



Northeastern University  
Bouvé College of Health Sciences  
**School of Nursing**

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**Undergraduate Student and Co-op  
Policy Handbook  
Academic Year 2023-2024**

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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 and serve as a guide throughout your tenure. This handbook contains information on the School of Nursing Baccalaureate (BSN) prelicensure program (Traditional BSN, Accelerated BSN (ABSN), BSN Transfer Track and Direct Entry pre-licensure programs) and the services available for you. It also includes contact information for the program leadership team.

### **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 teamwork 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.

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

### **Bouvé College Administration**

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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.

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## **Traditional Undergraduates**

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

A 4-year track with two, 6-month co-ops

A 5-year track with three, 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) & BSN Transfer Options**

ABSN – Burlington, MA.

The Accelerated Bachelor of Science in Nursing (ABSN) hybrid program is a second degree, accelerated Bachelor of Science in Nursing program, comprised of 16 months of accelerated, intensive, full-time study, combines online didactic course work and hands-on learning involving clinical placements, high fidelity simulation and experience in the skills laboratory.

Successful students are then eligible to sit for the NCLEX (National Council Licensure Exam for Registered Nurses).

For more information, please see the ABSN Program Requirements in the Northeastern University Undergraduate Course Catalog at:

<http://catalog.northeastern.edu/undergraduate/healthsciences/nursing/accelerated-second-degree-students-bsn/>

## **ABSN and Nursing BSN – Transfer Track, Charlotte, N.C.**

Our Charlotte, N.C. campus offers both the ABSN and The Nursing BSN Transfer Track hybrid programs. The Accelerated Bachelor of Science in Nursing (ABSN) hybrid program is a second degree, accelerated Bachelor of Science in Nursing program. The BSN Transfer Track option provides opportunity for students already in an undergraduate program, with successful completion of pre-requisite courses, to transfer into the program. Both are comprised of 16 months of accelerated, intensive, full-time study, combining online didactic course work and hands-on learning involving clinical placements, high fidelity simulation and experience in the skills laboratory.

Students who complete the program of study successfully are then eligible to sit for the NCLEX-RN (National Council Licensure Exam for Registered Nurses).

For more information, please see the ABSN & Nursing BSN Transfer Track Program Requirements in the Northeastern University

Undergraduate Course Catalog at:

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

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## **Direct Entry (DE) Master of Science in Nursing—second degree**

The Direct-Entry Nursing student enters the accelerated prelicensure portion of as a graduate student with an undergraduate non-nursing degree and completion of program prerequisites. The first 16 months (four semesters) of the program consist of intensive, sequential classes and clinical with combined undergraduate- and graduate-level courses after which, students earn a Bachelor of Science in Nursing (BSN). Students are then eligible to sit for the NCLEX -RN. Once licensed as a Registered Nurse (RN), students continue their education to become a Master's prepared Advanced Practice Nurse in an area of specialization.

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 in all of our undergraduate nursing programs experience clinical education in settings, such as hospitals, in which patient and study safety are the priorities. 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.

Specified 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 School of Nursing, Northeastern University, and the Admissions Department seek 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-policyentrance-requirements/>

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## Accelerated Bachelor of Science in Nursing (ABSN) and Direct Entry (DE)

The ABSN and Direct Entry programs seek applicants who possess the dedication and academic potential necessary to succeed in our accelerated nursing program. 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 in each course
- Lawful permanent residence in the United States
- An updated resume
- **For applicants who have studied at a non-US institution:**
  - Test of English as a Foreign Language (TOEFL), if necessary, with a **minimum** score of 100
  - **Course-by-Course** transcript evaluation by World Education Services ([wes.org](http://wes.org)) if a non-nursing bachelor's degree was obtained outside the United States.
- **Two letters of recommendation, academic or professional.** Letters of recommendation from family or friends are not accepted. At least one academic reference is preferred.
- A personal goal statement describing interest in pursuing a degree in nursing, readiness to be successful in an accelerated program, and leadership potential in the classroom and in future professional practice.
  - For additional tips in writing your goal statement, [click here](#)
- Ability to 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/>

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.

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The School of Nursing policies for undergraduate course exemption are consistent with the University policy.

All Nursing courses must be taken according to a specific 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-entrancerequirements/#text>

### **Accelerated Program for Second-Degree Students (ABSN), BSN Transfer Track and Direct Entry Nursing (MS) Program Students**

ABSN and Direct Entry Program students complete the 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 students must follow a documented plan of study.

