



Northeastern University
Bouvé College of Health Sciences
School of Nursing

Undergraduate Student Policy
Handbook
2019-2020

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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 (telephone and e-mail) 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 baccalaureate and Direct Entry Master's prelicensure 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 are excited to work with you to help you accomplish your goal of becoming a nurse.

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.

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

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Director, Accelerated BSN Online Program - Burlington Campus

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Director, Direct Entry Master's Nursing Program

Susan Gallagher, MS, ACNP-BC, RN
617-373-7330
su.gallagher@northeastern.edu

Additional Offices

Bouvé Office of Student Services

617-373-3320

120 Behrakis Health Science

- **Office of Student Services** – Burlington Campus
5 Burlington Woods, Suite 205
Burlington, MA 01803
- **Office of Student Services** – Charlotte Campus
101 North Tryon Street, Suite 1100
Charlotte, NC 28246

Clinical Placement Office – Boston Campus

617-373-4319

Clinical Placement Office – Charlotte Campus

704-378-8179

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 of Science in Nursing—second degree

Part I: Prelicensure

The direct-entry nursing student enters the accelerated 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 completing 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.

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

Admission to Northeastern is highly selective and holistic. The complexity of the admission process is not one that can be defined through a formula. 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) – second degree

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) Accelerated Bachelor of Science/Master's in Nursing—second degree

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.
- 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 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 first year external transfer students into the School of Nursing after an applicant is evaluated holistically 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. 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

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>

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

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 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.

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>

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

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

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

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

Graduation Policy

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/>

and for Direct Entry Nursing (MS) Program students at: <http://catalog.northeastern.edu/graduate/academic-policies-procedures/graduation-requirements/>

Exam Policies

In-Person Exam Policy

1. Upon arrival to the exam room, please place all belongings including cell phones, smart watches, personal laptops, hats, backpacks, and food in the front of the classroom.
2. You are permitted pencils and a calculator.
3. You are permitted to use foam earplugs. No other earplugs/buds are allowed.
4. Once the exam has started you will not be permitted to leave the exam room until such time as your exam has been submitted.
5. Late arrivals will be allowed to take the exam, *however* they will only be permitted to utilize the time remaining for completion of the exam.
6. Faculty will not discuss or review exam questions until after the exam grades have been posted to the gradebook.
7. If a student is absent for an exam due to illness or other emergency, the student must email their section instructor and the program director prior to the start of the exam. Failure to report an absence to faculty prior to the start of an exams will negate a student's opportunity to reschedule the exam.
 - o Re-scheduling of exams will not be permitted except in emergencies, and will require documentation indicating the reason for the absence, regardless of the reason. Only the program director can provide approval for rescheduling an exam. With approval, make ups will be arranged. Exams must be made up within one week of the original date of the scheduled exam.
 - o Make up exams will be an alternate version of the original exam.
8. Any breach in quizzes and exams processes or policies indicating cheating will result in:
 - o The student receiving a grade of '0' for the quiz or exam.
 - o A report to the Office of Student Conduct and Conflict Resolution (OSCCR) in conjunction with University policies on academic integrity.

Remote Exam Policy

1. Students are required to remain seated for the entire quiz or exam session with eyes focused on the screen. A high priority flag will be generated should a student disappear from view during any quiz or exam, and will result in a score of "0" on the quiz or exam.
2. Students will receive notification on their screen of any flags generated during a quiz or exam. Students should be alert to these flags and attempt to minimize these alerts by remaining focused on the quiz or exam throughout the examination period.
3. The student's immediate remote testing environment must be noted on the environmental check to be free of all belongings including books/notebooks, unauthorized scrap paper and pens/pencils, cell phones, smart watches, personal laptops, hats, backpacks, smoking/vaping materials, food, and beverages. A student noted to be in possession of any of these items will receive a zero on the quiz or exam.
4. Students are permitted to use foam earplugs during a remote quiz or exam. No other earplugs or headphones are allowed.
5. Upon completion of a quiz or exam, students must submit the quiz or exam, and log out of Learning Management System.

