



Northeastern University
Bouvé College of Health Sciences
School of Nursing

Undergraduate
Student and Co-op Policy
Handbook
AY 2021-2022

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Welcome to the Northeastern University School of Nursing Undergraduate Pre-Licensure Program

This handbook is intended to facilitate your transition to the School of Nursing. This handbook contains information on the School of Nursing Baccalaureate (BSN) prelicensure program (Traditional BSN, Accelerated BSN and DE pre-licensure) and the services available for you. It also includes contact information/e-mails of the program directors for the BSN program.

Dean's Welcome

The School of Nursing in Northeastern University's Bouvé College of Health Sciences has a proud history of preparing nurse leaders in practice, education and research. We are helping to build a strong nursing workforce by offering an array of excellent programs, including our traditional baccalaureate nursing program, and our Accelerated and Direct Entry baccalaureate nursing programs for second degree students, as well as our outstanding graduate nursing programs (MS, DNP and PhD).

For more than fifty years, our school has worked collaboratively with our community partners to develop experiential learning venues for students. A major goal of the Northeastern educational experience is to improve urban health and reduce health disparities. We recognize the critical importance of team work and embrace the growing opportunities for interprofessional practice, education, and research. Our talented faculty and staff are committed to excellence and dedicated to innovation.

This is an exciting time of growth as we expand our reach nationally and internationally. We invite you to become a part of our team!

Mission of the School of Nursing

The vision of Bouvé College of Health Sciences is advancing equitable healthcare and research to promote the quality of life and wellbeing for individuals, families, communities, and populations.

The mission of the School of Nursing is to make significant contributions to health and the discipline of nursing by advancing science, demonstrating leadership and innovation in practice excellence, and embracing the values of diversity, inclusion, and equity. The School of Nursing provides a caring environment to foster scientific inquiry and prepare students to become leaders, nurse scientists, educators, advocates and clinicians to provide equitable and culturally competent healthcare to individual patients, families, communities and populations locally and globally. (FOM;2/14/2019)

The School of Nursing is also committed to achieving the goals of the university to become an outstanding national research, practice-oriented, student-centered, urban institution.

Directory: Administration and Faculty Leadership
Bouvé College of Health Sciences-School of Nursing

Bouvé College Administration

Dean of Bouvé College of Health Sciences
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School of Nursing Administration and Program Directors

Dean School of Nursing
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Interim Assistant Dean of Undergraduate Programs
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Interim Director, Undergraduate Program – Traditional Option, Boston Campus
Susan Gallagher, MS, ACNP-BC, ANP-BC
617-373-7330
su.gallagher@northeastern.edu

Director, Accelerated BSN Program, Burlington Campus
Laurie McCadden, MSN, RN, NEA-BC
781-996-2154
l.mccadden@northeastern.edu

Director, Accelerated BSN Program, Charlotte Campus
Grace Butriss, DNP, FNP-BC, CNL
704-954-8789
g.butriss@northeastern.edu

Director, Direct Entry Master's Program (Prelicensure), Boston Campus
Susan Gallagher, MS, ACNP-BC, RN
617-373-7330
su.gallagher@northeastern.edu

Additional Offices

Bouvé Office of Student Services
120 Behrakis Health Science
Boston, MA 02115
617-373-3320

Burlington Office of Student Services
5 Burlington Woods, Suite 205
Burlington, MA 01803
781-262-0850

Charlotte Office of Student Services
101 North Tryon Street, Suite 1100
Charlotte, NC 28246
704-954-8352

Clinical Placement Program Coordinator Boston
208 Robinson Hall
Boston, MA 02115
617-373-3556 or 617-373-4319

Clinical Placement Program Coordinator Burlington
208 Robinson Hall
Boston, MA 02115
617-373-8322 or 617-373-4319

Clinical Placement Program Coordinator Charlotte
101 North Tryon Street, Suite 1100
Charlotte, NC 28246
704-954-8287 or 617-373-4319

General Information

Accreditation

The Baccalaureate, Master's and Doctor of Nursing Practice programs at Northeastern University School of Nursing are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

The prelicensure programs at Northeastern University School of Nursing Boston campus are approved by the Massachusetts Board of Registration in Nursing.

The prelicensure program at Northeastern University School of Nursing Charlotte campus are approved by the North Carolina Board of Nursing.

Northeastern University School of Nursing is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

Traditional Undergraduates

The traditional undergraduate nursing program includes two options for entering undergraduate freshmen, first-year transfer students, or internal change-of-major students:

- A 5-year track with three, 6-month co-ops, and
- A 4-year track with two, 6-month co-ops.

Please see the Bachelor of Science in Nursing Program Requirements in the Northeastern University Undergraduate Course Catalog at: <http://catalog.northeastern.edu/undergraduate/health-sciences/nursing/bsn/>

Accelerated Bachelor of Science in Nursing (ABSN) – second degree

The Accelerated Bachelor of Science in Nursing (ABSN) hybrid program, which comprises 16 months of full-time study, combines online didactic course work and hands-on learning involving both clinical placements and experience in the skills laboratory.

For more information, please see the ABSN Program Requirements in the Northeastern University Undergraduate Course Catalog at: <http://catalog.northeastern.edu/undergraduate/health-sciences/nursing/accelerated-second-degree-students-bsn/>

Direct Entry (DE) Master's of Science in Nursing—second degree

Part I: Prelicensure

The direct-entry nursing student enters the accelerated prelicensure portion of the master's program as a graduate student. The first 16 months (four semesters) of the program consist of intensive, sequential classes and clinical with combined undergraduate- and graduate-level courses. Students earn a Bachelor of Science in Nursing (BSN) after this part of the program.

For more information, please see the DE Program Requirements in the Northeastern University Graduate Course Catalog at: <http://catalog.northeastern.edu/graduate/health-sciences/nursing/nursing-direct-entry-ms/>

Technical Standards for Admission, Academic Progression, and Graduation

In addition to classroom learning, students' clinical education experiences occur in settings, like hospitals, in which patient safety is the priority. For this reason, students who, upon enrollment in any of the nursing programs, seek accommodations from the Disability Resource Center (DRC) at NU must also request an assessment of accommodations that would be needed for clinical education from the Program Director.

Certain functional abilities are essential for the delivery of safe, effective nursing care during clinical education activities. Therefore, the School of Nursing has determined that certain technical standards are requisite for admission, progression, and graduation from the nursing programs. An individual must be able to independently, with or without reasonable accommodation, meet the SON's technical standards. For more information, and a full description of the standards, please see:

<http://catalog.northeastern.edu/undergraduate/health-sciences/nursing/bsn/>

Academics

Admission Policy

Traditional Undergraduates

The Admissions Committee seeks to enroll students who have been academically successful and who have been actively involved in their school and community. For more information, please see the Northeastern University Course Catalog at: <http://catalog.northeastern.edu/undergraduate/admission/admission-policy-entrance-requirements/>

Accelerated Bachelor of Science in Nursing (ABSN)

The ABSN program seeks applicants who possess the dedication and academic potential necessary to succeed in our nursing school. Academic admission requirements, at a minimum include:

- A non-nursing bachelor's degree from an accredited institution
- A minimum cumulative GPA of 3.0
- Prerequisite course completion with a "C" grade or higher
- Lawful permanent residence in the United States
- Updated resume
- Test of English as a Foreign Language (TOEFL) if necessary, with a score of 100
- Transcript evaluation by World Education Services (wes.org) if your degree was obtained outside the United States
- Three letters of recommendation, either 2 academic and 1 professional or 1 academic and 2 professional. Letters of recommendation from family or friends are not accepted.
- Personal goal statement and a video essay describing your nursing interests and future career plans.
- Meet Northeastern University's School of Nursing *Technical Standards for Admission, Academic Progression, and Graduation*

For more information about admission requirements for ABSN, please see:

<https://absn.northeastern.edu/admission/accelerated-bsn-requirements/> For more information about the admission process for ABSN, please see: <https://absn.northeastern.edu/admission/admissions-process-absn/>

Direct Entry (DE) Master's in Nursing - Prelicensure

Admission to the DE program is highly selective. Academic admission requirements, at a minimum include:

- Bachelor of Science or Bachelor of Arts degree from an accredited college or university
- A Bachelor's Degree GPA of 3.0 or better
- Three letters of recommendation, either 2 academic and 1 professional or 1 academic and 2 professional. Letters of recommendation from family or friends are not accepted.