### **Accelerated Program for Second-Degree Students (ABSN), BSN Transfer Track and Direct Entry Nursing (MS) Program Students**

ABSN, BSN Transfer Track and Direct Entry Program students complete the 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>

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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), BSN Transfer Track and Direct Entry Nursing (MS) Program Students

ABSN, BSN Transfer Track and Direct Entry Program enrolled students, desiring a change in their program of study, 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/healthsciences/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/healthsciences/nursing/nursingdirect-entry-ms/>

Academic Standards and Progression policies are reviewed and updated annually.

### **Attendance Policy**

Class participation is essential to success no matter the course format or its delivery. Individual instructors may have course-specific attendance policies. It is the student's responsibility to ascertain what each instructor requires. Failure to meet attendance requirements may force a student to drop the applicable courses. Students should not make conflicting commitments until the class schedules for each semester are final. Permission to make up work may be granted by instructors for reasonable cause. Requests must be made immediately upon a student's return to class. Laboratory work can be made up only during the hours of regularly scheduled instruction.

<https://catalog.northeastern.edu/graduate/academic-policies-procedures/attendance-requirements/>

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

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## **Academic Dismissal Policy**

### Undergraduate Students (BSN)

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/healthsciences/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 (ABSBN) and Direct Entry Nursing (MS) Program Students

ABSBN 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

(ABSBN) <http://catalog.northeastern.edu/undergraduate/healthsciences/nursing/accelerated-second-degree-students-bsn/#text>

(Direct Entry)

<http://catalog.northeastern.edu/graduate/health-sciences/nursing/nursing-direct-entry-ms/>

## **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-administratorinformation>

All Students

The BSN, ABSN, BSN Transfer Track and Direct Entry nursing programs are designed to promote educational 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**

**<https://catalog.northeastern.edu/professional-studies/academic-policies-procedures/readmission-to-program/>**

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/graduationrequirements/>

## **Exam Policies**

### **Proctored Exam Policies**

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

- 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 any actions related to university policies on academic integrity and School of Nursing Code of Professional Conduct.
- You are permitted to use pencils and a calculator.
- You are permitted to use foam earplugs. No other earplugs/buds are allowed.
- If taking an electronic exam, Respondus may be required.
- Once the exam has started you will not be permitted to leave the exam room until such time as your exam has been submitted.

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- 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 scrap paper, even if not used during the exam.
- Faculty will not be available to discuss or review exam questions until after the exam grades have been posted to the gradebook.
- An exam item analysis is run on the results of all exams and informs faculty on test items that need clarification, and occasionally on the need to adjust item grading accordingly.
- Following an exam item analysis and release of the 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.
- Late arrivals will be allowed to take the exam, *however*, will only be permitted to utilize the time remaining for completion of the exam.
- If a student is absent for an exam due to illness or other emergency, students are required to email the course instructor prior to the start of the exam. Failure to report an absence to faculty prior to the start of an exam will negate the opportunity to reschedule the exam. Unexcused absences or failure to report an absence in advance will result in actions taken in respect to the School of Nursing Code of Professional Conduct policy.
- 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.
- Make up exams will be an alternate version of the original exam. This may include an alternate format.
- During the exam, faculty members or proctors cannot answer questions related to the content of the exam but will assist should any technical issues arise.

**Any breach in quizzes and exams processes or policies will result in:**

- The student receiving a grade of ‘0’ for the quiz or exam.
- A report to the Office of Student Conduct and Conflict Resolution (OSCCR) in conjunction with actions based on university policies on academic integrity and the School of Nursing Code of Professional Conduct.

**Accelerated Program for Second-Degree Students (ABSN) and BSN Transfer Track.**

- 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.
- 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

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Office of Student Conduct and Conflict Resolution (OSCCR) in conjunction with actions based on university policies on academic integrity and the School of Nursing Code of Professional Conduct.

- 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.
- You are permitted to have a single sheet of scrap 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 scrap paper as you will need to return the scrap paper when you check out of the exam.
- 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.
- The proctor will provide instructions for logging into the exam.
- 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. Some exams may require longer or shorter exam times which will be noted on the syllabus and calendar.
- Once the exam has started you will not be permitted to leave the exam room until such time as your exam has been submitted.
- During the exam, proctors cannot answer questions related to the content of the exam but will assist should any technical issues arise.
- 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.
- Faculty will not be available to discuss or review exam questions until after the exam grades have been posted to the gradebook.
- An exam item analysis is run on the results of all exams and informs faculty on test items that need clarification, and occasionally on the need to adjust item grading accordingly.
- 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.
- At no time are students allowed to access an exam outside of the proctored environment.
- Students expecting to arrive late for an exam are expected to call the site at 781-262-0849 (Burlington) or 704-954-8422 (Charlotte).
- 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.
- 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 704-9548422 (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.

- 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.
- Make up exams will be an alternate version of the original exam.