6. An exam item analysis is run on the results of all exams. Faculty will not be available to discuss or review exam questions until after the exam grades have been posted to the gradebook.
7. 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.
8. If a student is absent for an exam due to illness or other emergency, the student must email their section instructor and the program director prior to the start of the exam. Failure to report an absence to faculty prior to the start of an exams will negate a student's opportunity to reschedule the exam.
9. Re-scheduling of exams will not be permitted except in emergencies, and will require documentation indicating the reason for the absence, regardless of the reason. Only the program director can provide approval for rescheduling an exam. With approval, make ups will be arranged. Exams must be made up within one week of the original date of the scheduled exam.
10. Make up exams will be an alternate version of the original exam.
11. Any breach in quizzes and exams processes or policies will result in a student receiving a grade of '0' for the quiz or exam.
12. Any breach in quiz or exams processes or policies indicating cheating on an exam or quiz will be reported to the Office of Student Conduct and Conflict Resolution (OSCCR) in conjunction with University policies on academic integrity.

Post Examination Review Policy

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 (eg. Blackboard Collaborate, Skype, Canvas, etc.) 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:

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

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 Nursing in the state in which they wish to be licensed and request appropriate application materials.

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.

We know you need to plan for final semester costs, so be informed that there are also 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.

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*).

Students missing more than 1 scheduled clinical day, including a lack of 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 a 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.

¹ 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
²*Immunizations 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
³*Immunizations 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
- Varicella 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
- CORI 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 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 Services

University Health and Counseling Services (UHCS)

Routine appointments: 617-373-2772

<http://www.northeastern.edu/uhcs/>

Hours: Monday, Wednesday, and Friday: 8AM to 5 PM;

Tuesday and Thursday: 8AM to 8PM;

Saturday: 12PM-4PM

UHCS offers same-day walk-in appointments during business hours.

Who can use the health center:

- All undergraduate students (including Burlington students)
- All law school students
- Graduate students who have either enrolled in the Student Health Plan or have paid the health center fee (they do not have to be on the NU Health Plan)
- All other eligible students who have paid the health center fee
- Students in special programs by prior arrangement

University Health and Counseling Services (UHCS) offers support, information, and response to Mental and Medical Health concerns. Services include:

- Same day routine and urgent medical visits
- Walk-in mental health assessment and treatment
 - UHCS offers same day mental health visits during operating hours.
 - You may also call to schedule a visit, if you prefer.
 - Mental health support is also available **24 hours a day, 7 days a week** from any location by calling [Find@Northeastern](tel:877.233.9477): 877.233.9477 (in the U.S.), +1.781.457.7777 (outside the U.S.)
 - *Find@Northeastern* brings together the people, resources and tools that will help students move past the overwhelming moments, build resilience, and find their way.
- Also available to full-time students
 - Five free counseling sessions each Fall and Spring semester
 - Telehealth therapy options
 - ICare Internet Cognitive Behavioral Intervention Training – a self-guided treatment option designed especially for college students
- Follow-up visits as needed for medical and mental health concerns
- Referral to clinical care resources in the community
- Immunization compliance
 - Massachusetts law requires all University students to provide documentation of vaccination against Hepatitis B, Measles, Mumps, Rubella, Meningitis, Tetanus, Diphtheria, Pertussis and Varicella.
- Medical leave of absence
- Northeastern University Student Health Plan (NUSHP)

- We Care (<https://studentlife.northeastern.edu/we-care/about-us/>) is an extended network of support services that provides help and encouragement to Northeastern students who are experiencing unexpected challenges in their personal or academic life, to embolden them so they can succeed.
- Center for Spirituality, Dialogue and Service (<https://www.northeastern.edu/spirituallife/>) offers assistance and support for a variety of spiritual and personal needs. Examples of support include meditation, mindfulness, and spirituality practices, managing and balancing stress, and cultivating personal well-being.

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 Campus:

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, for students new to the area, the campus supplies a provider list including physicians, chiropractors, dentists, and mental health counselors near campus.

Student Rights and Grievances Policies

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.

Academic Appeals Policy

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/graduate/health-sciences/academic-policies-procedures/appeals-process/>

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: <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:

Boston

<http://www.northeastern.edu/huskycard/>

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.

Speare Commons is open Monday through Thursday, 8:30 am to 7:00 pm, and Friday 8:30 am to 5:00 pm. If you have any questions, please call the Husky Card Office at 617-373-8740.

Security measures will require using a Northeastern Husky ID as a swipe card to gain entry to Snell Library and some of the garages at the Main Boston Campus. Please note that the Husky ID is a security measure and does not replace the parking permit, which is still required.