Direct Entry (DE) Master's in Nursing – Prelicensure (cont'd)

- Personal Goal Statement including interest in nursing, advance practice nursing, and future goals.
- Completion of prerequisites with a minimum grade of C or higher.
- Experience in patient care, volunteer or paid, is highly recommended
- Test of English as a Foreign Language (TOEFL) scores are required for all applicants who do not hold undergraduate or graduate degrees from U.S. institutions or institutions where English is not used. The required iBT TOEFL score is 100.

For more information about DE admission requirements, please see:

<https://bouve.northeastern.edu/nursing/programs/direct-entry-nursing-ms/>

Course Exemption Policy

Undergraduate Students

- Course exemptions are allowed through Advanced Placement, International Baccalaureate, and National Education exam scores, official transcripts from colleges and universities, and other international matriculation examinations during the University's undergraduate admissions process. Students may also receive transfer credit with the successful completion of college level courses with a grade of C or better from an accredited institution taken prior to enrollment at Northeastern
- The School of Nursing policies for undergraduate course exemption are consistent with the University policy.
- All Nursing courses must be taken according to a plan of study.
- For more information, please see the University's Admission Policy and Entrance Requirements at <http://catalog.northeastern.edu/undergraduate/admission/admission-policy-entrance-requirements/#text>

Accelerated Program for Second-Degree Students (ABSN) and Direct Entry Nursing (MS) Program Students

ABSN and Direct Entry Program students complete a prescribed 16-month, full-time, sequential program of study and do not qualify for course exemptions.

Advanced Standing Policy

Undergraduate Students

Results from Advanced Placement (AP) exams, International Baccalaureate (IB) exams, and other international matriculation examinations may enable students to receive advanced credits. Students may apply up to 32 semester hours of advanced credit towards their undergraduate degree. Official transcripts, score reports, or test results must be submitted before matriculation.

- The School of Nursing policies for undergraduate course exemption, advanced standing, and transfer courses are consistent with the University policy.
- Clinical nursing courses are not accepted as transfer courses into the nursing major.
- All Nursing courses must follow a documented plan of study.

Accelerated Program for Second-Degree Students (ABSN) and Direct Entry Nursing (MS) Program Students

ABSN and Direct Entry Program students complete a prescribed 16-month, full-time, sequential program of study and do not qualify for advanced standing.

Transfer Students and Change of Major Policy

Undergraduate Students

Northeastern University accepts qualified external transfer students into the School of Nursing based on capacity/availability after an applicant is evaluated through the Northeastern Admissions Office. There is no minor in Nursing. For more information, please see the Northeastern University Course Catalog at: <http://catalog.northeastern.edu/undergraduate/admission/admission-policy-entrance-requirements/#text>

The School of Nursing accepts current, qualified Northeastern University undergraduate students as internal change-of-major students based on capacity/availability. For more information, please see <https://bouve.northeastern.edu/student-services/undergraduate-change-of-major/>

Accelerated Program for Second-Degree Students (ABSN) and Direct Entry Nursing (MS) Program Students

ABSN and Direct Entry Program students accepted and in progress, who desire to change their major, must reapply to the University.

Academic Standards and Progression Policy

Undergraduate Students and Accelerated Program for Second-Degree Students (ABSN)

Academic standards and progression policies for Undergraduate and ABSN students can be found in the Northeastern University Course Catalog at: <http://catalog.northeastern.edu/undergraduate/health-sciences/nursing/bsn/#text>

Direct Entry Nursing (MS) Program Students

Academic standards and progression policies for Direct Entry students can be found in the Northeastern University Course Catalog at: <http://catalog.northeastern.edu/graduate/health-sciences/nursing/nursing-direct-entry-ms/>

Academic Standards and Progression policies are reviewed and updated annually.

Attendance Policy

All Students

Attendance in class, clinical, and simulation is mandatory for all students. For absences, students must still meet all course requirements and learning objectives.

The university policy is found here: <http://catalog.northeastern.edu/undergraduate/academic-policies-procedures/attendance-requirements/>.

Students are required to communicate an unexpected absence before class, clinical, or simulation in a method requested by the faculty.

Further School of Nursing information regarding clinical attendance is found under Clinical Setting Policies.

Academic Dismissal Policy

Undergraduate Students

Undergraduate nursing students in the Bouvé College of Health Sciences will be dismissed from their major effective the following academic semester for any of the reasons noted in the Northeastern University Course Catalog. For more information, please see <http://catalog.northeastern.edu/undergraduate/health-sciences/nursing/bsn/>

Undergraduate students dismissed from the nursing major but who are otherwise in good standing with the University are allowed to remain at Northeastern University for up to two semesters as a provisional Bouvé student, by the end of which the student is expected to move into a new major.

Accelerated Program for Second-Degree Students (ABSN) and Direct Entry Nursing (MS) Program Students

ABSN and Direct Entry nursing students will be dismissed from the nursing program for any of the reasons noted in the Northeastern University Course Catalog. For more information, please see the Northeastern University Course Catalog <http://catalog.northeastern.edu/undergraduate/health-sciences/nursing/accelerated-second-degree-students-bsn/#text> (ABSN) or <http://catalog.northeastern.edu/graduate/health-sciences/nursing/nursing-direct-entry-ms/> (Direct Entry)

Educational Mobility Policy

The Northeastern University School of Nursing supports the Massachusetts Board of Registration in Nursing Educational Mobility Position Statement and the 2010 IOM/RWJ Future of Nursing Report. For more information, please see <https://www.mass.gov/service-details/nursing-faculty-and-program-administrator-information>

All Students

The BSN, ABSN, and Direct Entry nursing programs are designed to promote education mobility and continue the development and education of the nursing workforce by recognizing and building on knowledge and skills attained by learners prior to their matriculation in formal educational programs. The School of Nursing is committed to supporting individual student learning needs.

Leave of Absence and Subsequent Return Policy

All Students

The School of Nursing policy regarding Leave of Absence is consistent with Northeastern University. For more information regarding the application to petition process and subsequent return from Leave of Absence, please see <http://catalog.northeastern.edu/undergraduate/academic-policies-procedures/leaves-of-absence-withdrawal/>

Withdrawal Policy

All Students

University Withdrawal.

Students seeking to withdraw from Northeastern University for any reason should meet with their academic advisor before completing the university withdrawal form online. For more information, please see:

<http://catalog.northeastern.edu/undergraduate/academic-policies-procedures/leaves-of-absence-withdrawal/>

Course Withdrawal.

