

Mission

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.



Pre-Licensure Nursing Student and Co-op Policy Handbook Academic Year 2024-2025

Table of Contents

<i>Welcome to the Northeastern University School of Nursing Pre-Licensure Program</i>	4
<i>Dean’s Welcome</i>	4
<i>I. Pre-Licensure School of Nursing Administration, Program Directors and Support Staff</i> ...	4
Administration and Program Directors	4
Additional Contact Information.....	5
Co-op Faculty Coordinators	5
Bouvé Office of Student Services	5
<i>II. Policies of Northeastern University School of Nursing Pre-Licensure Program</i>	6
Academic Integrity Policy	6
Technical Standards for Admission, Academic Progression, and Graduation.....	6
Academic Admission Policy - Traditional Undergraduates	6
Accelerated Bachelor of Science in Nursing (ABSN), Transfer Track, and Direct Entry (DE)	6
Academic Standards and Progression Policy.	6
Attendance Policy for All Programs	7
Course Exemption Policy - Undergraduate Students.....	7
Accelerated Program for Second-Degree Students (ABSN), Transfer Track and Direct Entry Nursing (MS) Program Students	7
Advanced Standing Policy - Undergraduate Students	7
Policy for Transfer Students and Change of Major	7
Policy for Northeastern University Transfer Students Who Have Completed a Professional Development for Co-op Course in Another Major, and/or Have Completed a Co-op Through Northeastern.....	8
Policy for Advanced Placement or Transfer of Military Education, Training, or Service	8
Academic Dismissal Policy Undergraduate Students (BSN)	8
Educational Mobility Policy.....	9
Academic Appeals Policy.....	9
Withdrawal Policy.....	9
University Withdrawal Policy	9
Course Withdrawal Policy.....	9
Leave of Absence and Subsequent Return Policy	9
Readmission Policy	9
Graduation Policy.....	9
Grievance and Complaint Policy	10
Title IX Policy.....	10
Class Cancellations	10

III. Northeastern University Bouvé College of Health Sciences School of Nursing Code of Professional Conduct.....	10
IV. Clinical Setting Policies	11
Clinical Attendance Policy	11
Social Media Policy.....	11
Compliance	11
Clinical Warning Policy	11
Clinical Warnings (Navigate and Professional Concern Form).....	12
Uniform Requirements Policy.....	12
V. Exam Policies	12
Boston Based Undergraduate Students and Direct Entry Nursing (MS) Program Students	12
Accelerated Program for Second-Degree Students (ABSN) and BSN Transfer Track.....	13
All students.....	13
VI. Exam Review Policies.....	14
Boston Students.....	14
Conceptual Examination Review	14
Student Focused Review.....	14
ABSN and Transfer Track Students Only	14
Post Exam Review.....	14
Conceptual Examination Review	14
Student Focused Review.....	14
VII. Course Registration	15
Undergraduate Students.....	15
ABSN, Transfer Track Students, and Direct Entry Students	15
VIII. Additional Nursing Program Costs	15
NCLEX Preparatory Materials	15
Kaplan Product and Fees	16
Kaplan Grading.....	16
Remediation.....	16
Focused Review Tests.....	16
State Board of Nursing Examination	16
Clinical Compliance Tracking	16
IX. Important Associations/Resources.....	17
Disability Access Services (DAS)	17
Campus Safety and Security Northeastern University Police	17
Emergency Procedure Boston Campus.....	17
Burlington Accelerated Program for Second-Degree Students (ABSN) and Transfer Track Students Emergency Contact Information	17
Charlotte Based Accelerated Program for Second-Degree Students and Transfer Track Students Emergency Contact Information	18

Emergency Contact Numbers	18
Writing Center	18
Obtaining Your Husky Card ID	18
Parking	18
Online and Hybrid Learning Resources:	19
Library Services.....	19
Technology and Distance Education Support Services	19
Technology Support Services for Students, Faculty and Staff	20
Distance Education Support Services.....	20
University Health and Counselling Services:.....	20
Peer Tutoring.....	20
Student Affairs	20
Bookstore	21
X. Scholarships and Awards	21
XI. Cooperative Education in the School of Nursing	21
Goals of Nursing Cooperative Education	21
General Policies Boston Undergraduate Campus.....	22
Interview Policies	22
Co-op Employment Policies	22
Attendance During the Co-op Period	23
Global Co-op Experience	23
Co-op Grading Criteria	23
Prior to Co-op.....	23
During Co-op.....	23
After Co-op	24
Accelerated Program for Second-Degree & Transfer Track Students (ABSN) Co-op Policies and Procedures .	24
Requirements for Co-op Eligibility.....	24
Co-op Grading Criteria and Requirements.....	24
XII. General University Co-op Policies and Procedures	24

Welcome to the Northeastern University School of Nursing 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 (MSN, 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!

