgmental and non-discriminatory manner that is sensitive to client diversity.
- Delivers care in a manner that preserves and protects client autonomy, dignity and rights.
- Seeks available resources to help formulate ethical decisions.

6. Interprofessional Communication and Collaboration
Collaborates with the client, significant others, and health care providers regarding client care and nursing's role in the provision of care.
- Consults with health care providers for client care, as needed using Situational context, Background, Assessment, Recommendation (SBAR) to structure patient care with other members of the health care team.
- Recognizes the unique role of nursing in the multidisciplinary team.
- Identifies the need for referrals, including provisions for continuity of care, as needed.

7. Evidenced Based Research
Uses research findings in practice
- Formulates individualized care plan based on research evidence
- Identifies clinical problems suitable for nursing research
- Identifies relevant literature pertaining to a given clinical problem
-
- • Shares research findings with others

- Critiques research for application to practice.

8. **Resource Utilization**
   Considers factors related to safety, effectiveness, and cost in planning and delivering client care.
   - Evaluates factors related to safety, effectiveness and cost when two or more practice options would result in the same expected client outcome.
   - Assigns tasks or delegates care based on the needs of the client and the knowledge and skill of the provider selected.
   - Assists the client and significant others in identifying and securing appropriate services to address health related needs.

9. **Nursing Process**
   Systematically utilized the steps of the nursing process in providing comprehensive nursing care.
   - Engages client, significant others and other health care personnel as appropriate in a systematic, on-going collection of pertinent data; documents in a retrievable form.
   - Critically analyzes data to determine nursing diagnosis and expected outcomes, using appropriate resources/consultation; documents appropriate outcomes; provides direction for continuity of care.
   - Develops an individualized plan of care with client, significant others, and health care personnel; plan reflects current nursing practice.
   - Implements therapeutic interventions in a safe and appropriate manner
   - Critically evaluates client's progress toward attainments of outcomes in an ongoing and systematic manner; communicates with client, significant others and health care personnel and document revisions.

The "Fail" Student
Unsatisfactory performance. Student requires considerable guidance and detailed instructions (a score of 1 on the Faculty/Preceptor Clinical Evaluation of Undergraduate Student) to complete nursing tasks. Work is frequently unsafe without close supervision.   Has difficulty in adaptation to new ideas and functions. Does not demonstrate retention of previous knowledge.

1. **Quality of Care**
   Requires considerable guidance to implement evidenced based practice to ensure quality and effectiveness of nursing practice.
   - Unable to critically evaluate work.
   - Does not pose questions about aspects of care to be monitored.
   - Unable to identify outcome criteria without direct guidance.
   - Requires frequent direct guidance in obtaining an adequate data-base.
   - May come to conclusions without collecting sufficient or pertinent data.
   - Unwilling or unable to formulate recommendations to improve practice.
   - Implements activities to enhance quality of practice only with direct guidance of clinical faculty.
   - Does not participate in the multidisciplinary evaluation of patient care.

2. **Performance Appraisal**

Assumes no responsibility for self-evaluation.
- Requires direct and frequent guidance to identify strengths and weaknesses.
- Does not seek constructive feedback; may be resistant to suggestions for improvement.
- Fails to take initiative to improve performance or achieve goals.
- Does not participate in peer review; responds inappropriately if review is required.

3. **Professional Behavior**

Fails to demonstrate professionalism and accountability including attention to appearance, demeanor, respect for self and others, and attention to professional boundaries with patients, families and other caregivers. Fails to demonstrate professional standards of moral, ethical and legal conduct.
- Arrives for clinical tardy, unprepared or without notification of absence.
- Fails to take accountability for errors and oversights. Fails to seek appropriate corrective action.
- Disrespectful of faculty, staff, peers, patients and families.

4. **Education**

Does not seek to expand knowledge of nursing practice beyond minimum expectations.
- Use of learning resources and ongoing educational activities is minimal.
- Does not anticipate need for experiences that enhance clinical skills; tends toward repetitive activities.
- Seeks experience to expand and maintain clinical skills only when specifically directed to do so.

5. **Collegiality**

Does not contribute to the professional development of peers, colleagues and others.
- Makes little or no attempt to share knowledge and skills.
- Requires specific direction to provide peers with feedback.
- Lacks interest in contributing to educational environment.

6. **Ethics**

Ethical sensitivity is lacking.
- Unaware of components of "ANA Code of Ethics for Nurses".
- Fails to maintain client confidentiality.
- Violates HIPAA regulations.
- Needs direct and frequent guidance to act as client advocate.
- Does not demonstrate a consistent ability to evaluate own values and attitudes and their impact on client care.
- Fails to recognize actions that impinge on client's autonomy, dignity and rights.
- Unaware of available resources to help formulate ethical decisions; may be unaware of ethical dilemma.

6. **Interprofessional Communication and Collaboration**

Tends to rely on own judgement and skills rather than collaborating with others.

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- Fails to use or ineffectively uses Situational context, Background, Assessment, Recommendation (SBAR) when communicating with other members of the health care team.
- Does not consult with others appropriately.
- Makes referrals only when specifically directed to do so; takes no direct action to ensure continuity of care.

7. **Evidenced Based Research**
   Unable or reluctant to apply research findings to practice.
   - Fails to utilize research evidence when formulating individual care plans
   - Fails to identify clinical problems suitable for nursing research
   - Unable to identify relevant literature pertaining to a given clinical problem
   - Fails to share research findings with others
   - Ineffective critique of research prior to application to practice.

8. **Resource Utilization**
   Does not evaluate alternative approaches to client care; careless about safety factors.
   - Does not consider alternative approaches to client care; does not correlate various approaches to outcome criteria; work may be unsafe without close supervision.
   - Cannot delegate care appropriately
   -
   - Use of resources is minimal; seldom seeks input of client or significant others when addressing health related needs.

9. **Nursing Process**
   Inconsistent or illogical use of the nursing process.
   - Fails to engage client, significant others and other health care personnel in the collection of pertinent data
   - Analyzes data inappropriately and is unable to formulate appropriate nursing diagnoses and expected outcomes,
   - Individualized plan of care fails to address preferences of client and significant others; plan not reflective of current nursing practice.
   - Therapeutic interventions implemented in an unsafe or inappropriate manner
   - Fails to critically evaluate client's progress toward attainments of outcomes in an ongoing and systematic manner; fails to or ineffectively communicates with client, significant others and health care personnel and document patient status appropriately.

If a student earns a score of 1 for any criteria at the mid-semester evaluation, the student, clinical preceptor and faculty member should develop a plan to help the student earn a score of 2 or higher on the final clinical evaluation. If a student earns a score of 1 for any criterion on the final clinical evaluation, the student will have failed the clinical component of the course.

S6.   Academic Integrity, Professional Behavior, Responsible Conduct of Research

The School of Nursing is committed to mandating and enforcing the practice of academic integrity by all students. All Stony Brook students are expected to follow the policies of the School of Nursing contained herein. In addition, students are expected to adhere to the ANA Code of Ethics for Nurses and the appropriate standards of practice.

S6.1   Academic Honesty/Dishonesty Form

Upon admission each student is required to review and sign the Academic Honesty/Dishonesty Form (See form below). Failure to submit this form to Office of Student Affairs may result in a registration block and the student's ability to register for courses.

FORM

Academic Honesty

The University recognizes all Federal and New York State laws and expects students to adhere to them. Specifically, the University puts students on notice that its campus offers no haven from applicable laws of personal behavior and that students are specifically liable for any violations of State or Federal law.

This CODE may be applied to off-campus violations when students are participating in University sanctioned activities, such as clinical practicum, conferences or other privileges granted to Stony Brook students.

The integrity of the School of Nursing, as well as the profession of nursing, is dependent on the integrity of each of its members. Academic honesty is, therefore, viewed as one of the cornerstones of all academic and clinical work.

Academic Dishonesty

Academic dishonesty shall be defined as misrepresentation of authorship or in any fashion falsifying part or all or any work submitted or intended to be submitted for academic credit. Such misrepresentation or falsification includes, but is not limited to, the use of supportive documentation, mechanical aids, mutual cooperation not authorized by faculty, plagiarism or theft of academic materials.