Not attending class does not constitute withdrawal. Students receiving a grade of W or NE in any course are responsible for the costs associated with that course. Students must drop/withdraw from courses using processes described in the Northeastern University Course Catalog at:

<http://catalog.northeastern.edu/undergraduate/academic-policies-procedures/registration-taking-courses/#text>

- Withdrawing from a course will affect your program of study and will affect your graduation date.
- If you withdraw from courses that bring your total enrollment below a full-time load of 12 credits, it may affect your health insurance coverage and/or your financial aid package. Please check with Student Financial Services <https://studentfinance.northeastern.edu/> and the Bouve Office of Student Services <https://bouve.northeastern.edu/student-services/undergraduate-student-services/> (undergraduate) or <https://bouve.northeastern.edu/student-services/graduate-student-services/> (graduate)

Readmission Policy

All Students

Northeastern University School of Nursing considers students for readmission who have submitted a completed application for admission.

Graduation Policy

Undergraduate Students and Accelerated Program for Second-Degree Students (ABSN)

To be eligible to receive degrees, graduating seniors must meet all academic and residency requirements. They must also clear all financial, experiential education, and disciplinary deficiencies. For more information for Undergraduate and ABSN students, please see Northeastern University Course Catalog at:

<http://catalog.northeastern.edu/undergraduate/academic-policies-procedures/graduation-requirements/>

Direct Entry Nursing (MS) Program Students

For more information for Direct Entry Nursing (MS) Program students please see Northeastern University Course Catalog at: <http://catalog.northeastern.edu/graduate/academic-policies-procedures/graduation-requirements/>

Exam Policies

Proctored Exam Policies

Undergraduate Students and Direct Entry Nursing (MS) Program Students.

1. Upon arrival to the exam room, please place all belongings including cell phones, smart watches, hats, backpacks, food, and beverages at the front of the classroom. A student found to be in possession of any of these items once the exam has started will be asked to leave the testing room, may receive a zero on the exam and may be reported to the Office of Student Conduct and Conflict Resolution (OSCCR) in conjunction with University policies on academic integrity.
2. You are permitted pencils and a calculator.
3. You are permitted to use foam earplugs. No other earplugs/buds are allowed.
4. If taking an electronic exam, Respondus may be required.
5. Once the exam has started you will not be permitted to leave the exam room until such time as your exam has been submitted.
6. Once the exam is complete you will not be permitted to review the exam. You must close the exam, log out of Canvas if applicable, and return all scratch paper, even if not used during the exam.
7. Faculty will not be available to discuss or review exam questions until after the exam grades have been posted to the gradebook.
8. An exam item analysis is run on the results of all exams and informs faculty on test items that are in need of clarification, and occasionally on the need to adjust item grading accordingly.
9. Following an exam item analysis and release of the final exam grades, course section professors may offer a conceptual exam review. Students may also request a focused exam review in which to view their own individual student responses on the exam. A focused exam review must occur within two weeks of the posting of the exam grade for that specific exam. Students should contact their course section instructor to request a student focused exam review.
10. Late arrivals will be allowed to take the exam *however*, will only be permitted to utilize the time remaining for completion of the exam.
11. If a student is absent for an exam due to illness or other emergency email the course instructor prior to the start of the exam. Failure to report an absence to faculty prior to the start of an exams will negate the opportunity to reschedule the exam.
12. Re-scheduling of exams will not be permitted except in emergencies. With approval, make ups will be arranged. Exams must be made up within one week of the original date of the scheduled exam.
13. Make up exams will be an alternate version of the original exam.
14. Any breach in quizzes and exams processes or policies indicating cheating will result in:
 - a. The student receiving a grade of '0' for the quiz or exam.
 - b. A report to the Office of Student Conduct and Conflict Resolution (OSCCR) in conjunction with University policies on academic integrity.

Accelerated Program for Second-Degree Students (ABSN).

1. Please arrive to the exam room at least 15 minutes before the exam start time; remember to allow for extra travel to consider traffic/inclement weather.
2. Upon arrival to the exam room, please place all belongings including cell phones, smart watches, personal laptops, hats, backpacks, food , and beverages in the student lockers. A student found to be in possession of any of these items once the exam has started will be asked to leave the testing room, may receive a zero on the exam and may be reported to the Office of Student Conduct and Conflict Resolution (OSCCR) in conjunction with University policies on academic integrity.
3. At check in, you will be required to present your Northeastern University student ID, sign the attendance list, and proceed directly to your assigned seat/Chromebook. You should display your Northeastern University student ID to the side of your assigned Chromebook. Student requests for special/desired seating will not be accommodated.

4. You are permitted to have a single sheet of scratch paper, a pencil, and a calculator, all of which are provided for you at your assigned seat. You are also permitted to use earplugs which will be available in the exam room. No other earplugs will be allowed. Please write your name on the scratch paper as you will need to return the scratch paper when you check out of the exam.
5. Once seated, you should sign into Canvas using your proper credentials, access the appropriate course section, exam module, and await further instructions from the proctor.
6. The proctor will provide instructions for logging into the exam.
7. All exams are timed and typically allot 60 minutes in length for semester exams and two hours for final exams; please do not attempt to begin the exam before the start signal is given by the proctor.
8. Once the exam has started you will not be permitted to leave the exam room until such time as your exam has been submitted.
9. A faculty member will be present, along with the proctor, at all exams to assist the proctor in exam monitoring. During the exam, faculty members cannot answer questions related to the content, but will assist should any technical issues arise.
10. Once the exam is complete you will not be permitted to review the exam. You must close the exam, log out of Canvas, check out with the proctor, and return all scratch paper, even if not used during the exam.
11. Faculty will not be available to discuss or review exam questions until after the exam grades have been posted to the gradebook.
12. An exam item analysis is run on the results of all exams and informs faculty on test items that are in need of clarification, and occasionally on the need to adjust item grading accordingly.
13. Following an exam item analysis and release of the final exam grades, course section professors may offer a conceptual exam review. Students may also request a focused exam review in which to view their own individual student responses on the exam. A focused exam review must occur within two weeks of the posting of the exam grade for that specific exam. Students should contact their course section instructor to request a student focused exam review.
14. At no time are students allowed to access an exam outside of the proctored environment.
15. Students expecting to arrive late for an exam should call the site at 781-262-0849 (Burlington) or 704-954-8422 (Charlotte) .
16. Late arrivals will be allowed to take the exam *however* will only be permitted to utilize the time remaining for completion of the exam. Repeated incidences of tardiness will be addressed via the Navigate Progress Reports communication tool.
17. If a student is absent for an exam due to illness or other emergency, the student must email or text the professor before the start of the exam, and must call the site at 781-262-0849 (Burlington) or 704-954-8422 (Charlotte) to report his or her absence. Failure to report an absence to faculty prior to the start of an exam may negate a student's opportunity to make up an exam.
18. Re-scheduling of exams will not be permitted except in emergencies and under extreme circumstances. In such cases, only the program director can provide approval for the rescheduling of an exam. With approval, exam make up must be arranged through the section instructor and the proctor. Exams should be made up within one week of the date of the scheduled exam.
19. Make up exams will be an alternate version of the original exam.
20. Any breach in quizzes and exams processes or policies indicating cheating will result in:
 - a. The student receiving a grade of '0' for the quiz or exam.
 - b. A report to the Office of Student Conduct and Conflict Resolution (OSCCR) in conjunction with University policies on academic integrity.

Remote Testing Policy

All Students

In addition to the above Proctored Exam Policies:

1. Students are required to remain seated for the entire quiz or exam session.
2. Students are permitted to use foam earplugs during a remote quiz or exam. No other earplugs or headphones are allowed.