I. Pre-Licensure School of Nursing Administration, Program Directors and Support Staff

Administration and Program Directors:

Dean, School of Nursing

Amanda Choflet, DNP, RN, NEA-BC

a.choflet@northeastern.edu

Assistant Dean of Prelicensure Nursing Programs

Janet Monagle, PhD, RN, CNE

ja.monagle@northeastern.edu

Interim Assistant Dean of Clinical Affairs

Amanda Choflet DNP, RN, NE-BC

Director, Accelerated BSN Program,

Grace Buttriss, DNP, FNP-BC, CNL

Charlotte Campus

g.buttriss@northeastern.edu

Director, Bachelor of Science in Nursing, Boston

Jennifer Cocio-Thompson, MA-MSN, NPD, CPNP

j.cocio-thompson@northeastern.edu

Interim Director, Accelerated BSN Program, Burlington Campus

Janet Monagle PhD, RN, CNE

Faculty Leader, Direct-Entry MSN Program

Lauren Spendley, DNP, AGNP-BC, AOCNP

l.spendley@northeastern.edu

Additional Contact Information:

Administrative Assistant, Office of the Dean
Eric Scherer

e.scherer@northeastern.edu

Administrative Coordinator, Office of Pre-licensure Programs
Bridget Spiddle

b.spiddle@northeastern.edu

Administrator Coordinator, ABSN & Transfer track Burlington
Kara Dalton

k.dalton@northeastern.edu

Administrative Coordinator, ABSN & Transfer track Charlotte
Tori Jaramillo

t.jaramillo@northeastern.edu

Bouvé Office of Student Services

617-373-3320

Burlington Office of Student Services
Gail Horn

781-262-0850

g.horn@northeastern.edu

Charlotte Office of Student Services
Tia Keck

704-954-8352

t.keck@northeastern.edu

Clinical Placement Program Coordinator Boston
208 Robinson Hall
Boston, MA 02115

617-373-3556 or 617-373-4319

nusonclinicalplacement@northeastern.edu

Clinical Placement Program Coordinator Burlington
67 South Bedford Street
Burlington, MA 01803
TBD

nusonclinicalplacement@northeastern.edu

Clinical Placement Program Coordinator Charlotte
2151 Hawkins Street Suite #800
Charlotte, NC 28203
TBD

704-954-8287 or 617-373-4319

Co-op Faculty Coordinators

Mary Carney

m.carney@northeastern.edu

(617) 373-3416

Jacki Diani

j.diani@northeastern.edu

(617) 373-3438

Bouvé Office of Student Services

Bouvé Office of Student Services

<https://bouve.northeastern.edu/student-services/>

Office of University Equity and Compliance

<https://www.northeastern.edu/ouec/>

Office of Diversity, Equity and Inclusion

<https://diversity.northeastern.edu/>

For curricula or accreditation information, please see <https://bouve.northeastern.edu/academics/school-of-nursing/>

II. Policies of Northeastern University School of Nursing Pre-Licensure Program

Academic Integrity Policy (found here)

As members of the academic community, students must become familiar with their rights and responsibilities. In each course, they are responsible for knowing the requirements and restrictions regarding research and writing, examinations of whatever kind, collaborative work, the use of study aids, the appropriateness of assistance, and other issues. Students are responsible for learning the conventions of documentation and acknowledgment of sources in their fields. Northeastern University expects students to complete all examinations, tests, papers, creative projects, and assignments of any kind according to the highest ethical standards, as set forth either explicitly or implicitly in this Code or by the direction of instructors.