**Any breach in quizzes and exams processes or policies will result in:**

- The student receiving a grade of '0' for the quiz or exam.
- A report to the Office of Student Conduct and Conflict Resolution (OSCCR) in conjunction with actions based on university policies on academic integrity and the School of Nursing Code of Professional Conduct.

**Remote Testing Policy**

**All Students**

Remote exams may be scheduled in the event of an extenuating circumstance and must be discussed and approved in advance of the scheduled exam.

*In the event of a remote exam:*

In addition to the above Proctored Exam Policies:

Students are required to remain seated for the entire quiz or exam session.

Students are permitted to use foam earplugs during a remote quiz or exam. No other earplugs or headphones are allowed.

If taking an electronic exam, Respondus may be required.

Upon completion of a quiz or exam, students must submit the quiz or exam, and log out of Canvas.

Faculty will not be available to discuss or review exam questions until after the exam grades have been posted to the gradebook.

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.

Any breach in quizzes and exams processes or policies will result in:

The student receiving a grade of '0' for the quiz or exam.

A report to the Office of Student Conduct and Conflict Resolution (OSCCR) in conjunction with actions based on university policies on academic integrity and the School of Nursing Code of Professional Conduct.

**All Students**

**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.

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 (e.g. Canvas, Zoom, etc.) or email to individual 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.

### **Student Focused Review**

A focused review will occur when a student requests the opportunity to view their exam and/or a faculty member identifies a student for a student focused review. **A focused exam review must occur within two weeks of the posting of the exam grade.** Students should contact their course section instructor to request a student focused exam review. The faculty member will contact the proctor to request the review. The proctor will notify the student of the availability of times for the review and will request a copy of the student exam to be used for the review.

The exam review will be conducted in a proctored environment with the exam proctor. Review sessions will last no longer than 30 minutes. Following the review, the student should reach out to their instructor of record with any questions, and to receive further clarification, on any of the concepts missed on the exam.

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

In planning 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 related to preparing and taking the NCLEX examination.

### **NCLEX Preparatory Materials**

In addition to your scheduled coursework, students will purchase NCLEX preparatory materials (through a vendor) which will be a required course resource. These resources will be integrated throughout the majority of the nurses courses to help support learning and prepare each student individually for NCLEX success. This is a required resource. Students will not be charged or have access to this while on co-op.

## **Northeastern University School of Nursing Kaplan Policy Academic Year 2023-2024**

### **NCLEX Preparatory Materials**

For the 2023 – 2024 Academic Year, students will be using Kaplan (<https://www.kaptest.com/nclex>), an NCLEX preparatory resource that is integrated throughout your nursing program and 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, is a three-step process to assist you in mastering safe clinical judgment needed to answer test questions.

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. Other resources include Integrated tests (secure), Focus Review tests (practice), medication flashcards, simulations, library resources, Channel videos and NCLEX Prep resources The Student specific channels and library with videos and other resources to help you learn or review content.

### **Kaplan Product and Fees (Total \$680 per student)**

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Product: Kaplan Nursing Complete Program plus CAT for the NCLEX-RN (with dedicated **three day** live NCLEX-RN Review course in NRSG 4995) for the following Academic Terms:

- Charlotte and Burlington ABSN: Fall, Spring and Summer, beginning Fall 2023 through Summer 2026
- Boston Direct Entry (DE) Cohorts: Fall, Spring and Summer, beginning Fall 2023 through Spring 2026

*Fee Per Student per Academic Term: \$170.00 USD*

- Boston Traditional BSN: Fall and Spring, beginning Fall 2023 through Spring 2026

*Fee Per Student per Academic Term: \$114.00 USD (this term rate is reduced because students have an additional semester of payment – the total is the same)*

Students will not be charged or have access to this while on co-op.

If a student defaults on payment, access will be turned off. Students will not be given access until they are current on payment.

- ✚ If a student is on a modified plan, repeating courses or semesters, they will be required to pay additional term costs. Kaplan will be required again during this time for any repeated course or term.

## Kaplan Grading

**Integrated Exams:** All integrated exams will be worth 5% of your course grade.

The student's grade will be converted using the percentile rank and the Kaplan grading rubric.

**Remediation:** Remediation is required for all questions for a minimum of one minute per question. Integrated exam remediation is 2.5% of course grade. If any component is not complete or remediated, a grade of 0 will be entered.

**Kaplan graded assignments:** Students will have 2 attempts on each assignment. The two grades will be averaged. If you do not complete the second attempt, a grade of 0 will be entered and included in the average. If you receive a grade of 100 (ONLY) on the 1<sup>st</sup> attempt, you do not have to complete a second attempt.

**Focused review tests:** these can be open book, group work, etc. These will be graded for completion, and you may take them as many times as needed. Remediation upon completion is strongly encouraged with each attempt. This may be required in some individual remediation plans per your course faculty.