3. If taking an electronic exam, Respondus may be required.
4. Upon completion of a quiz or exam, students must submit the quiz or exam, and log out of Canvas.
5. Faculty will not be available to discuss or review exam questions until after the exam grades have been posted to the gradebook.
6. Following release of exam grades, course section professors may offer a group conceptual exam review. Following attendance at a conceptual review, students may request to meet virtually with their section instructor to review concepts based on their individual responses on an exam. Any exam review must occur within two weeks of the posting of exam grades.

Post Examination Review Policy

All Students.

The faculty of record is responsible for conducting post examination reviews for the individual course section. There are two levels of post examination review: conceptual review and student focused review.

Conceptual Examination Review.

A conceptual post examination review provides an opportunity for faculty to review the concepts that appeared to most challenge students as evidenced by the exam item analysis. The post exam review is not an opportunity for students to challenge the validity of individual examination questions.

A conceptual review may be conducted in person, or through a virtual collaboration modality (such as Canvas or Zoom) for one or more students. The instructor of record will provide students with information on the logistics of a scheduled exam review and, for virtual sessions, will provide students with all information/direction needed for accessing the session.

In-person* Student Focused Exam Review.

*In-person indicates a face-to-face meeting on campus.

An in-person student focused exam review will occur when a student requests the opportunity to view his or her examination. An in-person review must occur within two weeks of the posting of the exam grade for that specific exam.

An in-person student focused exam review session will be conducted for 1-4 students that will last no longer than 30 minutes.

State Board of Nursing Examination

The students will be notified about filing for the National Council for Licensure Examination (NCLEX-RN), and assisted in the application and registration process to sit for the NCLEX-RN after graduation. The NCLEX-RN is designed to test knowledge, skills, and abilities essential to the safe and effective practice of entry-level nurses. The NCLEX-RN is administered by computer, using a method called computerized adaptive testing (CAT). Only students who have received their diploma are eligible to sit for the NCLEX-RN. Students who plan to take the NCLEX-RN in another state should contact the Board of Registration for Nursing in the state in which they wish to be licensed and request appropriate application materials.

We know you need to plan for final semester costs, so be informed that there are costs associated with taking the exam to become a registered nurse. Specifically, anticipate a \$200 fee payable to Pearson Vue for NCLEX testing services and a state specific NCLEX-RN Application Fee that ranges from \$50 - \$300 payable to the Board of Nursing in the state where you will take your NCLEX. These two fees are incurred when you register to take the NCLEX examination.

Kaplan NCLEX-RN preparatory course fees

Kaplan (<https://www.kaptest.com/nclex>) is used to help prepare you to successfully pass the National Licensure Examination (NCLEX®). Kaplan offers a unique approach to help you pass the NCLEX:

- The Kaplan Decision Tree, a Kaplan exclusive, enables you to master the critical thinking skills needed to answer analysis and application level questions. The Decision Tree will help you learn how to break each question down and avoid common traps.
- Baseline diagnostic and predictor tests that are analyzed to provide you with a remediation plan based on your strengths and weaknesses and probability of success on the NCLEX exam.
- Mid-level fidelity simulation case studies that follow the nursing process to support nursing critical thinking and clinical judgment skills.
- A comprehensive online resource is provided which includes over 2,000 exam-style practice questions with explanations, plus individualized feedback. No other prep course offers as much, or as realistic practice. Their feature is analogous to UWorld, an NCLEX preparation application.

The total cost of the Kaplan program is approximately \$660.00 with applicable taxes and paid directly to Kaplan. You will receive an email from Kaplan containing instructions on how to register. You can reach the payment page through your homepage and choose to make payments toward the total amount, or a one-time payment up until the semester deadline.

Clinical Setting Policies

Clinical Attendance Policy

Attendance in clinical and simulation is mandatory for all students.

There are no excused absences from clinical.

Students must be fully compliant with clinical clearance requirements to start the clinical course (see *Documentation of Immunity & Clinical Clearance*).

In addition, to the University's immunization requirements, students will adhere to the policies and procedures of assigned clinical site/s and are required to complete a background check. *Students must be in compliance of all clinical clearance requirements at all times during the clinical portion of the program.*

If a student is noncompliant with health insurance & clinical clearance requirements, the student:

- Will be removed from clinical immediately.
- May not return to clinical until clinical clearance requirements are completed and submitted.

Students will be required to make up any missed day during the semester.

- Students missing more than 1 scheduled clinical day, including non-compliance with clinical clearance requirements, will be unable to meet course requirements.

Students are required to communicate an absence before clinical and simulation in a method requested by the faculty.

- For absences, students must still meet all course requirements and learning objectives.
- Students missing clinical or simulation hours for issues related to illness, substantial, extenuating and documented circumstances, are required to make up missed hours.
- Missed hours must be made up at the clinical site as arranged by the clinical instructor, and as made available within the contracted clinical experience period. In the rare instance that clinical site make up is not possible, a student will be required to complete a substantial alternate assignment consistent with the number of clinical hours missed.
- Grades on any make up assignment are a component of the clinical grade.

Failure to meet course requirements and learning objectives will result in course failure.

Clinical Warning Policy

A nursing student will be placed on clinical warning or fail the clinical course at any time during the semester for the following reasons:

- Failing to meet the clinical objectives at a satisfactory level.
- Failing to demonstrate safe practice.
- Failing to meet the attendance requirement.

Students will be removed from the clinical area before completion of the clinical rotation, if the instructor determines that the student is unsafe. This will result in the student failing the clinical course.

For more information, please see:

<http://catalog.northeastern.edu/undergraduate/health-sciences/nursing/bsn/>

Uniform Requirements Policy

In accordance with the uniform policies of the program, students are required to purchase uniforms for their clinical rotations. All garments must be purchased from McGill's Uniform Company, the designated uniform supplier. Cost of the uniform, shoes and name badge is approximately \$200, plus the additional cost of a stethoscope of your choice.

The program will provide either scheduled campus visits or an alternative ordering option. Students may also call McGill's Uniform Company at 1-603-627-3472 to order the uniform.

The following items are included in the uniform:

- 1 shirt, white with logo
- 1 pants or skirt, navy
- 1 jacket, blue (optional)
- 1 long-sleeved turtleneck or crewneck, blue (optional)
- 1 name pin (clinical name pin)
- White professional shoes (no clogs); will be purchased independently.

Students are required to wear the uniform in compliance with the uniform regulations of the nursing program and those of their assigned clinical agency (for example, a lab coat over street clothes in a community health center; the required shirt and pants with a lab coat in the hospital).

At all times, you must identify yourself with your name and as a Northeastern University student; always wear your name pin in the clinical area. This is a legal requirement.

Hair needs to be clean, neat, and pulled back and off the collar. No fabric headbands or head wraps (exceptions made for religious headgear). Male students should be clean shaven. If facial hair is present, please ensure that it is neatly trimmed. Tattoos should be covered.

All jewelry must be removed with the exception of stud earrings in the ear lobe and wedding bands. Only one stud earring in each ear lobe allowed. No arm jewelry except for a watch. No necklaces. No facial/tongue piercings (tongue, nose, or eyebrow) are allowed. THERE ARE NO EXCEPTIONS.

Nails must be short; acrylic nails, gel nails, or any other artificially attached nails are not allowed. Nail polish must be neat, free of chips, and neutral in color; some units do not permit nail polish of any type.

Documentation of Immunity & Clinical Clearance Policy

Clinical attendance is critical to successful progression. Prior to the start of any clinical course, Northeastern Nursing students must provide the Clinical Placement Office (CPO) with proof of immunity to certain diseases, per Massachusetts (MA) and North Carolina (NC) state laws¹, as specified below. Documentation of immunizations and/or titers must **be on letterhead or prescription slip**, and signed by a physician, nurse, nurse practitioner, pharmacist, or physician assistant. Alternatively, documentation may be provided by your high school, previous college, or military facility, again with clinician signature.