Technical Standards for Admission, Academic Progression, and Graduation

In addition to classroom learning, students in all pre-licensure nursing programs experience clinical education in settings, such as hospitals, in which patient safety is the priority. For this reason, students who seek accommodations from the Disability Resource Access Center (DAC) 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/>

Academic 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/ \](http://catalog.northeastern.edu/undergraduate/admission/admission-policyentrance-requirements/)

Accelerated Bachelor of Science in Nursing (ABSN), Transfer Track, and Direct Entry (DE)

The ABSN, Transfer track, and DE programs seek applicants who possess the dedication and academic potential necessary to succeed in our accelerated nursing program. Academic admission requirements and more information can be found [here](#)

Academic Standards and Progression Policy.

Undergraduate Students, Direct Entry, Accelerated Program for Second-Degree and Transfer Track Students)

Academic standards and progression policies can be found in the Northeastern University Course Catalog at: <https://catalog.northeastern.edu/undergraduate/health-sciences/nursing/accelerated-second-degree-students-bsn/>

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

Academic Standards and Progression policies are reviewed and updated annually.

Attendance Policy for All Programs

Class, simulation, and laboratory 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. Students should not make conflicting commitments until the class, simulation, and laboratory schedules for each semester are final. Permission to make up work may be granted by instructors for a 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/undergraduate/academic-policies-procedures/attendance-requirements/>

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

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 University

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

ABSN, Transfer Track and Direct Entry Program students complete the prescribed 16-month, full-time, sequential program of study and do not qualify for additional 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 for 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.

Policy for Transfer Students and Change of Major

Northeastern University accepts qualified external transfer students into the School of Nursing based on capacity/availability after an applicant is evaluated through the Northeastern Admissions Office. There is no minor in Nursing. For more information, please see the Northeastern University Course Catalog at:

<http://catalog.northeastern.edu/undergraduate/admission/admission-policy-entrance-requirements/#text>

The School of Nursing accepts current, qualified Northeastern University undergraduate students as internal change-of-major students based on capacity/availability. For more information, please see "undergraduate resources only":

<https://bouve.northeastern.edu/academics/student-services/#resources>

Policy for Northeastern University Transfer Students Who Have Completed a Professional Development for Co-op Course in Another Major, and/or Have Completed a Co-op Through Northeastern:

1. Prior Co-op course:
 - a. Co-op faculty in nursing will evaluate whether student needs to either audit or enroll in NRSN 2000 (Professional Development for Cooperative Education). Given the specificity of the nursing co-op course, either audit or enrollment will be necessary. Co-op faculty will inform the student's academic advisor of the decision.
2. Current or prior Co-op experience:
 - a. Co-op faculty will evaluate the student's co-op experience and determine if it can be approved as a nursing co-op experience. For it to be approved, the co-op position needs to be full-time (>32 hours per week) and related to health care.
 - b. If indicated, the co-op faculty will approve the co-op position and inform the academic advisor for the student's program plan.
 - c. If the already completed co-op does not meet these criteria, then co-op faculty will provide that information to the academic advisor for the student's program plan.
 - d. If a student wishes to appeal one or both decisions, then the Change of Co-op Request Form, available from the Office of Student Services, can be submitted for review by the UG Program Director.

Accelerated Program for Second-Degree Students (ABSN), Transfer Track and Direct Entry Nursing (MS) Program Students desiring a change in their program of study must reapply to the University.

Policy for Advanced Placement or Transfer of Military Education, Training, or Service

For advanced placement or transfer of military education, training or service in 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](#)

For more information, there is a process outlined in the [FAQ](#) section that details how a first-year or transfer student should go about applying to the university.

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.

ABSN, Transfer Track, 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

ABSN and Transfer Track

<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>

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.

Academic Appeals Policy

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

Withdrawal Policy

University Withdrawal Policy

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 Policy

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 at the Bouvé Office of Student Services:

<https://bouve.northeastern.edu/academics/student-services/>

Leave of Absence and Subsequent Return Policy

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

Readmission Policy

Northeastern University School of Nursing considers students for readmission who have reapplied to the school of nursing.

Graduation Policy

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

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

Grievance and Complaint Policy

NU is committed to fostering a diverse and inclusive community that is conducive to each community member's academic rights and pursuits. The NUSON defines a formal complaint as any complaint from faculty, staff, students, and community partners received by any regulatory or accrediting agency of the nursing program.