**For student questions, please first reach out to Kaplan Student Support:**

<https://www.kaptest.com/>

## Clinical Setting Policies

### Clinical Attendance Policy

Attendance in clinical, simulation and laboratory experiences are mandatory for all students.

#### **There are no excused absences from clinical.**

Students are required to communicate an absence before clinical, simulation and lab 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.

If clinical hours are not completed within the assigned semester, a student may be required to withdraw from the course or receive an incomplete. If a student received an incomplete, the hours must be completed in the next semester prior to (or at the same time as) beginning the next semester's courses.

### Social Media Policy

**Students are required to follow the university policy on use of university social media accounts: <https://policies.northeastern.edu/policy121/>**

**In addition,** Nursing students have the responsibility to portray themselves, their colleagues, and the university consistent with the mission of the School of Nursing in a professional manner.

Although nursing student are not prohibited from using online social media sites or digital platforms, nursing students must understand the potential breeches of law and professional behavior. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that protects sensitive patient health information from being disclosed without the patient's consent or knowledge. This policy applies to all nursing students in their use of social media.

**Examples of breeching this policy include taking pictures at a clinical site, transporting any information with patient identifiers off of clinical site, and posting inappropriate pictures of yourself or classmates.**

### Compliance

Students must be fully compliant with onboarding and clinical clearance requirements to start the clinical course (see *Documentation of Immunity & Clinical Clearance*) and throughout the course. 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. This may result in the need to withdraw from the course.

**Requirements for the successful completion of Nursing Clinicals include:**

Evidence of health clearance.

Satisfactory completion of any additional site-specific requirements including, but not limited to, criminal record information (CORI) and verification of immunization and vaccination status. All fees associated with these requirements are the responsibility of the student.

Adherence to the school's code of professional conduct and the university's code of conduct policies.

Compliance with site-specific requirements (via site descriptions) and completion of site requests within specified deadlines.

- Students who fail to complete these requirements as directed will likely incur grade penalties and may experience a delay of graduation or dismissal from the nursing program.

Additional clinical policy information:

- Failure to meet course requirements and learning objectives will result in course failure.
- Failure to pass a required medication math calculation exam may result in a course failure.
- **Failure to adhere to the clinical attendance policy or failure to complete and submit all onboarding and compliance documents will result in the inability to start the experience, removal from the course and a report to the Office of Student Conduct and Conflict Resolution (OSCCR) in conjunction with actions based on university policies on academic integrity and the School of Nursing Code of Professional Conduct.**

**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.
- Failure to meet the School of Nursing Code of Professional Conduct requirements.

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

**Clinical Warnings (Navigate and Professional Concern Form)**

If a student receives a clinical warning, the first offense will be a warning only and may accompany a PFC. A second clinical warning will result a reduction of a full letter grade of the final clinical

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grade and will accompany a PFC. A third clinical warning in the same course will result in a clinical failure.

Clinical warnings will not transfer to another 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.

Uniforms are required for all lab, simulation and clinical experiences.

### **The following items are included in the uniform:**

1 shirt, red with logo

1 pants or skirt, black

1 jacket, black (optional)

1 long-sleeved turtleneck or crewneck, white, red or black (optional)

1 name pin (clinical name pin)

White or black professional nursing shoes (no clogs or cros); 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). If facial hair is present, please ensure that it is neatly trimmed. Tattoos should be covered.

All jewelry must be removed except for 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 or 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.

**Failure to adhere to the uniform policy will result in the inability to start the experience, removal from the course and a report with actions based on university policies on the School of Nursing Code of Professional Conduct.**

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## 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 laws<sup>1</sup>, 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](http://www.cdc.gov/mmwr/pdf/rr/rr6007.pdf) or visit the MDPH website at [www.mass.gov/dph/imm](http://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.

MMR<sup>2</sup> -- 2 immunizations at least one month apart **and** positive antibody titers

<sup>2</sup> *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 B<sup>3</sup>—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

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<sup>3</sup>*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 HeplisavB) 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

PPD<sup>4</sup> – Tuberculin skin test required yearly.

<sup>4</sup>*If 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 may be 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/>

Services are accessible at [FIND@Northeastern](mailto:FIND@Northeastern).

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## 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/>

**Find <https://www.northeastern.edu/uhrs/find-at-northeastern/>**

### 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.

**Explore Student Life:** Building a community on the foundation of identity.

Here you will find links on how to get involved in student organizations or community service, how and where to receive student support, how to become connected through inclusive environments focused on diversity, caring, respect and empathy and how to stay healthy and well as well as resources on getting situation on and off campus: <https://studentlife.northeastern.edu/>

## 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*

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*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).