In addition to being an access card to parking facilities, your Husky Card provides access to many other University services, such as a debit card/Husky Account, and secure access to university facilities and events, such as:

- Snell Library
- Computer and Instructional Laboratories
- University Athletic and Cultural Events
- Restaurants designated as accepting Husky card payment

Charlotte

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

Boston campus: Purchasing a Parking Permit

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, visit:

<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 campus: 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 campus: 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: <https://www.northeastern.edu/registrar/ref-udc-regs.html#proc>

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 Boston students: Class schedules listing the course numbers, course registry numbers, day, and time will be posted before registration on the Registrar's website <http://www.neu.edu/registrar/schedules.html>

For Burlington and Charlotte students: 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.

Blackboard (converting to Canvas Fall 2020)

Blackboard 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. The University will convert to the Canvas LMS in Fall 2020. 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, FACT and lecture capture

The Northeastern University LMS is supported by Information Technology Services

- Phone: the HELP desk at 617.373.4357 (on campus: xHELP)
- Email: help@northeastern.edu
- <https://its.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 Blackboard 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.

The heart of the Boston campus: Snell Library provides learning and collaboration spaces with the latest technology and tools that are changing the world around us. Learn about GIS, analyze and visualize your data, or use the Digital Media Commons (DMC), 3D Studio and DMC Recording Studios to express yourself through professional-grade 3D printing, video, audio, and design tools. Be sure to keep an eye out for engaging events and workshops that showcase scholarship at Northeastern and provide opportunities to grow your skills and expertise.

Club Snell is the affectionate name the community has given the library, one that captures the exciting role libraries have in supporting teaching, learning, and research at Northeastern. Whether you are on the Boston campus or connecting from abroad, we're here to help you understand and innovate, propel your research, and advance your career

24/7 Access

- Main telephone: 617-373-8778
- Snell Library is generally open for study 24 hours a day, seven days a week, to current Northeastern students, faculty and staff.
- Technology support staff are available when the building is open.
- A current, valid faculty, staff or student Husky ID is required for entry, and to remain in the building, after regular service hours.

The Digital Media Commons (DMC) is a dedicated media lab and digital creativity center space for students, faculty and staff. Managed by the Library and [Information Technology Services \(ITS\)](#), this collaborative learning facility offers flexible media-rich work areas, professional-grade creation technology, high-power computer workstations, printers, and scanners. Expert support is available at the DMC Help Desk.

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.

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.

At the Writing Center, we understand that writing serves multiple purposes and that effective writing takes many forms. Each consulting session is structured to reflect the philosophy that writing is knowledge making and that writers grow by becoming aware of their choices given the audience, genre, and context.

We view writing as an intellectual activity—ideas are as important as the words used. We work with writers through multiple and collaborative means—including the online technology—to clarify concepts, develop facility with discourse conventions, and reach individual writing goals. Our programming and research initiatives support these philosophies and work to create a community of writers at Northeastern.

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.

What We Do:

- Advance Appointments in Holmes Hall 412
- Walk-in appointments in Snell Library 136
- Online appointments
- Workshops and events
- Writing center research

Clients are limited to:

- 2 appointments per week (including online and in-person).
- 1 appointment per day (graduate students may request an exception if they are working on a lengthy manuscript)

For more information, please see: <https://cssh.northeastern.edu/writingcenter/>

Campus Safety and Security

Northeastern University Police

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

NUPD is a full-service and accredited police agency that comprises patrol and investigative divisions providing 24-hour service. NUPD has developed robust crime-detection and prevention strategies centered on technology and campus community engagement. Our well-trained officers are ready and willing to assist all members of our community.

Here you'll learn about our programs, policies, and procedures related to public safety, personal responsibility, and emergency preparedness. I encourage you to review—and use—the information and resources we offer.

We look forward to partnering with you to make your Northeastern experience all it can be. For more information, please see: <https://nupd.northeastern.edu/>

Emergency Procedures

Blue-light campus phones are located throughout the 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. You'll need to provide your name, Northeastern ID number, and location. Safety escorts usually arrive in 10 to 15 minutes. Escorts are provided 24 hours a day from one point on campus to another. The safety escort service is not intended to be a taxi service. Transportation will not be provided to workplaces, restaurants, airports, bus terminals, and so on. Students who display disruptive behavior or are intoxicated may not use this service. Transportation will not be provided for students accompanied by pets or animals.

Special Night Time Off-Campus Escort Service – REDEYE

The RedEye—an off-campus safety escort—is available for students who live within two miles of the center of campus.

Every night from 7 p.m. until 6 a.m., the RedEye van will pick students up at Snell Library. In order to use this escort, you must book a ride in advance using the RedEye App or you can book a ride at the RedEye dispatch center located at the Northeast Security office in the Ruggles Substation.

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.

How does the app work?