The principles of academic dishonesty also apply to those courses taken during the clinical phases of any program which are taken for credit or otherwise required for completion of the program. Owing to the critical nature of such requirements and student responsibility for the welfare of patients and agencies providing health care, academic dishonesty is further defined to include falsification of patient or agency records, violating accepted codes of professional ethics, surrender, suspension or revocation of license, or engaging in activities which might endanger the health or welfare of patients.

I have read the above and understand the said information. Falsifying information and/or failure to notify the School of Nursing of any change(s) in licensure will be considered **Academic Dishonesty.**

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_____
Please Print Name

_____   Date_____
Signature

Stony Brook ID #
_____   Date_____
Witness

_____
Program

Form Rev. 2/03

S6.2   Academic Integrity

Intellectual honesty is the cornerstone of all academic and scholarly work. The integrity of the School of Nursing, as well as the profession of nursing, is dependent on the integrity of each of its members. The School of Nursing is committed to educating nurses who provide the highest quality health care. To that end, the School of Nursing is committed to mandating and enforcing the practice of academic integrity by all students. The following policy on academic integrity defines academic dishonesty and describes the procedure for responding to suspected violations of academic integrity in the School of Nursing.

S6.3   Academic Dishonesty

Academic dishonesty includes any act that is designed to obtain fraudulently, either for oneself or for someone else, academic credit, grades, or other recognition that is not properly earned or that adversely affects another's grade or misrepresents one's academic status.

The following represents examples of academic dishonesty and does not constitute an exhaustive list:

- Cheating on exams or assignments by the use of books, electronic devices, notes, or other aids when these are not permitted, or by copying from another student.
- Collusion: two or more students helping one another on an exam or assignment when it is not permitted.
- Ringers: taking an exam for someone else or permitting someone else to take one's exam.
- Submitting the same paper in more than one course without permission of the instructors.
- Plagiarizing: copying someone else's writing or paraphrasing it too closely, even if it constitutes only some of your written assignment, without proper citation, even instructor notes & presentation slides.
- Falsifying documents or records related to credit, grades, status (e.g., adds and drops, P/NC grading, transcripts) or other academic matters.
- Altering an exam or paper after it has been graded in order to request a grade change.
- Stealing, concealing, destroying, or inappropriately modifying classroom or other instructional material, such as posted exams, library materials, laboratory supplies, or other computer programs.
- Preventing relevant material from being subjected to academic evaluation.

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- Presenting fabricated excuses for missed assignments or tests.
- Unauthorized clicker use: using someone else's clicker, falsifying attendance roster, signing in for someone.

Electronic Devices

Electronic communications devices, including cellular phones, speakers, calculators, electronic translators, smart watches, and headphones must be secured in a closed container (and not, for example, worn on a belt or around the neck) and must be turned off (and not, for example, simply set on vibration mode) during any examination. Note: even if a student does not answer a ringing cell phone during an exam, it can be considered academic dishonesty for not having it turned off.

The principles of academic dishonesty shall also apply to clinical and simulation experiences. Academic dishonesty shall be defined further to include, but not limited to:

- Falsification of client or institutional records.
- Concealing information or activities that affect the safety and well-being of clients.
- Failure to comply with Health Insurance Portability and Accountability Act (HIPAA) regulations.
- Misrepresenting one's role to institution or client.
- Failure to seek supervision for clinical activities.
- Performance of activities without supervision for which the student has not been prepared.

Clinical Performance

In addition to the above, any student accused of academic dishonesty in clinical area may be subject to immediate removal from the agency by the faculty, preceptor or the institution if it is determined to be in the client's best interest, or if safety interests mandate such a removal from the agency.

S6.4 Procedure for Addressing Suspected Violations of Academic Integrity

1.   If a student is suspected of a violation of academic integrity, the faculty will file an accusation report of the suspected violation to the student's Departmental Chair. If the suspected violation occurs during a proctored examination, the faculty will make every effort to allow the student to complete the exam.

2.   The faculty member will file an accusation report and a recommended action to be taken to the student's Departmental Chair within a two-week period. The faculty is under no obligation to discuss the accusation with the student before reporting or even after reporting the student. The student should direct all questions to the appropriate Departmental Chair. The written report must include all facts that substantiate the accusation:
      the name(s) of the faculty;
      the name of the student suspected of the violation;
      the course(s) concerned, if any;
      the specifics of the incident, including relevant dates;
      a recommended penalty (includes Q course, a non-credit academic integrity course);
any supporting documents.

3.   The student will be informed by email and certified and first-class mail from the Office of Student Affairs, that an accusation has been filed and to contact the student's Departmental Chair to set up an appointment to speak about the suspected breach of academic integrity.

4.	The student's Departmental Chair and Program Director will meet with the student to review the accusation, and the School of Nursing's academic integrity policy and procedure to address and resolve his/her academic integrity violation. The student will be given a copy of the accusation report and any supporting documentation submitted by the faculty.

5.	Students should continue attending class and completing coursework for courses in progress; a grade of I or 0 may appear for the assignment/exam until the matter is resolved. For first time offenders, unless the student has committed an egregious act, such as forging documents or use of other people to take exams or complete an assignment for them, a typical penalty may include a grade of 0 (zero) on the assignment or examination, a letter grade reduction on resubmitted assignment or final course grade, or an F for the course.

6.	If a student is found not responsible for violating academic integrity, there is no penalty and the student returns to good academic standing.

7.	If a student is found responsible for violating academic integrity, there are two potential outcomes (see a & b below). All students found responsible for violating academic integrity are required to take the non-credit academic integrity course (Q course), a University mandate. The student has 2 weeks from the date of notification to decide whether to appeal the accusation. (If this is not the first offense or an egregious action has occurred, see section S6.4.2)

        a)	Appealing an Accusation: If the student appeals an accusation, it means that the student is pleading not responsible for the accusation and a hearing of the subcommittee of the Admissions and Academic Standards (AAS) Committee will be scheduled. By appealing the accusation, the student asserts that they did not violate the academic integrity policy. Students may not appeal the faculty/instructor's penalty. Students may not appeal/request exceptions for having a Q grade on their record or taking the Q course.

        b)	If the student does not appeal an accusation, the student is found responsible for violating academic integrity. A remark of "academic dishonesty" will be placed on the student's transcript and a grade of Q, denoting a violation of academic integrity, will be recorded for the course. The Q is factored into the student's GPA as an F as long as it is on the transcript. For first-time offender, after successful completion of the Q course, the Q grade will be replaced by the earned grade with any assigned penalty factored in the final grade.

S6.4.1 Procedure for a hearing of the subcommittee of the Admissions and Academic Standards (AAS).

The subcommittee of the Admissions and Academic Standards (AAS) within the School of Nursing has the responsibility for hearing cases of suspected violations of academic integrity and make recommendations to the Associate Dean for Academic Affairs and Strategic Partnerships. The five-person hearing board (subcommittee of the AAS) is composed of the following members: a chair of the AAS committee (Hearing Officer), 2 faculty, 1 staff, and 1 student representative of the School of Nursing.

1.	The Departmental Chair will forward to the AAS subcommittee (Hearing Board) written documentation of the accusation report. The Hearing on suspected violation of academic integrity will take place within ten (10) business days of receipt of the accusation report.

2.	**Hearings normally proceed as follows:** The faculty member(s) reporting the violation of academic integrity makes a statement summarizing the case and presents supporting documentation. The student accused of violating academic integrity then makes a statement responding to the accusation. The student may present evidence supporting their appeal of the accusation. The faculty nor the student's statements may be interrupted by questions or challenges. However, the Hearing Officer may ask the speaker to repeat something for

clarification. The student may bring an advisor or witness. Advisors may counsel their advisees during the hearing but do not have the privilege of the floor. The AAS subcommittee (Hearing Board) must be informed of an intention to have witnesses and/or advisors. Following the statements, the members of the hearing board may ask questions of any of those present. At the conclusion of the hearing, the faculty and student will be dismissed and board will make a decision finding the student "responsible" or "not responsible" for violating academic integrity. All decisions will be made by the majority of the members; the individual votes and tally are not divulged. Students are found responsible for violating academic integrity on the basis of preponderance of the evidence. Although there can be variance, most hearings are normally completed within one hour.

3. Following the hearing, the AAS subcommittee will communicate the outcome of the hearing and recommend a penalty to the Associate Dean for Academic Affairs and Strategic Partnerships. The Associate Dean for Academic Affairs and Strategic Partnership will consider the recommendation and notify the student of the decision.