To improve communication and satisfaction, NUSON has developed processes to encourage and respond to concerns, complaints, and grievances that do not rise to the level of a formal complaint. Students, staff, or faculty 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 students, staff, and faculty. The next step is to contact the Assistant Dean for Pre-licensure or Graduate Programs, followed by the Dean for the School of Nursing. An electronic complaint form may be found on the *Student Canvas Homeroom Page*. For specific concerns reporting harassment, discrimination, and Sexual and Gender-Based Harassment and Discrimination, the NUSON utilizes University policies outlined in NU Policy at the Office of University Equity and Compliance found at:

<https://www.northeastern.edu/ouec/eeoprocedure/>.

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/>

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 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 p.m. and 3 p.m.

Undergraduate Students, Direct Entry Nursing (MS), and Burlington Accelerated Program for Second Degree Students (ABSN) and Transfer Track students

Students are encouraged to subscribe to NU alert for class cancellation information. Please see the following site for emergency information:

<https://www.northeastern.edu/emergency-information/>

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

Charlotte campus status updates are communicated via student email, website, and NU ALERT.

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

Expectations for Professionalism See the Professional Program Codes of Conduct for a step by step guide.

<https://catalog.northeastern.edu/graduate/health-sciences/academic-policies-procedures/code-conduct-nurs/>

Students are expected to read and be familiar with expectations noted in this policy.

IV. Clinical Setting Policies

Clinical Attendance Policy

Attendance in clinical is mandatory for all students. In the case of an illness, injury, or extenuating circumstance, which requires a student to miss clinical hours, students are required to make up missed hours. Clinical hours are to be completed on the clinical make up day or as approved by the clinical coordinator. Missed clinical hours that result in an inability to meet course outcomes, may require a student to withdraw from the course or receive an incomplete. If a student receives an incomplete, the hours must be completed in the next semester within 30 days. To be eligible to make up hours, students are required to communicate an absence before clinical in a method required by the faculty.

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 students are not prohibited from using individual 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. See the policy: <https://catalog.northeastern.edu/graduate/health-sciences/academic-policies-procedures/practicum-internship-policies/>

Examples of breeching this policy include but are not limited to taking pictures at a clinical site, transporting any information with patient identifiers off a 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 sites 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. Students in Boston and Burlington will need to register in Exxat, an Education Management Platform for Health Sciences that tracks clinical compliance. Students in Charlotte will need to register with both Complio and My Clinical Exchange and will be advised at clinical orientation what is needed for their assigned clinical placement. If a student is noncompliant with health insurance & clinical clearance requirements, the student will be removed from clinical immediately.

Clinical Warning Policy

A student will be placed on clinical warning and may fail the clinical course for the following reasons:

- Failing to meet the clinical objectives or competencies.
- 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 Professional Concern Form (PCF). A second clinical warning will result in a reduction of a full letter grade of the final clinical grade and will accompany a PCF. Clinical warnings will not transfer to another course.

Uniform Requirements Policy

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

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-\$250, plus the additional cost of a stethoscope of your choice. The program will provide either scheduled campus visits or an alternative ordering option. Students may also call McGill's Uniform Company at 1-603-627-3472 to order the uniform.

The following items are included in the uniform:

- 1 shirt, 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 open back clogs or crocs); these will be purchased independently.

At all times, students must identify themselves as a student by always wearing their Northeastern name pin in the clinical area. This is a legal requirement.

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).

In some agencies, hair must be pulled back and off the collar. No fabric headbands or head wraps (exceptions made for religious headgear). If facial hair is present, students should ensure that it is neatly trimmed. Tattoos should be covered if possible.

All jewelry must be removed except for stud earrings, wedding bands. Facial piercings must be studs only. No arm jewelry can be worn except for a watch. Necklaces facial/tongue piercings (tongue, nose, or eyebrow) are not allowed at most agencies. Acrylic nails or other artificially attached nails are not allowed for infection control reasons. 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 and may lead to a course failure due to an inability to meet the student learning outcomes for the course.

V. Exam Policies

Boston Based Undergraduate Students and Direct Entry Nursing (MS) Program Students

- Students should update the Respondus Lockdown Browser on their computer prior to coming to take an exam.
- Upon arrival to the exam room, students are asked to place all belongings including cell phones, smart watches, hats, backpacks, food, and beverages at the front of the classroom.