Clinical clearance is specific to the site and includes the cost of drug screening, background check, and the immunization tracking product and ranges from \$85-\$130. Additional costs may be incurred to update vaccinations, titers, or CPR certification.

MA Department of Public Health

Guidelines for health care personnel (HCP) are based on the recommendations of the Advisory Committee on Immunization Practices (ACIP). See Immunization of Health-Care Personnel - Recommendations of the ACIP. www.cdc.gov/mmwr/pdf/rr/rr6007.pdf or visit the MDPH website at www.mass.gov/dph/imm or call MDPH 617-983-6800.

NC Dept Health and Human Service:

130A-152. Immunization required.

- (a) Every child present in this State shall be immunized against diphtheria, tetanus, whooping cough, poliomyelitis, red measles (rubeola) and rubella. In addition, every child present in this State shall be immunized against any other disease upon a determination by the Commission that the immunization is in the interest of the public health.

130A-155.1. Submission of certificate to college or universities.

- (a) Except as otherwise provided in this section, no person shall attend a college or university, whether public, private, or religious, unless a certificate of immunization or a record of immunization from a high school located in North Carolina indicating that the person has received immunizations required by G.S. 130A-152 is presented to the college or university. The person shall present a certificate or record of immunization on or before the date the person first registers for a quarter or semester during which the student will reside on the campus or first registers for more than four traditional day credit hours to the registrar of the college or university.

- MMR² -- 2 immunizations at least one month apart **and** positive antibody titers
²Immunizations must have been administered in 1968 or later, on or after the first birthday, i.e., no earlier than 12 months of age, and no sooner than four weeks apart.
- Tetanus-Diphtheria attenuated Pertussis (MA state requirements include a TDaP within the past 10 years). 1 booster immunization within 10 years of matriculation through graduation.
- Hepatitis B³—3 doses of the Engerix-B or Recombivax-HB formulations of the hepatitis B vaccine on a 0, 1, and 6-month schedule, or 2 doses of the Heplisav-B formulation on a 0- and 1-month schedule **and** positive antibody titer
³Immunizations must be administered at appropriate intervals (i.e., the second, at least one month after the first —the third, at least two months after the second and four months after the first).
- Hepatitis B antibody Titer: obtain anti-HBs serologic testing 1–2 months after dose #2 (for Heplisav-B) or dose #3 (for Engerix-B or Recombivax HB). If titer is negative, documentation of booster or series repeated is required.
- Varicella – Documented history of disease or 2 doses of varicella vaccine >4 weeks apart **and** positive antibody titer
- PPD⁴ – Tuberculin skin test required yearly.

⁴If history of positive test then, clinical documentation of date of test, chest x-ray results, and treatment are required.

CXR must be obtained within past 5 years; MD Certification verifying absence of signs and symptoms required annually.

- Influenza vaccine-- must be given annually
- BLS – Copy of current “Healthcare Provider” certification
- Criminal Background check to be done by the CPO – appointments will be available.

If you are unable to obtain documentation, immunizations may be administered at UHCS on the Boston campus for a fee. The fee is waived if you have school insurance (NUSHP). Please note that UHCS does not bill insurance. Payment at time of service may be done with a credit, debit or Husky Card. All other forms of payment must be made through Student Financial Services.

Certain clinical agencies may require documentation that goes beyond the list above. Students will be advised during the clinical placement process if this applies to them.

Lab Supplies and Fees

Students are required to purchase a Lab Supply pack to support learning in the fundamental laboratory courses. The supply packs must be purchased by the second week of lab. Supply packs cost approximately \$100, in total, for the two fundamental courses. Details regarding payment will be supplied prior to the start of the course.

Health and Counseling

University Health and Counseling Services (UHCS)

Information about University Health and Counseling services is found at <http://www.northeastern.edu/uahcs/>

Charlotte Accelerated Program for Second-Degree Students (ABS/N)

Services are accessible at FIND@Northeastern.

Other Resources

We Care

The We Care program is a support system for students during times of difficulty or challenge. For more information, please see <https://studentlife.northeastern.edu/we-care/about-us/>

Center for Spirituality, Dialogue and Service

The Center offers assistance and support for a variety of spiritual and personal needs. For more information, please see <https://www.northeastern.edu/spirituallife/>

Health Insurance

Students are automatically enrolled and billed for this plan by Northeastern University; if you prefer not to enroll in this plan, **you must complete the waiver by the deadline.** The waiver form is available through the MyNortheastern Health Services portal.

Massachusetts law requires all full-time and three-quarters-time college students enrolled in a degree or certificate program to demonstrate evidence of coverage by a qualifying health plan for unanticipated medical costs. For further information please contact Northeastern University Student Health Plan <http://www.northeastern.edu/nushp/us/>.

Charlotte Accelerated Program for Second-Degree Students (ABS/N)

Northeastern University Student Health Plan (NUSHP) allows access to healthcare in North Carolina. Students can utilize their physician if they live in the area. In addition, students new to the area will receive information about the local healthcare systems.

Student Rights and Grievances Policies

Academic Appeals Policy

It is the policy of the University that all students shall be treated fairly with respect to evaluations made of academic performance, standing, and progress. Students who believe that they were erroneously, capriciously, or otherwise unfairly treated in an academic or cooperative education decision may petition to appeal the decision. Additional details about the process may be found in the *Appeals Policies and Procedures* in the Northeastern University Undergraduate Student Handbook at <https://www.northeastern.edu/admissions/handbook/> and in the Bouvé College Academic Affairs Appeals Policy at <http://catalog.northeastern.edu/undergraduate/health-sciences/>

Grievance and Complaint Policy

It is the policy of the University that all students shall be treated fairly. Students who believe that they were erroneously, capriciously, or otherwise unfairly treated in their program may contact School of Nursing Leadership using communication hierarchy that starts with the Program Director for their program. The student may then contact the Assistant Dean for Undergraduate Programs, followed by the Dean for the School of Nursing (See School of Nursing Administration and Faculty Leadership at the beginning of the handbook, for contact information).

Students' Bill of Academic Rights and Responsibilities

This bill was drafted by the Student Senate, the vice president for student affairs, and members of the Faculty Senate. It was passed in the spring of 1992. For more information, please see: [Student Bill of Academic Rights and Responsibilities < Northeastern University](#) and <http://www.northeastern.edu/osccr/academic-integrity-policy/>

Title IX Policy

Northeastern University is committed to providing equal opportunity to its students and employees, and to eliminating discrimination when it occurs. The Northeastern University Title IX policy articulates how the University will respond to reported allegations of sexual harassment involving students, including sexual assault, and provides a consolidated statement of the rights and responsibilities under University policies and Title IX. For more information, please see: <https://www.northeastern.edu/ouec/title-ix-policy-2/>

Disability Resource Center (DRC)

Northeastern University and the DRC are committed to providing services that will enable students who qualify under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act to participate fully in the activities of the University. Under the ADA guidelines a person with a disability is one with a physical, mental, emotional, or chronic health impairment that *substantially limits* one or more major life activity such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Students must contact the DRC to determine appropriate accommodations and formally open a file. The DRC recommends that students contact the office at least three months before arrival on campus. This will allow enough time to assemble the required diagnostic documentation, register, and set up services. For more information, please see: <http://northeastern.edu/drc/>

General Campus Support

Obtaining Your Husky Card ID

You can obtain your Husky Card by visiting the Office in 4 Speare Commons. You will need to show a valid photo ID, such as a driver's license or passport, and your NUID number. Your NUID number can be found on MyNortheastern.edu.