4. The hearing of the AAS subcommittee is confidential. All AAS subcommittee records of findings of violations of academic integrity are confidential and are accessible only to the student, the faculty, the university academic integrity officer, the Associate Dean of Academic Affairs & the Dean of the School.

S6.4.2 Penalties Assigned by the Hearing Board

1. A typical penalty for a violation of academic integrity that occurs within the context of a course or courses may include a grade of 0 (zero) on the assignment or examination, a letter grade reduction on resubmitted assignment or final course grade, or an F for the course. A more severe penalty may be recommended under certain circumstances. For example, where premeditation or conspiracy (e.g. use of other people to take exams or complete an assignment) or forging documents is involved, penalties such as suspension or dismissal from the school may be considered.

2. First Offense Penalty – When a student is found responsible for an accusation at the hearing, the hearing board sets the penalty, which may differ from the instructor's recommendation, based on the severity of the action and the penalties received by students found responsible of similar offense. When a student does not appeal, they receive the grade penalty recommended by the instructor.

    A student who is found responsible for a first offense of academic dishonesty will have an academic dishonesty notation on their record for course-based offences and will be given a Q grade for the course, signifying that they have violated academic integrity policies. The Q is computed in the student's GPA as an F. The Q course is a university sanctioned, non-credit academic integrity course that students must complete in order to remove the temporary "dishonesty remark and the Q grade". The Q course is the only means by which the dishonesty remark and Q grade is removed. After successfully completing the Q course, the academic dishonesty notation and the Q grade are removed. The Q grade is replaced with the penalty grade. Students must successfully complete the University's Q Course no later than the academic semester immediately following the finding of an academic integrity violation. Note: Although the academic dishonesty notation and Q grade are removed from the transcript, the student may not graduate with University honors from the program within which academic dishonesty occurred.

3. Multiple Offenses and or Egregious Acts - If a student is found responsible for 2 or more violations of academic integrity, or is found responsible for an egregious act, the Hearing

Board will consider recommending a penalty in addition to those already established for the separate offenses. The penalties for a repeated offense or an egregious act include suspension or dismissal from the program, a permanent notation on the student's academic record of academic dishonesty, and/or a permanent Q grade for all courses (past and current) for which the student was found responsible for violating academic integrity.

S6.4.3 Appeal of Associate Dean Decision
1. Decisions made by the Associate Dean for Academic Affairs and Strategic Partnerships can be appealed to the Dean of the School of Nursing. The student must submit a detailed statement of the reason(s) for the appeal to the Dean of the School of Nursing within ten (10) business days of the date of the first class/certified letter. Appeals are only considered based on new evidence not available at the time of the hearing and/or errors in procedure.
2. The Dean's decision of the appeal is final.

S6.5 Professional Behavior

Students in the profession of nursing at all levels of practice are expected to demonstrate the highest standards of civility, honesty, and integrity in all aspects of their personal and professional lives. In addition to the School of Nursing Professional Behavior policy all students are required to act in accordance with the University Student Conduct Code and in accordance with the laws of the State of New York.

Stony Brook School of Nursing values include Integrity, Respect, Excellence, Accountability, Creativity, Honesty, Unity & Perseverance (I REACH UP). Professional behavior is expected from all nursing students across all learning environments (onsite or virtual classroom, simulation laboratory, and clinical experiences). Professional behaviors such as accountability, responsibility, and promptness are expected. These behaviors are monitored by faculty in each course whereas consistent patterns of unprofessional behavior will be documented and addressed with students through action plans. Failure to meet professional behavior expectations may affect progression and retention in the program.

Components of professionalism include the following, although not a comprehensive list:
- Demonstrate respect for others
- Demonstrate ability to accept responsibility and accountability (e.g.: Provide and receive constructive feedback)
- Demonstrate ability to relate to faculty, classmates, colleagues, staff, and patients with honesty, integrity, and non-discrimination
- Demonstrate capacity for ethical behavior in accordance with ANA Code of Ethics
- Demonstrate professional communication in all interactions with faculty, classmates, colleagues, staff, and patients
- Adherence to ANA Principles of Social Networking ANA Social Media Principles
- Maintain compliance with all SON Required Documentation (e.g. current health forms, malpractice insurance, and other required documentation).
- Adherence to the School of Nursing Dress Code Policy for Clinical and Simulation Lab settings (see Policy S9.1).
- Adherence to all policies of the clinical agency in which a student is placed and demonstrate preparedness for all clinical assignments
- Refrain from use of electronic devices unless specifically indicated by faculty/preceptor

- Adherence to additional policies found in each course syllabus in which a student is enrolled

Failure to meet professional behavior expectations may affect progression and retention in the nursing program and may result in verbal counseling, academic warning (See Academic Warning S3.2.1), reduction in course grade, failure of a course (See Academic Jeopardy S3.2.2,), and/or dismissal from the school of nursing. Unprofessional behavior may be evidenced in the following list of examples but not limited to:

1) Failure to adhere Stony Brook University Student Conduct and Community Standards https://www.stonybrook.edu/commcms/studentaffairs/sccs/
2) Reckless behavior in the clinical setting that places a client in serious jeopardy.
3) Being under the influence of any substance that impairs performance.
4) Failure to maintain required documentation compliance.
5) Falsification of records related to SON (e.g.: required documentation records; records documenting attendance, clinical medical records).
6) Academic Dishonesty (e.g., See S6.2).
7) Violation of confidentiality as outlined by HIPAA: (See Policy on Protected Health Information) e.g.: Discussion of clients in public areas, inappropriate access to patient records, use of another person's credentials to access medical records, and sharing credentials with others.
8) Consistent pattern of lack of preparation for clinical experiences.
9) Persistent lateness or absence from classes, simulation, or clinical experiences.
10) Failure to complete attendance verification during the first week of course, attend course at start of semester, or to attend orientations without a valid reason and prior notification.
11) Failure to respond to faculty emails or keep appointments with faculty.
12) Failure to demonstrate respect for others in all learning environments and the greater community.
13) Rudeness or disruptive behavior during learning sessions (on-campus or virtual class sessions or clinical laboratory; clinical practicum).
   (https://www.stonybrook.edu/commcms/studentaffairs/sccs/policies/disruption.php
14) Participation in clinical experiences without an approved clinical placement request.

Students are expected to become familiar with and follow any written rules of conduct and professional behavior at any clinical site at which the student attends.

S6.5.1.   Policy on Protected Health Information (HIPAA)

Maintaining confidentiality is an integral part of nursing practice. Federal regulations guide the scope of practice of health care workers to safeguard protected health information (PHI) through the Department of Health and Human Services and the Health Insurance Portability and Accountability Act (HIPAA). Protected Health Information is defined by Health and Human Services to mean demographic and health information that makes the individual identifiable. This information includes, but is not limited to names, addresses, date of birth/death, social security numbers, medical records numbers and other unique numbers, characteristics or codes, or the pairing of these identifiers such that they represent a unique individual or group. This includes all demographic data that is related to the person's physical or mental health, and/or the provision or payment regarding provision of care (past, present or future) (US Department of Health and Human Services - Summary of the HIPAA Privacy Rule, retrieved from: http://privacyruleandresearch.nih.gov/pr_08.asp

Stony Brook University HIPAA information and communication policies can be found at:

The Stony Brook University School of Nursing provides competency training for HIPAA to ensure the student is well versed with these regulations and the required behaviors necessary to ensure compliance. This policy outlines the corrective action for each level of a potential HIPAA violation, which could culminate in dismissal from the Stony Brook University School of Nursing. Maintaining HIPAA standards will be a clinical objective and evaluated with each course. Affiliating agencies who collaborate with the Stony Brook University School of Nursing maintain their own HIPAA standards to which students must adhere. These policies supersede Stony Brook University School of Nursing policies.   Any student violations requiring legal representation will be at the expense of the student.