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

- Students should arrive to the site least 30 minutes before the exam start time; remember to allow for extra travel to consider traffic/inclement weather.
- Students are required to present their NU ID for admittance to the exam room. The only other personal item allowed in the exam room will be the student's cell phone which is required for DUO verification. All other belongings including all smart devices, personal earplugs/buds, head and earphones, Bluetooth devices, personal laptops, hats, backpacks, food, and beverages in the student lockers.
- At check in, students are required to present their Northeastern University student ID, sign the attendance list, and proceed directly to your assigned seat/Chromebook. Students will take the exam on the assigned Chromebook which has a built-in lockdown browser.

All students

- Students are permitted to have a single sheet of scratch paper, a pencil, and a calculator, all of which are provided. Students are also permitted to use earplugs which will be available in the exam room. No other earplugs will be allowed. Students should write their name on the scratch paper and return the scratch paper to the proctor when checking out of the exam. Please be sure to silence all cell phones.
- Once seated, students will sign into Canvas using proper credentials, access the appropriate course section, exam module, and await further instructions from the proctor or faculty member.
- The proctor or faculty member will provide instructions for logging into the exam.
- All exams are timed; students should not attempt to begin the exam before the start signal is given by the proctor.
- Once the exam has started students 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.
- A collegiate dictionary will be available to look up vocabulary words.
- Once the exam is complete students may be permitted to review the questions they got wrong but there will not be an opportunity to ask questions at this time. Students must close the exam, log out of Canvas, check out with the proctor or faculty member, and return all scratch paper, even if not used during the exam.
- 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.
- 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), 704-954-8422 (Charlotte) or alert their faculty member via email (Boston).
- 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), 704-9548422 (Charlotte), faculty member via email as directed (Boston) to report his or her absence.
- Rescheduling and make-up of exams must be scheduled with the course instructor.

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.

VI. Exam Review Policies

Boston Students

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.

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 student 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 review can happen in person or via Zoom with a proctor or a faculty member.

ABSN and Transfer Track Students Only

Post Exam Review

After some exams, students will be allowed to see which questions were marked incorrect. This, however, may not represent the final grade as faculty will review exam statistics and alter points if necessary. There will be no questions allowed immediately following the exam.

Following the exam, 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.

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.

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 student 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 review can happen in person or via Zoom with a proctor or a faculty member. Burlington students should request a focused exam review by submitting an Exam Review Request Ticket. A link to this form can be found in the Burlington ABSN Community Course in Canvas. Students unable to attend a scheduled exam review will be accommodated at a date/time after the scheduled exam review but prior to the two-week deadline.

VII. 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 [Student Hub](#) 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 student hub Web portal. Log in using your username and password or click on "How do I get a Student hub username and password?"

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

Undergraduate Students

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

ABSN, Transfer Track Students, and Direct Entry Students

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

VIII. Additional Nursing Program Costs

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 nursing 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

For the 2024 – 2025 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)

Product: Kaplan Nursing Complete Program plus CAT for the NCLEX-RN

(with dedicated three-day live or on-line NCLEX-RN Review course in NRSG 4995) for the following Academic Terms:

- Charlotte and Burlington ABSN & Transfer track: 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.

Focused Review Tests: these can be open book, group work, etc. 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 related to the website, please first reach out to Kaplan Student Support:

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

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, be informed that there are costs associated with taking the exam to become a registered nurse. At current rates, students should anticipate a \$230 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 for and taking the NCLEX examination.

Clinical Compliance Tracking

Students in Boston and Burlington will need to register in Exxat, an Education Management Platform for Health Sciences that tracks clinical compliance. Students in Charlotte will need to register with both Complio and My Clinical Exchange at the cost of \$120 for 24 months. In Boston and Burlington, a one-time fee of \$48.00 is required for the program length of 16 months, \$72 for a program length of 4 years.

IX. Important Associations/Resources

Disability Access Services (DAS)

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

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 Procedure 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 and RedEye Services.

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 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 the 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 (ABSND) and Transfer Track Students Emergency Contact Information

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 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:

Local Emergency Services	911
NUPD	617-373-3333

Charlotte Based Accelerated Program for Second-Degree Students and Transfer Track Students Emergency Contact Information

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.