For more information, please see <http://www.northeastern.edu/huskycard/>

If you have any questions, please call the Husky Card Office at 617-373-8740.

Charlotte ABSN students: You will obtain your Husky Card on Orientation day. You will need to show a valid photo ID, such as a driver's license or passport, and provide your NUID number. Your NUID number can be found on my.northeastern.edu. Your Husky Card provides access to printers on the Charlotte campus.

Parking

Undergraduate Students and Direct Entry Nursing (MS) Program Students

Prior to the start of each academic year or semester, faculty, staff, and students may apply for a parking permit online. Permit applications are available online through my.northeastern.edu. For more information, see: <https://www.masparc.com/instructions>

Students may pay for parking via credit card, check, or cash. Consistent with current student financial aid regulations, this change is warranted to ensure that non-academic charges are not paid for directly with Federal financial aid resources.

Burlington Accelerated Program for Second-Degree Students (ABSNT)

Parking at the Burlington site is free of charge in the designated spaces at the rear of the building marked by a yellow line. Please refrain from parking in any of the visitor spaces, marked company spaces or in the spaces designated for site deliveries.

Charlotte Accelerated Program for Second-Degree Students (ABSNT)

Public parking is available around the Charlotte campus. Students can access public transportation, CATS buses or the Lynx light rail. Discount bus and light rail tickets may be purchased on campus. Additional information will be provided at orientation, for more information, please see

<https://absn.northeastern.edu/absn-locations/>

Course Registration

How to register for a course: [Registering for Classes - Office of the University Registrar at Northeastern University](#)

Students are required to self-register for their classes each semester.

Current and continuing students register for courses online using the myNortheastern.edu web portal. The system allows students to add and drop courses, and confirm course registration; the system works in real-time. Your course add or drop will be processed immediately, and you can confirm your transaction before you log off.

To register, go to the myNortheastern Web portal. Log in using your username and password or click on "How do I get a myNortheastern username and password?"

For more information, please see [Registration & Classes - Office of the University Registrar at Northeastern University](#)

Undergraduate Students and Direct Entry Nursing (MS) Program Students

Class schedules listing the course numbers, course registry numbers, day, and time will be posted before registration on the Registrar's website.

Accelerated Program for Second-Degree Students (ABSN)

Class schedules listing the course numbers, course registry numbers, day, and time will be provided.

Bookstore

The Northeastern Campus Bookstore is located in the lower level of the Curry Student Center. Hours of operation are Monday through Thursday from 8:00 am to 8:00 pm, Friday from 8:00 am to 6:00 pm, Saturday from 8:30 am to 4:00 pm, and Sunday from 12:00 pm to 4:00 pm. To contact the bookstore by phone, call 617-373-2286. The bookstore is affiliated with Barnes and Noble bookstores. All required and recommended books can be viewed on the bookstore site at <https://northeastern.bncollege.com/shop/northeastern/home> under the "textbook" tab.

Canvas

Canvas is Northeastern's online learning management system (LMS), a framework for an instructor to set up a course site and post material to it that students enrolled in that course can access. Additional features of the LMS service include:

- Enabling communication through discussion boards and chat
- Faculty administration and grading of assignments and tests
- Integration with myFiles, TRACE course evaluation, Navigate Progress Reports and lecture capture

Information Technology Services

The Northeastern University LMS is supported by Information Technology Services. For more information, please see <https://its.northeastern.edu/>

- Phone: the HELP desk at 617.373.4357 (on Boston campus: xHELP)
- Email: help@northeastern.edu
- The HELP Desk, located in the InfoCommons at 184 Snell Library, open 24 hours a day, 7 days a week during the school year, can assist you with Canvas questions.

Northeastern University Libraries

The Northeastern University Libraries support the mission of the University by working in partnership with the University community to develop and disseminate new scholarship. The Library fosters intellectual and professional growth, enriches the research, teaching, and learning environment, and promotes the effective use of knowledge by managing and delivering information resources and services to library users. For more information, please see: <http://library.northeastern.edu>

Welcome to the Library (<https://library.northeastern.edu/about/welcome-to-the-library>). Robust online resources for discovering information and scholarly resources will help you access everything from fascinating historical collections to the latest in scientific research. Ask-A-Librarian on site or online to get the help you need from experts.

Main telephone: 617-373-8778

Northeastern Printing Plan

At the start of the academic year, members of the Northeastern community receive \$120 worth of printing credits on their Husky Cards. The non-refundable annual credit does not roll over from year to year, and when the balance hits \$0.00, the printing system will default to using Husky Dollars. For more information, please see [Print Allowance | Husky Card Services | Northeastern University](#)

Undergraduate Students, Direct Entry Nursing (MS), and Burlington Accelerated Program for Second-Degree Students (ABS/N)

Printing credits can be used at printers on the main Boston campus library.

Charlotte Accelerated Program for Second-Degree Students (ABS/N)

Printing credits can be used at printers on the Charlotte campus.

Writing Center

The Writing Center is a branch of Northeastern's award-winning Writing Program and is a nexus for research, service, and programming centered around writing and the teaching of writing. Consultants in the Writing Center are carefully selected and trained undergraduates and experienced graduate students and teachers of writing who work with any member of the Northeastern community on aspects of writing, from conceptualizing, planning, researching, organizing, drafting, and revising. For more information, please see: <https://cssh.northeastern.edu/writingcenter/>

Campus Safety and Security

Northeastern University Police

The Northeastern University Police team is committed to working with Northeastern faculty, students, staff, and neighbors to build relationships and keep our campus thriving. Their work extends far beyond Boston, as they support learners in their academic and experiential endeavors around the world.

For detailed information, please see: <https://nupd.northeastern.edu/>

Emergency Procedures

Boston Campus

Blue-light campus phones are located throughout the main Boston Northeastern campus. These phones are distinguished by the blue light on top and have “Northeastern University Campus Emergency Phone” lettered on the door of the weatherproof box. They may be used to contact the University Police to report emergencies or for other nonemergency assistance.

Safety Escort Service.

If you need to be accompanied from one point to another, you can arrange for a personal safety escort any time of day. Call 617.373.2121 to schedule an escort pick-up. For more information, please see [Safety Escort Services - Northeastern University's Police Department](#)

SafeZone App.

As part of a comprehensive set of efforts to maintain a resilient and safe campus environment for our community, the Northeastern University Police Department launched SafeZone, a new mobile safety app, to enable students, faculty, and staff on campus to report emergencies, request medical assistance, or simply stay in touch during late-hour work assignments.

You are encouraged to view [NUPD SafeZone video](#) and the [SafeZone Mobile Safety App - Northeastern University's Police Department](#) Web Site for additional information.

Burlington Accelerated Program for Second-Degree Students (ABSN)

Immediate Emergency Assistance

- In the event of an on-campus emergency, immediately find a campus staff member who will contact [911](#) or our building security team for assistance. Phones are located in every room throughout campus.
- For off-campus emergency assistance, immediately dial 911. Please notify an appropriate campus staff member for University assistance if needed.

Emergency Contact Numbers

911 – Local Emergency Services

617-373-3333 – NUPD

Charlotte Accelerated Program for Second-Degree Students (ABSN)

Immediate Emergency Assistance

- In the event of an on-campus emergency, immediately find a campus staff member who will contact [911](#) or our building security team for assistance. Phones are located in every room throughout campus.
- For off-campus emergency assistance, immediately dial 911. Please notify an appropriate campus staff member for University assistance if needed.