The following guidelines are to be followed by students and faculty at the Stony Brook University School of Nursing:

1.   Maintain confidentiality by only sharing PHI with those who are considered individuals who need to know.
2.   When you need to discuss PHI, hold conversations in private areas where others cannot hear the conversation.
3.   Shred PHI which is no longer necessary to maintain in approved shredding bins, if shredding bins are not available, destroy the document before disposal.
4.   Do not use unique identifiers such as patient name, date of birth/death, medical record number or social security number on Stony Brook University School of Nursing databases, papers or written assignments. Unique identifiers are also considered to include age if over 89, personal characteristics or codes, or the pairing of non-unique identifiers such that they represent a unique individual or group. The unique identifiers that must be removed according to the HIPAA Privacy Rule http://privacyruleandresearch.nih.gov/pr_08.asp are:

- Names
- All geographic subdivisions smaller than a state, including street address, city, county, precinct, ZIP Code, and their equivalent geographical codes
- All elements of dates (except year) for dates directly related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89 and all elements of dates (including year) indicative of such age
- Telephone numbers
- Facsimile numbers
- Electronic mail addresses
- Social security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate/license numbers
- Vehicle identifiers and serial numbers, including license plate numbers
- Device identifiers and serial numbers
- Web universal resource locators (URLs)
- Internet protocol (IP) address numbers
- Biometric identifiers, including fingerprints and voiceprints
- Full-face photographic images and any comparable images
- Any other unique identifying number, characteristic, or code, unless otherwise permitted by the Privacy Rule for re-identification

5. Do not share PHI with family members, peers or those individuals who are not directly involved with care of the patient.
6. Information shared during the clinical day and pre/post conference is not to be shared outside of the conference area.
7. Students may not leave/save any patient, family, faculty, clinical facility or student information on any open access desktop or hard-drive/portable data storage device.
8. PHI is not to be left open in public areas.
9. Printed or recorded PHI is not to leave the clinical site
10. Computer screens and electronic health records with PHI are not to be left unattended - students are expected to logout before leaving the workstation.
11. Students are not allowed to share their personal login or password information.

The following is a guide to corrective actions related to concerns with HIPAA:

Type of Violation	Examples of Violations	Corrective Action and Notifications

I. Inadvertent or accidental breaches of confidentiality that may or may not result in the actual disclosure of patient information. (For example, sending or faxing information to an incorrect address)	Inadvertently distributed faxes, e-mails & mail. Failure to logoff or close or secure a computer with protected PHI displayed. Leaving copy of PHI in a nonsecure area. Dictating or discussing PHI in a non-secure area (lobby, hallway, cafe, elevator). Failure to redact or de-identify patient information Transmission of PHI using an unsecured method. Leaving detailed PHI on an answering machine. Improper disposal of PHI.	Discussion between instructor and student. Corrective action may include: re-education and/or process improvement and/or learning contract. Notification will be made to the faculty of record, Program Director and Associate Dean for Academics (or his/her designee).
II. Failure to follow existing policies/procedures governing patient confidentiality. (For example, talking about patients in areas where others might hear, failure to obtain appropriate consent to release information, or failure to fulfill training requirements)	Requesting another individual to inappropriately access patient information. Inappropriate sharing of ID/password with another coworker or encouraging coworker to share ID/password. Failure to secure data on mobile devices through encryption/password.	Discussion between instructor and student. Corrective action may include: re-education and/or process improvement and/or learning contract. Notification will be made to the faculty of record, Program Director and Associate Dean for Academics (or his/her designee).
III. Repeat Offense of Type I or II Violation.		Discussion between instructor and student. Corrective action may include:

		1) re-education and/or process improvement and/or learning contract; sanctions such as: 2) removal from clinical site; 3) probation or other disciplinary action, and/or 4) failure of the course. Notification will be made to the faculty of record, Program Director and Associate Dean for Academics (or his/her designee).
IV. Inappropriately accessing a patient's record without a need to know. For example, accessing the record of a friend or family member out of curiosity without a legitimate need to know the information.	Releasing or using aggregate patient data without facility approval for research, studies, publications, etc. Accessing or allowing access to PHI without having a legitimate reason. Giving an individual access to your electronic signature. Accessing patient information due to curiosity or concern, such as a family member, friend, neighbor, coworker, famous or "public" person, etc. Posting PHI to social media (e.g.: Facebook).	Discussion between instructor and student. Corrective action may include: 1) re-education and/or process improvement and/or learning contract; sanctions such as: 2) removal from clinical site; 3) probation or other disciplinary action, and/or 4) failure of the course, suspension or expulsion. Notification will be made to the faculty of record, Program Director and Associate Dean for Academics (or his/her designee).
V. Accessing and using patient information for personal use or gain, or to harm another individual.	Releasing or using data for personal gain. Compiling a mailing list to be sold for personal gain or for some personal use. Disclosure or abusive use of PHI. Tampering with or unauthorized destruction of information.	Discussion between instructor and student. Corrective action may include: 1) re-education and/or process improvement and/or learning contract; sanctions such as: 2) removal from clinical site; 3) probation or other disciplinary action, and/or 4) failure of the course, suspension or expulsion.

			Notification will be made to the faculty of record, Program Director and Associate Dean for Academics (or his/her designee).

(Adapted with permission by Dr. Joyce Ferrario, Dean, from the Decker School of Nursing's HIPAA Disciplinary Action Policy, SUNY Binghamton)

S6.5.2 Policy on Access to Student Records (FERPA)

Stony Brook University maintains various student records to document academic progress as well as to record interactions with University staff and officials. To protect the student's rights to privacy, and to conform to federal and state laws, including the Family Education Rights and Privacy Act (FERPA), the University has an established policy for handling students' records.

The University is authorized to provide access to student records to campus officials and employees who have legitimate educational interest in such access, without the student's written consent. These persons are those who have responsibilities in connection with campus academic, administrative or service functions and who have reason for using student records connected with their campus or other related academic/administrative responsibilities as opposed to a personal or private interest. Such determination will be made on a case-by-case basis. Access to student records databases is available on a need-to-know basis to appropriate campus officials only after required authorization is received by the Registrar's Office.

Please refer to the Stony Brook University websites for further information regarding FERPA:

www.stonybrook.edu/commcms/registrar/policies/ferpa

http://www.stonybrook.edu/policy/policies.shtml?ID=507R

Further information regarding the use of information technology in accessing student records by University employees is available at http://it.stonybrook.edu/policies/p109.

S6.5.3   The ANA Code of Ethics for Nurses

The ANA Code of Ethics also provides the foundation for student conduct and professional behavior. The ANA Code of Ethics states that, "the nurse, in all professional relationships, practices with compassion and respect for the inherent in dignity, worth, and uniqueness of every individual unrestricted by restrictions of social or economic status, personal attributes, or the nature of health problems" www.nursingworld.org/practice-policy/nursingexcellence/ethics/code-of-ethics-for-nurses/

The ANA Code of Ethics specifically notes, the principle of respect for persons extends to all individuals with whom the nurse interacts. The nurse maintains compassionate and caring relationships with colleagues and others with a commitment to fair treatment of individuals, to Integrity-preserving compromise, and to resolving conflict. Nurses function in many roles, including direct care provider, administrator, educator, researcher and consultant. In each of these roles the nurse treats colleagues, employees, assistants and students with respect and compassion. The standard of conduct precludes any and all prejudicial actions, any form of harassment or threatening behavior, or disregard for the effects of one's actions of others. The nurse values the distinctive contribution of individuals or groups, and collaborates to meet the shared goal of providing quality health services www.nursingworld.org/practice-policy/nursingexcellence/ethics/code-of-ethics-for-nurses/

Students are expected to adhere to the University Student Code of Conduct and the ANA Code of ethics, and treat all persons with respect. Behavior that is unprofessional and/or disrespectful, whether given in person, electronic/written, or telephone/voice mail formats, may be considered grounds for dismissal.

S6.6 School of Nursing Complementary Policy on the Responsible Conduct of Research and Scholarship (RCRS)

Background:
Stony Brook University policy P211 requires members and certain visitors of the Stony Brook University community to complete educational training on the responsible conduct of research and scholarship in order to equip members with the tools necessary to conduct ethically sound and compliant research and scholarship.

While this campus policy originates in response to National Institute of Health (NIH) and National Science Foundation (NSF) training requirements, it is the opinion of the University that training on responsible conduct of research and scholarship should be more comprehensive. Jointly issued by the Office of the Provost, the Office of the Senior Vice-President for Health Sciences and the Vice-president for Research, the policy requires each academic unit to develop its own Complementary Policy for implementing P211 to allow for the most appropriate requirements for the faculty, staff and students of that academic unit.