Northeastern University policy on discrimination practices can be found here: <https://www.northeastern.edu/ouec/eeoprocedure/>

If students, however, need to resolve academic and non-academic conflicts when other means have not resulted in satisfaction, they can reach out the Office of Student Conduct and Conflict Resolution (OSCCR).

Information and procedures can be found at: <https://osccr.sites.northeastern.edu/>

It is the policy of Northeastern University School of Nursing to provide due process regarding a dispute, disagreement or grievance through a designated process without fear of retaliation. The purpose of this policy is to provide a timely resolution to a student concern, issue or violation of student rights and responsibilities while following the proper chain of command.

**Due Process** – A disciplined, systematic decision-making procedure in which appropriate standards are applied by a properly represented and authorized body using a method that is based on established and published principals and rules and is free of improper influence.

**Complaints and Grievances** – A formal allegation against a nursing program or component of the nursing program (ex. peer, faculty, course, policy, evaluation), typically expressed as a written, signed statement. A grievance is a wrong or hardship suffered that is grounds for a complaint; the formal expression of a grievance is a complaint.

In the event that a student would like to submit a formal grievance, the following form is available. This form will be sent to the School of Nursing Dean's office.

<https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&id=gcLuqKOqrk2sm5o5i5IV58tzLkdxdrtpj4ReBifCI6ZUMTNPR0E2RFVONjZMOE9WWk0zWVZFM0RRRS4u>

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## 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/>

### Policy for Advanced Placement or transfer of military education, training or service for the School of Nursing is consistent with the Northeastern Policy found below:

Advanced Placement or Transfer of Military Education, training, or Service for a Military Health Care Occupation

In addition, there is process outlined in the [FAQ](#) section that details how a freshman or transfer student should go about applying to the university. See an example below:

"I am a veteran/activity duty. Should I apply as a freshman or a transfer student?"

Transfer applicants are students who have completed at least 12 semester hours of college-level coursework (after high school graduation) OR have attempted at least one semester of full-time coursework and maintained enrollment through the add/drop period. Veterans who have not completed any college coursework can apply as freshmen, but they should submit an application based on how they identify. Please reach out to an [admissions](#) for more information or email [NUVets@northeastern.edu](mailto:NUVets@northeastern.edu)."

### 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.

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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 (ABSN)**

Parking at the Burlington site is free of charge in the designated spaces at the rear of the building marked by a white 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 (BSN Transfer Track))**

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, DE and BSN Transfer Track)***

Class schedules listing the course numbers, course registration numbers, day, and time will be provided. ABSN, DE and Transfer Track Students will self-register.

## **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:

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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](mailto: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.

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## **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 (BSN Transfer Track)**

### **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 (ABSN)

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, WCVBTV5, 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 (BSN Transfer Track)

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](mailto:nustudentnurses@gmail.com)

### **Student Advisory Boards**

ABSN

The Student Advisory Board (SAB) provides Burlington ABSN and Charlotte ABSN /BSN Transfer Track 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

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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.

## Undergraduate

The Assistant Dean of Undergraduate Nursing Programs also provides all undergraduate nursing students an integral voice to offer opinions and lived experiences related to the effectiveness of the learning methods and strategies employed for achieving the program outcomes as well as a focus on student wellness. This advisory board is comprised of students from each ABSN campus, the Direct Entry program and each year in the traditional nursing program (sophomore, junior and senior).

## **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 2022, 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 several 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.

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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, 6month co-ops.

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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 be 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 (NRSB) course while on co-op, unless approved by the nursing academic standing committee (ASC).

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- 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 during those times. Students may not interview if they have already accepted a position.

### **Co-op Employment Policies**

#### **Nursing co-op requirements.**

Students' co-op experiences must meet the following criteria:

- Once a co-op position is accepted, verbally or in writing, the decision is considered final, and students may not renege on that acceptance.
- In at least one of the two 6-month co-op experiences the student must provide direct patient care, i.e., as a patient care assistant, and be supervised by a registered nurse.
- The additional co-op may also be in a direct patient care setting, or in a position within the broader health arena that meets the students' professional interests. For example, the co-op experience may be in a research position, health education/promotion, nursing education, community, public health service and/or residential settings, and these can be domestic or global.
- All nursing co-op experiences need to be approved by the student's co-op faculty coordinator.
- 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).

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- 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 an 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.