For off-campus emergency assistance, immediately dial 911. Please notify an appropriate campus staff member for university assistance if needed.

Emergency Contact Numbers

Local Emergency Services	911
G4S Security Desk (Building Security)	704-348-6862
Campus Operations Manager	704-954-8283
NUPD	617-373-3333

Writing Center

The Writing Center is a branch of Northeastern University’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/>

Obtaining Your Husky Card ID

Boston-Based students: 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 me.northeastern.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- based ABSN and Transfer track 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 me.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 (ABSN) and Transfer track students

Parking at the Burlington site is free of charge in all spaces not designated for patient parking.

Charlotte Accelerated Program for Second-Degree (ABSN) and Transfer track students

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/>

Undergraduate Students, Direct Entry Nursing (MS), and Burlington ABSN and Transfer Track Students

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

Charlotte ABSN and Transfer Track Students

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

Online and Hybrid Learning Resources:

The online/hybrid courses are established via the Canvas learning management system. Faculty post a variety of course materials, including synchronous and asynchronous assignments, discussions, and learning activities, on Canvas and conduct virtual meetings with students, both scheduled and as needed. For the on-site clinical intensives, classrooms, labs, and the simulation rooms are all available and scheduled in advance to support utilization by the students.

Library Services

Northeastern University Library provides resources, virtually and in person, in all subject areas to faculty, students, and staff across the University's global campuses. The Snell Library located on the Boston campus, is open 24 hours a day, 7 days a week.

The mission of the NU libraries is to advance academic excellence, enrich the research environment and promote information literacy within the NU community by anticipating, providing for and fostering the effective use of information resources. Librarians offer research and learning support in person and online.

Information Technology Services (ITS) staff are also available from the Snell Library to provide technical assistance with public equipment and laptops. In terms of collections, the library has over 1.3 million electronic books, over 500 thousand print volumes, over 150 thousand electronic journals, over 30 thousand streaming videos, and 524 individual databases, including point-of-care tools like UpToDate, clinical resources such as LexiComp, nursing specific databases such as CINAHL Ultimate, and anesthesiology-focused resources such as AccessAnesthesiology.

Library tutorial videos are accessible to faculty and students (<http://library.northeastern.edu/get-help/online-tutorials>). Students taking online courses have the same access to the library and its services as all other NUSON students, both on campus and electronically.

The library subscribes to approximately 2,400 nursing and medical journals, most available online. E-books are also provided. An online collection of the American Nurses Association's (ANA) Nursing Standards is available. The library has shared space and rooms that students can reserve for up to two consistent hours of use. Further details about the library can be found at (<http://library.northeastern.edu/>).

Technology and Distance Education Support Services

NU provides a broad range of academic and administrative computer resources for students, faculty and staff on all campuses. Wireless Internet access is available to all NU students, faculty and staff and in NU residence halls and various cyber-cafes on campus. The [student hub](#) portal allows students to access many administrative and academic functions online, such as e-mail, class schedules, student payroll and financial services. MyApps – a virtual computer lab environment enables anywhere access.

Technology Support Services for Students, Faculty and Staff includes:

- 1) InfoCommons and the Digital Media Center—accessible 24/7 offering an e-bar, computer help desk, training and more than 200 computers for general use, which was recently improved based on student feedback.
- 2) Information Services, Customer Service (<http://www.northeastern.edu/infoservices/>) providing support and training over the phone, in person and through classes (e.g. multiple operating system, Microsoft Outlook™, office productivity software, web-based training or customized training);
- 3) Academic Technology Service support and instruction on Canvas, remote polling software lecture capture software and other technologies that enhance the teaching and learning experience.

Distance Education Support Services

All the above technology services also apply to NU distance education, which nursing faculty and students use. In addition, NU's contract/partnership with Orbis Education, Inc. allows NUSON access to additional distance education support services online for the **ABSN and Transfer track** programs. **ABSN and Transfer track** courses utilize the Canvas Learning Management System. Orbis education provides an orientation for faculty and staff in the use of the learning management system. A dedicated Orbis team provides technical support for faculty and students using Canvas.