The educational program in RCRS involves two (2) components: on-line training provided by the web-based Collaborative Institutional Training Initiative (CITI) and in-person training (IPT). *The federal IPT guidance is for eight (8) hours every 4 years, or 2 hours annually.* The policy below outlines who in the School of Nursing is required to complete these training components, the required frequency of such training, and the general content of the training.

Please note: If a person is receiving external grant support from an agency with a RCRS training requirement, they MUST follow the requirements set forth by the agency. For example, both NIH and NSF have training requirements for whom they consider "trainees".   It is important for individuals to review the RCRS training policies set forth by the agencies funding their research.

Stony Brook Policy P211: Responsible Conduct of Research and Scholarship (http://www.stonybrook.edu/policy/policies.shtml?ID=211) was developed to ensure the highest ethical standards for the conduct of research and scholarly activities on our campus. The School of Nursing will ensure that our community is in compliance with this policy. All members* of the **School of**

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Nursing community who participate in research and/or scholarly activity will be required to complete a one-time only on-line course in the Responsible Conduct of Research on the CITI web site and participate each year in in-person training in the RCRS. Please note: If a person is receiving external grant support from an agency with a RCRS training requirement – they must follow the guidelines set forth by the agency. For example, the National Institutes of Health (NIH) have a policy on RCRS training for any grant recipient and their laboratory members.

*All faculty, staff, students, postdoctoral fellows, and SON visitors who engage in any research or scholarship. Exemptions to this training can be requested by departmental chairs. However, once the exemption is approved, the individual cannot engage in any research or scholarship and cannot have their name attached to any publications or presentations. If an exempt person does participate in research or scholarly activity – they will be in violation of Stony Brook University Policy 211.

The educational program in RCRS involves 2 components: on-line training provided by the web-based Collaborative Institutional Training Initiative (CITI) and in-person training (IPT). The policy below outlines who in the School of Nursing is required to complete these training components, the required frequency of such training, and the general content of the training.

School of Nursing training requirements:
One time completion of the on-line CITI training module titled "Biomedical Research, Responsible Conduct of Research in the RCR" is expected of all students, faculty, and visiting professors. (See attachment A). More detailed expectations are outlined below.

Students
Undergraduates:
Undergraduate students will complete the CITI training modules in their first research course, HNI/HNC 440 Research in Nursing. The training is due by the end of the course. It will not be graded, but students will not be able to pass the course without having completed the online training.

Master's students:
Students in the Master of Science in Advanced Practice Nursing, Masters in Education, and Masters in Leadership will complete the CITI training during their HNG 541 Research I course. The training will be done by the end of the course. It will not be graded, but students will not be able to pass the course without having completed the online training.

Post Graduate Certificate students in the master's program will need to complete the training by the end of their first semester in the program. Students will receive instruction on the process for completing CITI training. Students will be required to provide their completion report to their respective program director.

Any Masters students involved in research will be required to also have 1 hours of IPT annually. Masters students can obtain this training as part of the HNG 543Applications in Clinical Nursing Research course and by accessing additional modules of the GED 500 sessions at http://research.stonybrook.edu/available-grd-500-sessions-person-training. Upon completion of viewing a GED 500 session the student will engage in discourse of the topical content with the faculty supervising the student in research activities. A record of this discussion will be submitted to the SON Associate Dean for Research and Innovation.

DNP students:

DNP students will complete the CITI training during their HND 655 DNP Synthesis I course. The training will be done by the end of semester. It will not be graded, but students will not be able to pass the course without having completed the online training.

In addition, first year DNP students will receive 1 hour each of IPT during their HND 647 and HND 655 course. In their second year curriculum, students will receive 1 hour each of IPT during their HND 665 and HND 675 course. Students will not be able to pass the course without having completed the training.

PhD students:
PhD students will complete the CITI training during their Quantitative Research Methods I course. The training will be done by the end of the first 4 weeks in class. It will not be graded, but students will not be able to pass the course without having completed the online training.

In addition, PhD students will receive 2 hours of IPT during their continuing course work during their first and second years of study. After their second year of study, students will receive 2 hours of IPT through participation in the annual IPT provided to the faculty or by individual training by a supervising faculty. Students will not be able to pass the course without having completed the training.

Faculty: Full and Part-Time Faculty
In addition to the one-time CITI training, full and part-time faculty are expected to take part in 1 hour of IPT annually. Workshops or seminars will be offered annually by the School of Nursing to its faculty in order to fulfill this 1-hour in person training requirement. Alternately, faculty may access IPT resources at http://research.stonybrook.edu/available-grd-500-sessions-person-training#. Or http://research.stonybrook.edu/other-training-resources and engage in a face-to-face discussion of the content with the Associate Dean for Research. Faculty teaching in the doctoral programs will require two hours of IPT training annually. A record of IPT participation will be kept in the office of the Associate Dean for Nursing Research and Innovation.

Adjunct Faculty:
Adjunct faculty members engage in teaching at the School and are not involved in research or scholarship in their role as adjunct faculty. Thus, adjunct faculty members are required only to complete the online CITI training. They are not required to take part in IPT unless they become engaged in the conduct of research or teaching in the doctoral programs. Adjunct faculty members will submit their completion reports to the office of the Associate Dean for Nursing Research and Innovation.

Visiting Scholars:
Visiting scholars shall follow the same requirements as full time faculty.

IPT Topics to be covered include:
a.   conflict of interest - personal, professional, and financial
b.   mentor/mentee responsibilities and relationships
c.   collaborative research including collaborations with industry
d.   peer review
e.   data acquisition and research tools; management, sharing and ownership
f.   research misconduct and policies for handling misconduct
g.   responsible authorship and publication
h.   the scholar as a responsible member of society, contemporary ethical issues and the environmental and societal impacts of research in the discipline

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i.   policies regarding human subjects, live vertebrate animal subjects, and safe laboratory practices.

For additional guidance on this policy please contact the Office of Nursing Research and Innovation

A. How to log onto the CITI Program to complete the on-line training

1. Go to https://www.citiprogram.org
2. On the upper right side of the screen, click "Log In"
3. Directly below the CITI Program logo, click "Log In Through My Institution"
4. Find and click on "SUNY - University at Stony Brook"
5. Enter your Stony Brook NetID and Password

B. How to find the required CITI course

1. The main menu on the page will have a top bar that says "SUNY – University at Stony Brook Courses." Click on this blue bar.
2. Under the heading of "My Learner Tools" the first option is "Add a Course." Click on this option.
3. The next page will have several options on the menu. Click on the first box, next to the words "I want to complete an RCR Course at this time." Do not be concerned by the note that states that the course does not satisfy SBU Human Subjects training requirements.
4. Click "Next" on the bottom of the web page
5. Click on the "Basic course" button. Then click "Next" on the bottom of the page.
6. You will reach a page that tells you to choose the course mostly related to your discipline.
7. Click on the box next to the 1st option on the list: "Biomedical Sciences Course in the RCR". Then click "Next" at the bottom of the page.

C. How to find and download your completion certificate for the CITI training program

1. Once you have logged in to the CITI program website (see instructions in Part A) look for the menu bar across the top of the web page. Click on "My Reports"
2. You will see a list of the courses you have completed. Look for the heading "Responsible Conduct of Research in the Biomedical Sciences."
3. Once you have identified the course, look to the right side of the screen.
4. Under the column labelled "Completion Report," click on "View/Print". There will be a download button on the top right of the screen (next to the icon of a printer). Download this PDF document and save it in your records.
5. If you are a student, upload your PDF document to the corresponding assignment as per your course instruction.
6. For all others, using your stonybrook.edu email address, e-mail the PDF of the completion report to the Associate Dean for Research and Innovation.

Congratulations!
You have completed the Collaborative Institutional Training Initiative (CITI program) training on Responsible Conduct of Research (RCR)

Ignore the "Expiration Date." You only need to complete this course once.

S7   Academic Grievances (Formal Student Complaint)

The School of Nursing's Committee for Inclusivity, Diversity, Equity and Social Justice (IDEAS) reviews and addresses grievances of arbitrary, bias, capricious, discriminatory, malicious, or otherwise improper actions related to any academic matters by students.
The Committee considers improper academic practices but will not intervene in disagreements regarding matters involving academic freedom or faculty's intellectual judgment.