### **Current School of Nursing and University policies for taking a course while on co-op:**

- Nursing students who seek to enroll, during co-op, in one nursing (NRSNG) course that does not include a clinical or lab component may do so without petitioning ASC. This option requires that the student can fully attend the class as required by the course faculty and that all course and co-op requirements must be met in full
- Taking more than one nursing course during co-op would be required to petition ASC.
- These courses include:
  - NRSNG 2210 Influences in Health and Illness: A Nursing Perspectives
  - NRSNG 5220 Introduction to Research Methods and Application for Healthcare
  - NRSNG 5120 Statistics for Health Science
  - NRSNG 2150 Ethical Healthcare: Genetics and Genomics
- One exception to this policy is NRSNG 2350 Integrated Pathophysiology and Pharmaceutical Interventions for Nursing Practice. Students who want to enroll in NRSNG 2350 during co-op would be required to petition ASC.
- The rationale is that this 6-credit course, taken early in the curriculum to provide a foundation for all subsequent clinical courses, requires a significant time and study commitment that is not ideal during the first full-time co-op work commitment.
- Additionally, unsuccessful completion of the course would present a significant progression issue for the student.
- This change is consistent with university policy that allows students to take a course while on co-op.
- It is strongly recommended students discuss their plan with their co-op faculty to ensure there will not be conflicts with their employment.
- No student will be disadvantaged by the recommended change. In fact, the change will provide some flexibility for students in their academic plan and help students to complete their POA in a timely manner.

## 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:

Approved: SON Leadership 9/2019; Revised & Approved 8/2020, 9/2021, 10/2022, 9/2023

- 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.

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## **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.

## **ABSN 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 are no scheduled vacations 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](mailto:m.carney@northeastern.edu)  
(617) 373-3416 or (617) 438-4358

Jacki Diani  
[j.diani@northeastern.edu](mailto: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/>

## Northeastern University Bouvé College of Health Sciences School of Nursing Code of Professional Conduct

### **Expectations for Professionalism**

The School of Nursing expects all students, faculty, and staff to conduct themselves in a professional manner. All individuals are expected to represent the School, the pre-licensure undergraduate and graduate programs, and the profession in a positive, professional manner.

Violation of the School Code of Professional Conduct (SCPC) or of any of the profession's codes of ethics is considered professional misconduct.

Academic misconduct, while also considered a form of professional misconduct, may be adjudicated as outlined in the [Northeastern University Code of Student Conduct](#) (updated annually). Additionally, academic misconduct may be reviewed under the terms of this SCPC.

### **I. Scope of Policy**

The SCPC applies to all students enrolled in any of the School of Nursing's academic programs, including participants in courses, research, programs, events and activities affiliated with, sponsored by or sanctioned by the School of Nursing. In addition, the SCPC is applicable to all student nonacademic and extracurricular activities (regardless of whether such activities take place on or off campus) that have had or have the potential to have an adverse impact on Northeastern University, the Bouvé College of Health Sciences, the School of Nursing, faculty,  
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staff, students, or patients and staff at affiliated experiential education sites, or may affect a student's fitness for continued enrollment in the School of Nursing or entry into professional practice in nursing.

Reports and actions related to the SCPC should be directed immediately to relevant faculty and the School of Nursing's Assistant Dean of Undergraduate Programs and / or Assistant Dean of Graduate Programs. Specific questions requiring interpretations of the meaning of any provision of the SCPC will be provided by the Assistant Deans and/ or Dean of the School of Nursing as needed.

Students in the School of Nursing are also required to comply with terms of the [Northeastern University Code of Student Conduct](#) as well as the following:

The BORN 'Good Moral Character' licensure requirement is available on-line at:

[http://www.mass.gov/Eeohhs2/docs/dph/quality/boards/good\\_moral\\_info.pdf](http://www.mass.gov/Eeohhs2/docs/dph/quality/boards/good_moral_info.pdf)

\*\*The ANA Code of Ethics is available on-line at:

[http://nursingworld.org/ethics/code/protected\\_nwcoe813.htm](http://nursingworld.org/ethics/code/protected_nwcoe813.htm)

## II. Professional, Academic Misconduct

The following is an illustrative, non-exhaustive list of some common examples of professional misconduct and does not represent all potential infractions:

1. Violation of expected terms of conduct described in course policies or syllabi or as otherwise articulated in writing by the instructor;
2. Actions or behaviors that violate school, professional, research or ethics codes of conduct (e.g., professional ANA Code of Ethics or BORN Good Moral Character);
3. Entering a classroom, laboratory, seminar or experiential setting habitually late, or arriving late or leaving early for a professional activity without prior permission from the instructor;
4. Addressing (oral and written) faculty, staff, students, preceptors, practitioners, or patients in an unprofessional, disrespectful and inconsiderate manner;
5. Wearing unprofessional attire (note expectations in the professional program, class and/or experiential education policies and guidelines) during on-campus learning activities including classes, laboratories and seminars, or during experiential education activities or school-sanctioned professional events;
6. Bringing family members, guests, and pets to the learning/research environment or professional academic activities without prior consent of the instructor;
7. Accessing without proper authorization or revealing confidential information about faculty, staff, students of the school, college, or university;
8. Accessing without proper authorization or revealing confidential information in any practice/research/learning setting;
9. Using electronic resources and communication systems in a manner that is irresponsible, inappropriate or disruptive to oneself or others. This includes but is not limited to:

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inappropriate use of cell phones, computers, tablets, email, instant messaging, social media, blogs, and websites. Refer to the

**Appropriate Use of Computer and Network Resources Policy** in the respective Undergraduate Student

Handbook and the Graduate Student Catalog found on [Northeastern University's Code of Conduct](#);

10. Endangering patients, colleagues in / outside the University, damaging their property, or compromising research integrity;
11. Acquiring unexcused absences and / or unexcused tardiness for clinical and / or simulation experiences and / or assigned laboratory experiences.
12. Failure to complete assigned lab or clinical hours.
13. Failure to communicate effectively with nursing practicum preceptors and clinical instructors as described in your course syllabi.
14. Failure to submit clinical onboarding materials or clinical compliance materials by the due date regardless of reminders.
15. Other activity that, at the discretion of the School of Nursing consistent with the procedures outlined below, constitutes unprofessional conduct.

### **III. Procedures of Reporting**

#### **Definitions**

##### *Professionalism Concern Form (PCF)*

Intended to be used to report an instance of or patterns of unprofessional behavior exhibited by a student. The submitted / completed forms will be maintained in a confidential manner in the School of Nursing Office of the Dean.

##### *Administrative Professional Conduct Board (at a minimum three members)*

Comprised of the Assistant Deans of Undergraduate and Graduate Nursing Programs and/or designee, appropriate Program Director and a School of Nursing professional staff member. Other School of Nursing representatives may be invited as deemed appropriate. An academic advisor and/or the Assistant Dean of Student Services from the Bouvé College of Health Sciences Office of Student Services may also be invited.

##### *Academic Standing Committee*

The Academic Standing Committee is a standing committee within the School of Nursing that reviews cases in which students may be suspended or dismissed from the School of Nursing for violations of this Policy. Students may appeal Professional Concern decisions to the Academic Standing Committee.

## **Procedure**

The School of Nursing's professional misconduct review shall run concurrently with any other applicable University procedures, including, but not limited to, academic and disciplinary proceedings administered by the University's Office of Student Conduct and Conflict Resolution. The Assistant Deans, the Administrative Professional Conduct Board, or the Academic Standing Committee may, at their discretion, indefinitely suspend or terminate any proceeding already instituted hereunder if they feel another procedure has or will adequately address the concern(s) raised regarding the reported unprofessional behavior.

## **Preliminary Review**

Any faculty member, staff member, employer/preceptor, or student who believes a student has engaged in unprofessional behavior should report the matter to the appropriate Assistant Dean, and / or an OEE/Coop member, who may then determine what preliminary action, if any, may be taken to address the reported issue. The Assistant Dean and / or OEE/Coop team member will make a determination consistent with the expectations stated herein whether: (1) the preliminary action, if any, is sufficient to address the reported unprofessional behavior; or (2) the matter should be forwarded for further consideration consistent with the procedures outlined below (formal review). If forwarded for further consideration, the reported unprofessional conduct must be reduced to writing using a PCF. If the reported unprofessional conduct has not, in the Assistant Dean's assessment, been corrected after meeting with the student, or if a second breach of professional expectations occurs, a second PCF must be completed and forwarded for further consideration as outlined below.

## **Formal Review**

A completed PCF will be delivered to the Assistant Dean for review. Upon receipt of the form, the Assistant Dean will convene the Administrative Professionalism Conduct Board in a timely manner to decide on an appropriate course of action to address the reported misconduct. Such course of action may include, but is not limited to: a meeting among the student, the Assistant Dean, and Administrative Professionalism Conduct Board, and/or Academic Standing Committee; counseling for the student on professional conduct; remediation by the student to address the effect of his/her unprofessional conduct; and other steps deemed appropriate by the Assistant Dean and Administrative Professionalism Conduct Board. These steps may include suspension, probation or dismissal from the nursing program if appropriate. The student will be notified about the PCF before an action takes place or a decision is rendered by the Administrative Professionalism Conduct Board. A student who is invited to meet with the Administrative Professionalism Conduct Board or the Academic Standing Committee must print or save a copy of this document, ***read it in its entirety and bring it to the meeting.***

Reported misconduct that may subject a student to suspension or dismissal from an academic program must be forwarded to the Academic Standing Committee. A student will be notified by email or invited to a hearing with the Professional Concern Board if they receive 2 or more PCFs.