Emergency Contact Numbers

911 – Local Emergency Services

704-348-6862 – G4S Security Desk (Building Security)

704-954-8283 – Campus Operations Manager

617-373-3333 – NUPD

Class Cancellations

Northeastern University posts emergency announcements, including news of weather-related closings, on its northeastern.edu homepage and notifies members of the community individually through the NU ALERT system. In addition, the university has made arrangements to notify students, faculty, and staff by radio and television when it becomes necessary to cancel classes because of extremely inclement weather.

If a storm occurs at night, the announcement of university closing is given to the radio stations at approximately 6 a.m. Classes are generally canceled for that entire day and evening at all campus locations unless stated otherwise. When a storm begins late in the day, cancellations of evening classes may be announced. This announcement is usually made between 2 and 3 p.m.

Undergraduate Students, Direct Entry Nursing (MS), and Burlington Accelerated Program for Second-Degree Students (ABS/N)

AM stations WBZ (1030), WILD (1090), and WRKO (680), and FM station WBUR (90.9), are the radio stations authorized to announce the university's decision to close. Television stations WBZ-TV4, WCVB-TV5, and WHDH-TV7 will also report cancellations. Since instructional television courses originate from live or broadcast facilities at the university, neither the classes nor the courier service operates when the university is closed. Please listen to the radio or television to determine whether the university will be closed.

Charlotte Accelerated Program for Second-Degree Students (ABS/N)

Charlotte campus status updates are communicated via the Charlotte Campus Community Canvas group, website, social media (Twitter and Facebook), NU ALERT, and local news channels including News14, WCNC, WBTV, and WSOC.

Student Affairs

The mission of Northeastern University's Division of Student Affairs is to cultivate well-prepared global citizens, promote well-being and equip learners with the skills necessary to engage diverse communities. The Division of Student Affairs collaborates with students, faculty, staff, alumni, parents, and many others in our mission to help students succeed. For more information, please see:

<https://studentlife.northeastern.edu/about/>

Northeastern Student Nurses Association

The Northeastern Student Nurses Association (NUSNA) is the official voice of the undergraduate student community. It serves to mentor nursing 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. For additional information please email them at nustudentnurses@gmail.com

Student Advisory Board to the Director

The Student Advisory Board (SAC) provides Burlington and Charlotte ABSN students with a voice in offering their opinion and lived experiences related to the effectiveness of the learning methods and strategies employed for achieving the program outcomes.

Board membership will include one to two representatives from each the semester cohorts. Board members will be expected to commit to attending meetings of the Student Advisory Board to the Director which will take place on mutually agreed upon days/times, at least twice per semester. Representatives will remain on the Board throughout their enrollment in the program. Board meetings will be facilitated by the program director. There will be a planned agenda for each meeting and suggestions for discussion items will be solicited from Board members in addition to items of interest from the School of Nursing leadership.

Additional Nursing Program Costs

In addition to University tuition, fees, required textbooks, other estimated supplies and miscellaneous costs for the nursing program, as of September 2019, are found in the following sections of this document:

- State Board of Nursing Examination
- Kaplan NCLEX-RN preparatory course fees
- Uniform Requirements
- Documentation of Immunity and Clinical Clearance
- Lab Supplies and Fees

Scholarships and Awards

The School of Nursing is pleased to be able to offer a number of funded awards that support our students' academic pursuits and global co-op interests. These awards are endowed by alumni, faculty, and our students' families.

Every student in the SON is invited in the fall of each academic year to apply for these awards. All applications are carefully reviewed and recipients selected by the School of Nursing Scholarship and Awards Committee. The committee consists of faculty representing the various programs within the School of Nursing.

The students who are selected are notified of their award at the end of the fall semester. In the spring semester, all awardees are invited to the annual School of Nursing Awards Ceremony. At that event, they will meet the donors of their award, and be recognized by the faculty and the Deans of the School of Nursing and the Bouve College.

In addition, students graduating from the undergraduate, ABSN, or DE pre-licensure program are eligible to be nominated by faculty and their classmates for various awards acknowledging their service, leadership, achievement, contributions to fellow students, and excellence of nursing care. Nominees are reviewed and awardees are selected by the school of nursing scholarship and awards committee. Awards are conferred at the convocation ceremony.

Cooperative Education in the School of Nursing

Cooperative education, also known as co-op, is an educational model that allows students to alternate periods of full-time academic study with periods of full-time work in areas related to their field of study. Through co-op, Northeastern University nursing students work in a variety of settings in nursing and health care. These settings can include large urban medical centers that are teaching hospitals, specialty hospitals, outpatient clinics, and community hospitals providing students with the opportunity to work in a variety of nursing specialties. Students may complete co-ops with our established partners in Boston, the United States, globally, and through student developed opportunities.

Goals of Nursing Cooperative Education

Cooperative education is an integral part of the nursing curriculum and co-op experiences provide students with opportunities for professional and personal growth.

Goals of the program include:

- Clarify immediate and long range personal, educational, and career goals.
- Explore jobs in nursing to confirm nursing as a career choice.
- Test values, interests, abilities, and lifestyle against the realities of a nursing career.

- Practice professional behaviors, including civility and appropriate use of social media in the workplace.
- Practice and refine patient care clinical skills while being part of an effective member of the interprofessional health care team.
- Apply knowledge gained in the classroom to co-op settings.
- Establish collegial and mentoring relationships with fellow nurses.
- Prepare for the transition from student to professional nurse.
- Develop career management skills and build a network to support the students first job search as a new graduate nurse.

The School of Nursing Co-op Program

Undergraduate Students

The School of Nursing undergraduate program consists of a 4-year program with two, 6-month co-op periods. Students also have the option to complete their BSN in 5 years which allows for three, 6-month co-ops.

Patterns of attendance (POA) determine students' program plans, i.e., when a student will be on co-op and in class. Once assigned, students remain in that POA for their academic program.

Students who choose the option of a 5-year program with three, 6-month co-ops will have the opportunity to experience an additional clinical setting and further expand their network.

Accelerated Program for Second-Degree Students (ABSN)

ABSN students have the option to choose to complete a four-month co-op, after the second or third semester of the program.

Requirements for Co-op Eligibility

To be eligible for co-op, nursing students must meet the following requirements. These are in addition to the general eligibility requirements for all undergraduate students in the University.

- Students must meet Bouvé College of Health Science's academic standards as stated in the Undergraduate Information Manual: [Bouve Handbook](#). Students must also meet the School of Nursing academic and progression requirements.
- Students must pass NRSB 2220, NRSB 2221, and NRSB 2000 with a minimum grade of C to eligible for their first co-op.
- If a student receives a grade of C- or less in a nursing or professional course, there may be implications for co-op employment. In this situation the student's academic advisor will work with them to determine if adjustments need to be made in their program plan. If needed, the Director for the Boston Undergraduate Nursing Program, co-op faculty, and the academic advisor will confer with the student about the effect of grade(s) on co-op eligibility, POA, and employment.

Undergraduate Nursing Co-op Policies and Procedures

General Policies

- Students are expected to adhere to the co-op schedule indicated by their POA.
- The minimum requirement for nursing students is two, 6-month co-ops.