Ideally, academic grievances should be resolved informally via the pre-grievance procedure outlined below and students must attempt such resolution prior to filing a grievance. However, in those matters that cannot be resolved through that procedure, the student may communicate ("file") the grievance to the Associate Dean of Academic Affairs and Strategic Partnerships who will then refer the grievance to the IDEAS Committee Chair/Co-Chair.

The Chair/Co-Chair of the IDEAS Committee or designee will then contact the student and a meeting of the IDEAS committee will be convened as soon as practical but not more than 10 business days following the filing of the grievance with the Associate Dean of Academic Affairs and Strategic Partnerships. The student is advised that they may opt to present the grievance to the committee in person or alternatively, may opt to submit a written summary of the grievance.

S7.1   Procedure for Handling Academic Grievances

A. Pre-Grievance Procedures
The Student discusses the concern(s) with faculty, preceptor, or clinical instructor of record. If the student concern(s) are not resolved, then the following steps should be followed:

1. Meet with Course Faculty (if applicable)
2. Meet with advisor or Program Director and/or Coordinator of Student Resources Development, if not resolved then,
3. Meet with the Chair of the Department, if not resolved then may opt to file grievance.

B. Filing of a Grievance
The student will make an appointment to meet with the Associate Dean of Academic Affairs and Strategic Partnerships who will then refer the matter to the IDEAS Committee.

1.   Grievances submitted to the IDEAS Committee must be communicated and must contain:
    a.   name of the complainant
    b.   name of the person(s) against whom the grievance is being filed
    c.   the course concerned, if applicable
    d.   the specifics of the grievance (s), including relevant dates
    e.   a statement of remedies already sought (i.e., conversation with advisor, faculty, Program Director, Department Chair, etc.)

2.   The Committee will inform all parties concerned of the complaint.
3.   The Committee will then convene a meeting to hear the grievance.

C. Hearing of Grievance

1. All concerned parties are notified of the meeting to hear the grievance.
2. Any person named in the grievance (s) shall be given an opportunity to examine the available evidence prior to the meeting.
3. Persons involved in the hearing may bring witnesses and/or advisors to the meeting. All parties involved must be informed of an intention to have witnesses and/or advisors in advance of the hearing.
4. At the conclusion of the meeting the Committee may recommend to:
   i. dismiss the case, or
   ii. Engage or work with appropriate departments and resources to resolve the issue.
5. If the student is dissatisfied with the outcome, the student may appeal to the Dean of the School of Nursing.
6. The Dean's decision of the appeal is final.

S8   Student Access to Academic Records

The Family Educational Rights and Privacy Act (FERPA) mandates that:
1. Educational records will be open to inspection and correction
2. Recorded information will not be made freely available to individuals outside the University without consent of the student.

FERPA permits current and former students to inspect their educational records and accords them the right to a hearing in order to challenge the contents of such records. Written consent of student is required before personally identifiable information from educational records will be released to other persons. Students may review educational records at the University offices that maintain these records from officials in charge, upon request and appointment.

S8.1   Procedures: Inspection of Student Records

S8.1.1 University Stipulations

Students and former students may inspect their educational records upon request and appointment.   However, the University normally limits inspections to not more than three annually, except for the permanent academic record (transcript), which is available during normal office hours. The University is not required to permit students to inspect the following:
1. Financial records of parents.
2. Confidential letters placed in the educational record before January 1, 1975.
3. Letters of recommendation or reference received after January 1, 1975 for which the right of inspection has been waived.
4. Records of instructional, supervisory and administrative personnel that are in the sole possession and only for the use of their author.

To encourage responsible behavior in all aspects of student development, academic informational is not made available routinely to parents. Parents, guardians and other individuals must obtain the written permission of a student or establish the student's status as a dependent (IRS Code of 1954, Section 152) to inspect the student's educational records.

The University may disclose, without written consent, the academic records of students to officials of institutions in which they seek to enroll.

The University complies with lawfully issued subpoenas for students' records. Reasonable attempts will be made to inform students of all disclosures. The University may disclose to the victim the results of any student disciplinary determination related to an alleged crime of violence, upon the victim's request, without further authorization by the disciplined student.

S8.1.2 Records of Access

The University maintains records of all persons who have obtained access to the educational records of students (except for those listed below). These records are available for inspection by students. No record is kept when:

1. Students inspect their own records.
2. Disclosures are made in response to students' written requests.
3. Requests are for directory information.
4. Authorized faculty or staff of the University are granted access for a legitimate educational purpose.

S8.1.3 Campus Crime Reports

Records that were created for the purpose of law enforcement may be maintained by the University. As these records are not educational, the University may disclose their contents without the written consent of the students named in the records.

S8.2 Procedure: Challenge to the Content of Educational Records

Students who believe information contained in their educational records is inaccurate, misleading, or violates their privacy or other rights may request an amendment of the contents. Initially, the matter is to be discussed with the records custodian. If the custodian does not agree to amend, the student will be advised of the following options:

1. To let the matter stand, and/or request the custodian to include in the record a statement from the student taking exception to the record

2. To challenge the record and request a hearing conducted by the designee of the Vice President for Student Affairs or the Provost.

Any statement by the student, either commenting on the contents of the educational record or challenging the contents of the educational record, will be made available for inspection on the same basis as the contested record.

After administrative recommendations offered by the University have been exhausted, inquiries or grievances may be filed with the Family Policy and Compliance Office, U. S. Department of Education, 400 Maryland Avenue SW, Room 3021-6534, Washington D.C., 20202.

S8.2.1 Directory Tracking Information

Directory tracking information is personal data that may include current and former students' names, home addresses, local addresses, telephone numbers, dates/places of birth, and likenesses used in University publications as well as their major fields of study, classes, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and previous institutions attended. Students may request that the University not furnish all or part of personally identifiable information by completing a "Request to Suppress/ Release Directory Tracking Information."

S8.2.2 Inquires/Requests:

- Office of Student Services
  Room 276, Administration Building
  (631) 632 – 6885

S8.2.3 Related Forms:
- SUSB 503-B: Request to Suppress/Release Directory Information
- SUSB 1029F: Student Consent to Inspect Record

S8.2.4 Related Documents:

- <u>Family Educational Rights and Privacy Act of 1974, as amended by Crime Awareness and Safety Act of 1990 and the Higher Education Amendments of 1992</u>
- <u>IRS Code of 1954, Section 152</u>
- Memorandum to Presidents: 92:7
- Policy Handbook: State University of New York, Section 170,
- "Title IV of Higher Education Act: 1965"

S9   Professional Responsibilities for Clinical Experiences

It is expected that students will comply with both School of Nursing and agency policies for clinical identification, dress, protection, standards of cleanliness, equipment, transportation, clinical schedules and clinical absence. Specific requirements for the clinical area will be given as part of clinical course orientation. The following information is considered to be minimal expectations.

Students are responsible to complete mandatory HIPAA training for Stony Brook University School of Nursing and as required for clinical agencies where the student has a clinical practicum. Students must comply with HIPAA regulations regarding patient confidentiality, and must remove all patient identifiers from all written assignments, and must not identify patients in conversations public places or in any electronic form. The use of cell phones or electronic devices for personal use are in violation of HIPAA and is prohibited in the clinical area.

S9.1   Graduate & Undergraduate Dress Code:

A uniform dress code has been designed to facilitate identification of health care personnel:

1.   Identification Badge to be worn above the waist at all times in the clinical area.

2. Instructions for obtaining I.D. badges will be provided at the School of Nursing orientation.

3. A red School of Nursing scrub top for undergraduate students and a white lab coat with pockets for graduate students is required. A Stony Brook School of Nursing emblem is to be sewn on left upper arm of the white lab coat.

4. Specific health care settings may require personal protective garments, such as gowns, lab coats, scrubs, goggles (eye shields), shoe and head covers, gloves, masks, etc. In all other settings, students will wear the above uniform unless otherwise advised by faculty.

5. Hair must be pulled off the collar. Hair color must be kept to natural shades.

6. The only jewelry acceptable in the clinical setting is a plain wedding band and one pair of post earrings. Earrings and rings may not be appropriate in some settings. Visible body piercing hardware is not allowed.

7. Fingernails may be no longer than ¼ inch. No acrylic nails, tips, wraps, or other nail enhancements may be worn. Nail polish of a neutral color may be worn. If chipped, polish must be removed prior to beginning patient care.