Additionally, any report of serious professional misconduct - whether a student's first, second or third - may result in the Administrative Professionalism Conduct Board convening a meeting to review the individual case and determine any potential action. The student will be notified and invited to meet with the Board related to the determined action.

Any SCPC violation may result in, a minimum, an automatic 1 academic (didactic course, non-experiential) semester probationary period. If at the end of the academic semester no additional SCPC violations have transpired, then the probationary period will be automatically lifted.

### **Retention of Records**

PCFs and documents memorializing the resolution of the misconduct reported on such form(s) will be placed in the student's academic file to remain within the Office of the Assistant Dean; this record does not appear on unofficial or official school transcripts. Such professionalism related documents will be destroyed upon the student's graduation except in the following circumstances:

- The reported misconduct resulted in the student's suspension or dismissal from the program or School of Nursing;
- The student had three (3) or more reported incidents of professional misconduct; and/or
- The report is otherwise required to be retained by applicable University policies or procedures.

### SCPC implications on student organizations leaderships, professional societies and awards:

#### ***Existing*** membership, leadership and society engagement

- Students who are current members of student groups, professional societies and/or organizations are expected to notify all relevant parties (e.g., faculty advisor, national office, etc.) regarding the outcome of the SCPC violation. This communication is expected to occur within 10 University business days from the student's Administrative Professional Conduct Board / Academic Standing Committee meeting date (with a CC:) to the Assistant Dean for Academic Affairs). This is critical if the professional student organization / society's national bylaws or constitutions include language requiring a member to be in good academic / professional standing. Communicating with the faculty advisor and national office to seek guidance on the implications of the misconduct on the student's continued membership and/or its impact on a student's leadership position, when relevant.

#### ***New*** membership, leadership, society engagement and professional awards/recognitions

- Students who apply for new membership in professional societies/organizations and awards can expect their application to be reviewed through the Assistant Dean for Student Affairs Office in light of SCPC violations. Students who have been found responsible for unprofessional behaviors may be subject to removal from consideration, based on eligibility criteria of the award/recognition and/or membership requirements. Eligibility is subject to the probationary period described previously (see Formal Review).

## ***IV. Academic Standing Committee***

The purpose of the Academic Standing Committee is to provide students with an impartial review of reported violations of this Policy that may warrant suspension or dismissal from the program. The Academic Standing Committee will meet each semester or as needed to respond



to student appeal's related to professional conduct decisions. This Committee may also implement changes to these policies and procedures at any time.

#### ***V. Hearing***

A hearing date will be set by the Academic Standing Committee to discuss the reported appeal. The Academic Standing Committee may approve or deny an appeal. If the ASC finds that there is sufficient evidence to support a violation of the professional standards previously defined, this will be so noted in the student's record. If the ASC approves the student's appeal, the Chair of the ASC will inform the Professional Conduct Board in writing. The ASC will have the authority to determine and implement a lesser action in response to the violation.

Third parties, including but not limited to witnesses, lawyers, parents, guardians, spouses, partners, and friends, are not permitted to attend the hearing.

#### ***VI. Appeals***

Within ten (10) university business days of receiving the written notification of the Professional Concern Board's decision, the student may submit a written appeal of the decision or the sanction (or both) to the Academic Standing Committee. Appeals must be based on at least one of the following arguments:

1. There were violations of procedure that seriously compromised the investigation and/or conclusions.
2. The evidence presented to the Committee clearly does not support the findings.
3. The sanctions implemented by the Committee are excessive relative to the violation.
4. There is significant new evidence that was not reasonably available during the investigation.

The Academic Standing Committee will determine if the appeal meets the above conditions. The ASC will issue a written report regarding their decision within ten (10) university business days of receiving the appeal.

Within ten (10) university business days of receiving the written notification of the ASC's decision, the student may submit a written appeal of the decision or the sanction (or both) to the Dean of the School of Nursing. Appeals must be based on at least one of the following arguments:

1. There were violations of procedure that seriously compromised the investigation and/or conclusions.
2. The evidence presented to the Committee clearly does not support the findings.
3. The sanctions implemented by the Committee are excessive relative to the violation.
4. There is significant new evidence that was not reasonably available during the investigation

The Dean of the School of Nursing will determine if the appeal meets the above conditions. The Dean of the School of Nursing will issue a written report regarding their decision within ten (10) university business days of receiving the appeal.

The decision of the Dean of the School of Nursing is final and no further appeals will be considered.

***VII. Proceedings for Registered Student Club or Organization***

Student organizations may also be held responsible for violations of the SCPC. A review for a registered student organization shall be conducted in a manner similar to procedures used in cases involving individual students. A review shall be conducted with one spokesperson from the organization (usually the organization's president). Sanctions may be imposed upon a registered student organization for a violation of the SCPC in the same manner and using the same considerations as on individuals