- Students who request a change to their POA must submit that request to the academic advisor who will review with the program director, co-op faculty, and clinical placement office and determine if the request can be approved.
- Students who select the 5-year program and later, for academic or personal reasons, decide not to complete the third co-op will need to meet with their academic and co-op advisors for approval.
- Students who would like to take a non-nursing course during co-op will review that plan with their academic advisor. Due to potential scheduling conflicts, it is highly recommended they also meet with co-op faculty coordinator.
- Students are not allowed to take a nursing (NRSG) course while on co-op, unless approved by the nursing academic standing committee (ASC).
- Per-diem work outside of a scheduled co-op period does not fulfill co-op requirements.

Interview Policies

- Class and clinical are mandatory and co-op interviews may not be scheduled those times.
- Students may not interview if they have already accepted a position.

Co-op Employment Policies

- Once a co-op position is accepted, verbally or in writing, the decision is considered final, and students may not renege on that acceptance.
- Each co-op experience must be within a health care setting. In at least one of the two experiences the student must provide direct patient care, i.e., as a patient care assistant, and be supervised by a registered nurse.
- Co-op periods are 6 months in length and students must work the entire co-op period, for a minimum of 32 hours per week, to be eligible to meet the SON co-op requirement.
- Co-op employers require occupational health screenings prior to or during employment, including physical examinations and drug testing, as well as criminal background checks and security clearances.
- Failure to complete or pass these types of qualifying screenings may impact the student's eligibility and/ or opportunities for co-op employment.
- All co-op positions must be approved by the nursing co-op faculty prior to acceptance. Be sure to consult with your co-op faculty to be sure your co-op position meets the SON criteria for co-op.
- Students are not permitted to administer medications, of any kind and by any route, while employed as a co-op student.
- There are no scheduled vacations or planned absences, during co-op assignments.
- Students who become ill, are injured or for any reason are absent from co-op employment must follow the employer's procedures for reporting an absence.
- In addition, if absent for more than 2 days then the student must notify the co-op coordinator immediately.
- An absence that exceeds one week may necessitate the initiation of a personal or medical leave of absence (LOA). The student will need to work with their co-op coordinator and academic advisor to complete the missed co-op work to fulfill the 6-month requirement (see below).
- The co-op coordinator may contact the onsite co-op supervisor to provide additional information if an LOA is required.
- If the length of your co-op employment is less than 6 months, the onsite co-op supervisor and co-op faculty must be informed. Possible outcomes include:
 - Further co-op employment to meet the required minimum of two, six-month coops.
 - Petition to ASC for approval to reduce the length of this requirement.

Additional Employment Information

- Nursing students may choose to participate in a global co-op experience. Please see co-op faculty for planning details.
- A global co-op can be allocated to more than one setting, e.g., 4 months domestic and 2 months global, in an approved health care setting. Positions available for a 4-month co-op may be more limited than positions on a 6-month schedule.
- Secure, low-cost transportation, in the form of taxi vouchers, is available for travel between 10 PM and 6 AM to or from coop employment location. Please see your co-op coordinator for additional information.

Co-op Grading Criteria

Prior to Co-op

- Participate in all phases of the co-op process: **preparation, activity, and reflection.**
- Enter the Nonworks database, the accepted co-op position, salary and start and end date, and confirm all information with co-op faculty **prior** to co-op.
- Acknowledge acceptance and understanding of this document, the Undergraduate and ABSN Student Information Manual for Cooperative Education in nursing.

During co-op

- All students are required to confirm their supervisor's contact information within the first two weeks of co-op.
- All students are required to identify learning outcomes at the beginning of their co-op experience.
- First co-op students are required to participate in 3 reflections. If students do not complete all reflections, they will submit a comprehensive post-co-op reflection paper covering the missing reflection(s).
- At the end of the co-op experience, all students complete a student self-assessment, and receive a employer assessment from the nurse manager or their designee.
- Please note: Students will receive email prompts to complete all the above requirements. The emails will come from careers@northeastern.edu

After co-op

- The transcript will reflect the final grade for each co-op. The co-op coordinator determines if requirements have been satisfactorily completed, or not, and assigns a grade (S, I, U).
- Students who do not complete the above requirements on time will receive a grade of Incomplete (I) until all the requirements are met, as determined by their co-op faculty coordinator.
- Students who receive an Unsatisfactory grade (U) for co-op will be required to complete an additional co-op including all reflections and assessments. This may require an extended program plan and delayed graduation date.
 - Reasons for an unsatisfactory grade may include quitting a job, excessive time off/absenteeism, violating institutional policy, HIPPA violations, termination by their employer, as well as other issues.

General University Co-op Policies and Procedures

- In addition to the policies described in this handbook, specific to nursing, students are expected to review the NU Cooperative Education Student Handbook: [Co-op Student Handbook](#) which provides general information on the following topics:
 - Co-op Schedule
 - Co-op Eligibility
 - Co-op Preparation
 - Getting a Co-op Job
 - Working on Co-op
 - Completing a Co-op
 - Government Policies
 - Information for International Students
 - Workplace Situations
 - Global Co-op Program
 - Resources

Accelerated Program for Second-Degree Students (ABSN) Co-op Policies and Procedures

Students enrolled in this program have earned a prior BS or BA degree in a different concentration. The program is 4 semesters in length; students may begin the program in January, May, or September.

Co-op participation is optional for students enrolled in the ABSN program. Students who elect to participate in co-op would be scheduled to complete a 4-month co-op after completion of the second or third semester and before their return to classes for completion of either the third or the fourth semester. Electing the co-op option would delay students' graduation by one semester. Despite these differences, the goals of co-op in the ABSN program and the UG program are aligned.

Requirements for Co-op Eligibility

Co-op eligibility in the ABSN program is as follows:

- The student will submit in writing to Program Director and Academic Advisor, their interest in participating in co-op.
- GPA of 3.0 is required.
- The student must be in good standing making satisfactory academic progress.

Co-op Employment

ABSN co-op employment policies are same as those of the UG program with one exception:

- Co-op periods are **four (4)** months in length.

Co-op Grading Criteria and Requirements

Criteria for co-op grading and requirements in the ABSN program are the same as those of the UG program.

General University Co-op Policies and Procedures

General University Co-op Policies and Procedures in the ABSN program are the same as those of the UG program.

ABS Nursing Co-op Policies and Procedures

General Policies.

Students are not allowed to take a nursing course while on co-op, unless approved by the nursing academic standing committee (ASC).

Per-diem work outside of a scheduled co-op period does not fulfill co-op requirements.

Referral and Interview Policies.

Interviews may not be scheduled during class or clinical times.

Students may not interview if they have already accepted a position.

Once a co-op position is accepted, verbally or in writing, then that decision is considered final, and students may not renege on that acceptance.

Employment Policies.

Students are not permitted to administer medications, of any kind and by any route, while employed as a co-op student.

There is no scheduled vacation during co-op.

If you become ill, injured or for any other reason are absent from your co-op employment then you must follow your unit's procedures for reporting your absence.

If you are absent for more than 2 days notify your co-op coordinator immediately.

- An absence that exceeds one week may necessitate the initiation of either a personal or a medical leave of absence.
- In that situation, consult with your co-op faculty and academic advisor regarding the implications for a shortened co-op.

Resources

Co-op Faculty Coordinators

Mary Carney
m.carney@northeastern.edu
(617) 373-3416 or (617) 438-4358

Jacki Diani
j.diani@northeastern.edu
(617) 373-3438 or (617) 373-1373

Bouvé Office of Student Services
<https://bouve.northeastern.edu/student-services/>

Office of University Equity and Compliance
<https://www.northeastern.edu/ouec/>

Office of Institutional Diversity and Inclusion
<http://www.northeastern.edu/oidi/>

Employer Engagement and Career Design
[Employer Engagement and Career Design](#)