8. No perfume or aftershave/cologne can be worn in the clinical setting.

9. Blue jeans, miniskirts, tight pants, shorts, sweat suits, crop tops, coveralls, and open toe shoes, as well as other inappropriate attire are not acceptable clothing for graduate or undergraduate students to wear in the clinical area at any time.

10. Undergarments must not extend above the waistline and must not be visible through the uniform.

11. In any instance when the student is present in a patient care area, other than during a scheduled clinical time, the undergraduate student must wear: their ID Badge visible above their waist.

12. Undergraduate nursing students must also wear:

    a. A white knee-length skirt or pants for women and white pants for men.

    b. Shoes – clean, white and of appropriate style must be worn with either white socks or flesh colored   hose.

It is expected that students will purchase the necessary uniform prior to entrance to the school. It is also expected that students will comply with the above dress code and maintain high standards of personal cleanliness and grooming at all times when they are in the clinical area or are representing the School of Nursing. The clinical faculty/preceptor has the right and responsibility to use discretion in advising students that they are out of compliance and may request a student to leave the clinical site. If so, students must meet with course coordinator prior to returning to the clinical site. Additional requirements may be added as set forth by partnership facilities.

S9.2.Clinical Equipment

S9.2.1 Minimal Equipment

The following list includes the minimal equipment needed for clinical practice and lab experience:

1. Stethoscope
2. Watch with Second Hand
3. Pocket Flashlight
4. Bandage Scissors
5. Black ballpoint pen and small notebook

Additional equipment is required for graduate students in the various specialty tracks. A list of the required equipment will be included in the course syllabus.

S9.2.2 Equipment for Community Experience

Additional equipment for home visits will be specified by the faculty and should include:

1. Tote bag (preferably blue or black)
2. Stethoscope
3. BP Cuff
4. Paper towels
5. Soap (liquid) and/or waterless hand sanitizer
6. Disposable measuring tapes
7. Thermometer (disposable)
8. Plastic bags

S9.2.3 Transportation

Students are required to provide their own transportation to and from clinical sites.

S9.2.4 Clinical Schedules

Clinical experiences may be assigned for days, evenings, weekdays, or weekends. Students are expected to arrange their personal schedules accordingly.

S9.2.5 Clinical Absences

☐ Absence must be directly reported to the clinical faculty at least one hour prior to the start of the clinical day. If no notification is attempted, return to clinical will be determined by the Course Coordinator. Clinical absence(s) will be directed to the Course Coordinator for advisement.

☐ Documentation of reason for absence may be requested.

☐ All missed clinical hours must be completed as determined by the course coordinator in order to successfully pass the course.

☐ Insufficient clinical hours may result in failure of the course.

☐ Students are required to arrive on time to their clinical site.

S9.2.6 Weather Emergencies and Clinical Attendance

In the event that a University closure is announced prior to the start of clinical, clinical will be cancelled for the day. In the event of a delayed University opening, clinical will follow accordingly. For example, if the University announces a delayed opening, affected scheduled clinicals will commence at the time the University opens. If the University closes after the clinical begins, clinicals will end at the time of the University closure. Students may be required to make-up clinical day(s) due to weather related emergencies.

S9.3   Disabled Students

If you have a physical, psychological, medical, or learning disability that may impact your course work, please contact the Student Accessibility Support Center, 128 ECC Building, 631-6326748, or at sasc@stonybrook.edu. They will determine with you what accommodations are necessary and appropriate. All information and documentation is confidential. Students who require assistance during emergency evacuation are encouraged to discuss their needs with their professors and the Student Accessibility Support Center. For procedures and information go to the following website: www.stonybrook.edu/ehs and search Fire Safety and Evacuation and Disabilities.

S10 Student Health Services
Student health is essential to every student's academic success at Stony Brook. Both physical and mental health are important for successful transition to and completion of the rigorous academic programs within the School of Nursing. Students should refer to the information on the SBU website (See below), as well as in the Student Handbook for information on meeting both their physical/primary care health and mental health needs.
The Student Health Services Center is located on West Campus, and provides comprehensive primary health care, including Women's Health and Dermatology care. The Counseling and Psychological Services (CAPS) Center provides a variety of counseling services which are free and

available to students. Information on these programs and the location of the CAPS Center can be

found at their website. https://www.stonybrook.edu/caps/

Should a student require emergent care during a class or while participating in an activity in the School

of Nursing, the faculty/staff present will call the university emergency telephone number (911 from

campus phones, (631) 632-3333 all other phones). The emergency number is a direct link to the

University Police, who will dispatch first responders to the School of Nursing. The first responders will

provide emergent care to the student in the School of Nursing, and then transport the student to the

Emergency Department at University Hospital when stabilized, if appropriate.

S10.1 Health Insurance:

It is the policy of the School of Nursing that all students enrolled are required to have an adequate

health insurance plan. Documentation of health insurance must be provided to the School of Nursing.

All students must review and comply with the School of Nursing's health and immunization

requirements required on admission and throughout the student's education in the School of Nursing.

The University will automatically bill all full time, matriculated, domestic students for the University

Health Insurance plan, unless the student has submitted a waiver indicating that they already

have adequate insurance coverage. Submitting a waiver of health insurance is a separate action

and is unrelated to submitting Evidence of health insurance to the School of Nursing.

Part-time students are charged an Infirmary fee by the University, which covers both primary

care and mental health care services provided by the Student Health Services Center and the

CAPS Center.

S10.1.2 Health Insurance for International Students enrolled for On-Site Academic Study

The State of New York requires all non-immigrant students (F-1, F-2, J-1 and J-2) to be enrolled in

and billed for the International Student Health Insurance Plan.

All students are responsible for checking the Student Health Services website

(http://studentaffairs.stonybrook.edu/shs/welcome) to identify University's Health and

Immunization policy (https://www.stonybrook.edu/commcms/studentaffairs/shs/services/immunize.php).

Important Student Health Phone numbers:
• Student Health Services (631) 632-6740

• Women's Health Clinic (631)632-6740

• Social Worker (631)632-6740

• Drug/Alcohol Counselor (631)632-2748

• Health Educators (631)632-6689/(631)632-9338

• Student Health Services Pharmacy (631)632-6804

• Cashier (631)632-6740

    ● Counseling Center (# for both West Campus and Counseling Centre Annex, East/HSC

      Campus) (631)632-6720

• Ambulance Corps (631)632-3333

• Student Health Insurance (631)632-6054

• International Student Insurance (631)632-6517

• Graduate Student Employee Health Insurance (631)632-6180

• Student Health Center Fax (631)632-6936

S10.2 Student Primary Health Services

Website: https://www.stonybrook.edu/commcms/studentaffairs/shs/about/contact.php   Services:

The Student Health Service at the State University of Stony Brook is the students' on-campus

source for meeting their primary health care needs. The Health Center's staff of nurse

practitioners, physicians, physician assistants, nurses, social workers, health educators,

laboratory technologists, and technical and administrative staff are dedicated to the Health

Center's mission of providing students with quality medical care, and the services necessary to

optimize preventative health and wellness. Check the Student Health Services website, or call the

Student Health Services Center to identify clinic hours.

S10.3 Counseling and Psychological Services

Website: https://www.stonybrook.edu/commcms/studentaffairs/caps/

Services: Counseling and Psychological Services (CAPS) offers free and confidential services to

enrolled students. Services include crisis intervention, brief counseling for individuals, couples, and

groups; consultation to students, faculty, staff, friends, and parents; medication management; and

assistance with referrals to community resources.

Services are free for all Stony Brook Students.

S10.3.1 Confidentiality

It is important that all students know that their sessions are confidential- strictly between you and your counselor, with other CAPS or Student Health Services staff involved only as needed for consultation. The only exceptions to confidentiality occur:

1. If you request, by means of a written, signed release that you want your counselor to reveal information to others who you name, such as to an outside therapist.
2. When we have a concern about your immediate safety or the safety of another.
3. In cases involving physical and/or sexual abuse of a child.
4. Where requested by subpoena or mandated by court order of state/federal law.

S10.3.2 Hotlines

If this is an emergency, Call University Police at 333 from campus phone or (631) 632- 3333 (from non-campus phones).
● To contact CAPS at any time of day or night, you can call 631-632-6720, after hours, choose option 2 to speak with a counselor.