Through the interactive app, users can instantly get in touch with NUPD and report the nature of the emergency and the location. With the touch of a button (3 options: First Aid; Help; Emergency), you can notify NUPD about a variety of situations requiring assistance, including emergencies impacting you or others; suspicious behavior; non-emergency situations such as reporting stolen property; or minor medical situations. The SafeZone app will instantly connect you to NUPD emergency dispatch and relay your location and contact information to all on-duty NUPD responders.

Using the app's "Check-in" feature, if you are on campus late at night or working alone in a lab or office, you also have the ability to check-in and provide NUPD with your information and location. You can check out at any point or the app will automatically check you out when you leave campus. You're free to cancel an alert or a check-in at any time if you pressed the button by accident or no longer need help.

In addition to email, text and social media, NUPD will also send emergency notifications and updates to SafeZone users. Through the app, you can receive notifications and specific safety information based on where you are located within the city of Boston.

What if I'm at an off-campus location?

If you are off-campus, the SafeZone app provides you with an easy one-touch button to dial local emergency services.

How do I download the app?

The SafeZone app is now available for both iOS and Android devices. Download it from the App Store or Google Play.

We encourage you to view [NUPD SafeZone video](#) and the [NUPD SafeZone Information Web Site](#) for additional information.

Charlotte Campus Emergency Assistance

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. 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.

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.

Campus Activities

Campus Recreation

The Campus Recreation Program provides many outlets to help clear your mind and recharge your spirit. Our fitness facilities, unique among Boston area Colleges & Universities, are open year round. All programs were designed with you in mind, so whether you enjoy group fitness classes, rock climbing simulation, ice or street hockey, basketball, free weights or swimming, Campus Recreation has something for everyone.

Our mission is to provide sport and fitness services for our students, staff, faculty and alumni. Our purpose is to encourage an active, healthy lifestyle and enhance a sense of community and student-centeredness within the university. We meet these goals by offering: diverse sport and fitness opportunities; distinctive facilities and equipment; educational avenues for student development; and student leadership. For more information, please see: www.northeastern.edu/campusrec/

Full-time Northeastern students, in good standing, have access to the Marino Recreation Center, Cabot Center, and, the SquashBusters Facility, when they are enrolled in classes and co-op, or, scheduled for vacation and have paid the campus recreation fee. Part-time students, in good standing, will have access during any academic quarter in which they are enrolled and attending classes, as long as they have requested and paid the campus recreation fee through Student Financial Services. Please help us maintain a safe and secure environment. Your NU photo ID card must be a current, valid, and active card that needs to be swiped upon arrival in order to enter all facilities. Admittance will be denied to anyone without a current, valid NU photo Husky identification card.

Recreation Fee Request, this form is for;

- Graduate students registered for only Masters Continuation
- Graduate students registered for only PhD Thesis or Continuation
- Active graduate students not enrolled in summer classes
- College of Professional Studies students registered for all-online or non-Boston Campus classes

The following facilities are available in the Marino Center:

- 3 Basketball courts
- 3 Volleyball courts
- 1 Roller Hockey/Futsal court
- 6 Badminton courts
- 3-lane suspended jogging track
- Selectorized weight equipment
- Free weight room with a variety of benches, free weight machines and weights
- Aerobic & martial arts studios
- Cardiovascular equipment

The following facilities are available in the Cabot Center:

- 2 Racquetball/volleyball courts
- 2 Indoor volleyball courts
- Indoor track and soccer field
- 25-yard indoor swimming pool

The following facilities are available in the Badger & Rosen SquashBusters Facility:

- 8 Squash courts
- Selectorized weight equipment
- Free weight room with a variety of benches, free weight machines, and free weights
- Aerobic & martial arts studio
- Cardiovascular equipment

Ice skating is also offered in Matthews Arena

Please call the Campus Recreation Hotline at 617-373-2667 for specific facility hours. Additionally, there are trainers, intramurals, and numerous lessons available.

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.

With core values of excellence, innovation and empathy, we are made up of many departments and offices that provide a distinctive Northeastern experience focused on integrity, wellness and inclusivity. We collaborate 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/>

Student Nurse Associations

NUSNA

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 – ABSN program

The Student Advisory Board provides 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 ABSN program outcomes.

Board membership will include one to two representatives from each the semester 2, 3 and 4 cohorts. Selected representatives 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 to 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 in nursing care. Nominees are reviewed and awardees are selected by the school of nursing scholarship and awards committee. Awards are conferred at the pinning ceremony.