Included below are hotlines that you may find useful although Stony Brook University is not responsible for their services.
Victim's Information Bureau of Suffolk Inc. (VIBS) (631)360-3606 24-hour Rape Crisis and Domestic Violence Hotline
Suffolk County Coalition against Domestic Violence (631)666-8833 24-hour Domestic Violence Hotline.
RESPONSE of Suffolk County 751-7500 24-hour Crisis intervention and Suicide Prevention Hotline
Brighter Tomorrow's Inc. (631)395-1800 Domestic Violence Hotline
Retreat, Inc. (631)329-2200 Domestic Violence Hotline

S11 Policy on Religious Holidays:

The University is committed to ensuring that every student will have the right to pursue their education while practicing their faith. To accomplish this, the Office of the Provost has undertaken strategic steps outlined under this link:

https://www.stonybrook.edu/commcms/provost/faculty/handbook/employment/religious_holidays_policy

S12 Membership in Professional and Scholarly Organizations

The School of Nursing encourages membership in professional and scholarly organizations to enhance their professional development as state, national and international nursing leaders.

S12.1 Nursing Honor Society

The honor society for nursing at Stony Brook University is the Kappa Gamma

Chapter of Sigma Theta Tau International. The Honor Society of Nursing, Sigma Theta Tau

International - In 1922 six nurses founded Sigma Theta Tau at the Indiana University Training School for Nurses, now the Indiana University School of Nursing, in Indianapolis, Ind. The founders chose the name from the Greek words Storge, Tharsos and Time meaning "love," "courage" and "honor." The honor society became incorporated in 1985 as Sigma Theta Tau International, Inc., a not-for-profit organization with a 501(c) (3) tax status in the United States.

Sigma Theta Tau International is the second largest nursing organization in the United States and among the five largest and most prestigious in the world. The Society exists to:

Recognize superior achievements in nursing

Encourage leadership development

Foster high nursing standards

Strengthen the commitment to the ideals of the profession https://www.sigmanursing.org/

The Kappa Gamma Chapter, the Sigma Theta Tau Chapter of the School of Nursing at Stony Brook, was chartered in 1988 and has a membership of over 1,000 nursing scholars. Undergraduate students, graduate students, and nursing leaders are invited to membership based on determined eligibility.

S12.2 National Student Nurses' Association

NSNA's mission is to mentor students preparing for initial licensure as registered nurses, and to convey the standards, ethics, and skills that students will need as responsible and accountable leaders and members of the profession.

Stony Brook Student Nurses' Association (SBSNA), is the official school chapter constituent of the National Student Nurses' Association (NSNA). Our mission is to transition student nurses into the professional role of nursing, enhance the image of nursing in our community and promote cohesion and education within nursing classes.

All undergraduate students are encouraged to join NSNA & SBSNA.

https://www.nsna.org/about-nsna.html https://stonybrooksna.wixsite.com/sbsna

S13   University Student Government
S13.1 Health Sciences Association – HSA

The Health Sciences Association (HSA) represents all Health Sciences undergraduate students enrolled in the Schools of Health Technology and Management, Nursing, and Social Welfare.

HSA sponsors numerous activities and programs during the year to meet the social and academic needs of students. It also promotes interprofessional understanding and education by fostering joint activities among students in the different health professions programs.

·Speakers and Workshops ·Advocacy for Students ·Special programs with the campus community ·Parties and Luncheons

S13.2 Graduate Student Organization

The GSO is the graduate student government at Stony Brook University. Its purpose is to identify and protect the rights of graduate students, advance their interests, provide a forum for public debate, and promote graduate student participation in university affairs. The GSO also provides financial support for graduate research (by providing individual reimbursements to

students), student-organized conferences and speaker series, student travel to workshops and seminars, as well as reimbursements for recreational activities and University Cafe programming.

In order to learn more about the GSO, you are welcome to visit the following online resources.

GSO website: https://www.stonybrook.edu/commcms/electrical/graduate/gso.php S13.3

Undergraduate Student Government https://www.stonybrook.edu/commcms/usg/about/

For additional information call (631) 632-6460

S14 Graduation Clearance Process

All graduating students must complete the application for graduation online (available on SOLAR System).

Undergraduate students may review their program requirements and progress using the advising and degree audit program Degree Works, which can be accessed through SOLAR. All students (undergraduate and graduate) can review their academic progress by accessing their unofficial transcripts in SOLAR.

It is the student's responsibility to regularly review their unofficial transcripts and Degree Works (undergraduates), and to meet with their Program Director/Faculty Advisor to ensure proper course registration and to stay on pathway for a timely graduation.

Students are officially cleared for graduation at the end of the academic period by the Assistant Registrar for Records and Registration in the School of Nursing. Upon noting final degree clearance through the use of the PeopleSoft system, the student's degree is awarded and posted to their official transcript and a diploma is issued by the University's Registrar's Office.

S15   Graduation Requirements

- All candidates for the Bachelor of Science degree must satisfy all the general education requirements defined by the Stony Brook curriculum, referred to as SBC, as well as the School of Nursing requirements for the specific degree. Each candidate must earn at least 39 credits in upper division courses (numbered 300 and higher) and have an overall cumulative average of at least 2.50. All program related courses must have a grade of C+ or higher. Refer to the "Degree Requirements: section in the beginning of the Health Sciences Bulletin for a complete description of graduation requirements: https://www.stonybrook.edu/commcms/hsstudents/bulletin.php
- All candidates for the Master of Science or Advanced Certificate Programs must satisfy all School of Nursing course requirements with a grade of B or better and have an overall cumulative average of at least 3.00.
- Graduates of our Advanced Practice Master of Science or Advanced Certificate Programs will be eligible to apply for New York State Nurse Practitioner Certification, as well as apply for national certification in their respective specialties.

S16   Instructions for Advanced Practice Certification

16.1   Instructions for Nurse Practitioner Certification

16.1.1 New York State Certification

- Students seeking certification should obtain the certification application forms from the New York State Department of Education, Office of the Professions.   For up-to-date information regarding requirements and application information, visit http://www.op.nysed.gov/prof/nurse/np.htm.
- The School of Nursing completes form(s) as appropriate, and places copies in the student's files and sends completed form(s) to the New York State Department of Education, Office of the Professions.
- As a part of the NP program, students will complete at least three semester hours (or the equivalent) of pharmacology coursework, which covered drug management of clients in the NP specialty practice area in which you wish to practice as well as New York and federal laws relating to prescriptions and record keeping.
- The applicant may acquire a copy of the student transcript on-line from Registrar of Stony Brook University, with a request for an official transcript to be sent (after the final grade and degree/certificate have been posted) to the New York State Department of Education, Office of the Professions.
- All candidates of the Doctor of Nursing Practice Program (post-baccalaureate and postmaster's entry) must satisfy all School of Nursing course requirements with a grade of B or better and have an overall cumulative average of at least 3.00.
- All candidates of the Doctor of Philosophy Program must satisfy all School of Nursing course requirements with a grade of B or better and have an overall cumulative average of at least 3.00. PhD candidates should refer to the Stony Brook University Graduate Bulletin at www.stonybrook.edu/sb/graduate bulletin/current/

16.1.2   Non-New York State Residents and International Students

- Students seeking certification should obtain certification and/or licensing information from the regulatory body of their state or country of residence.
- Requirements may vary by state or principality.

16.1.3   INSTRUCTIONS FOR NURSE MIDWIFERY CERTIFICATION AND LICENSURE

- Students seeking certification should obtain the certification application forms from the New York State Department of Education, Office of the Professions.   For up-to-date information regarding requirements and application information, visit http://www.op.nysed.gov/prof/midwife/.
- As a part of the CNM program, students will complete at least three semester hours (or the equivalent) of pharmacology coursework, which covered drug management of clients in the NP specialty practice area in which you wish to practice as well as New York and federal laws relating to prescriptions and record keeping.
- The School of Nursing completes form(s) as appropriate, and places copies in the student's files and sends completed form(s) to the New York State Department of Education, Office of the Professions.
- The applicant may acquire a copy of the student transcript on-line from Registrar of Stony Brook University, with a request for an official transcript

to be sent (after the final grade and degree/certificate have been posted) to the New York State Department of Education, Office of the Professions.