University Health and Counselling Services:

Boston Campus Services for Those Students Who Live On Campus: All students are provided with primary care services for treatment of illness or injury, disease prevention, sexual health concerns, management of chronic conditions, and health promotion. University Health and Counselling Services (UHSC) is organized into two primary care teams of physicians, nurse practitioners, staff nurses, and medical assistants. Students may choose a provider, or be assigned one, for continuity of care, and schedule appointments with the same provider or team. UHSC's primary care staff may also make referrals to specialists either on or off campus. In Boston, University Health and Counselling Services offers confidential medical and mental health services. Students can call to schedule an appointment. Students can also come for a walk-in mental health visit, available Monday through Friday from 11am-2pm, and Tuesday and Thursday evenings from 5pm-7:30pm.

Mental Health Support for All Campuses

Student mental health, as well as general wellbeing, is a priority for Northeastern. For mental health support, all students also can take advantage of a new policy that is currently being piloted; Wellness day. A Student Mental Health Guide is also available that includes information about available mental health resources, answers many common questions about seeking support, and addresses ways to support a friend experiencing mental health challenges. We Care is available to help students when significant issues arise that impede their success. Additionally, NU provides students access to the Headspace app. <https://uhcs.northeastern.edu/introducing-headspace/> provides students with customized strategies to manage depression, anxiety, sleep issues, stress, resilience and more; and additional resources and tools to help students along their educational journey.

Peer Tutoring

Peer tutoring services at Northeastern University are offered via Knack or via Orbis support. Information about Knack program can be found [here](#).

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 Life 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/>

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.

X. 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 Bouvé College.

In addition, students graduating from the undergraduate, ABSN, Transfer track or DE program are eligible to be nominated by faculty and their classmates for various awards acknowledging their service, leadership, achievement, contributions to fellow students, and excellence of nursing care.

Nominees are reviewed and awardees are selected by the school of nursing scholarship and awards committee. Awards are conferred at the convocation ceremony.

XI. 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

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 becoming 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 professional network to support the students first job search as a new graduate nurse.

General Policies Boston Undergraduate Campus

- Boston undergraduate students are expected to adhere to the co-op schedule indicated by their POA.
- The minimum requirement for undergraduate 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 assist the student with submitting a petition for review by the Program Director of Undergraduate Nursing, and co-op faculty, for review and decision. This includes students who have selected the 5-year program and later, for academic or personal reasons, decide not to complete the third co-op.
- Per-diem work outside of a scheduled co-op period does not fulfill co-op requirements.

School of Nursing policies for taking a nursing course while on co-op:

- Generally, nursing students who want to take a nursing course during co-op need to submit a petition to the Academic Standing Committee (ASC) for approval.
- There are some nursing courses that can be taken during co-op without ASC approval including: .
 - NRS 2210 Influences in Health and Illness: A Nursing Perspective
 - NRS 5220 Introduction to Research Methods and Application for Healthcare
 - NRS 5120 Statistics for Health Science
 - NRS 2150 Ethical Healthcare: Genetics and Genomics
- Exercising this option requires that the student can fully attend the class, in person or hybrid as required by the course faculty, and that all course and co-op requirements are able to be met in full. Registering for any 2 courses during co-op requires co-op faculty approval.

Interview Policies

Class and clinical are mandatory and co-op interviews may not be scheduled during those times. Once a student accepts a co-op, verbally or in writing, they are committed to that position and may not accept another co-op. 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.
- 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, required immunizations, 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. Be sure to consult with your co-op faculty to be sure your co-op position meets the SON criteria for co-op, especially with a student developed co-op.
- Students are not permitted to administer medications, immunizations, and vaccinations of any kind and by any

route, while employed as a co-op student.

Attendance During the Co-op Period:

- There are no scheduled vacations or planned absences during co-op placements.
- 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.
- 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:
 - A personal or medical leave of absence (LOA).
 - Additional co-op employment to make up for the missed co-op time, during a time period determined by the co-op faculty and academic advisor, to meet the required minimum of two, six-month co-ops. Per diem employment does not fulfill the co-op requirement.
 - Petition to ASC for approval to reduce the length of this requirement.

Global Co-op Experience

- 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.

Co-op Grading Criteria

Students are required to participate in all phases of the co-op process: **preparation, activity, and reflection.**

Prior to Co-op

- Prior to first co-op, students must have an in person meeting with assigned co-op faculty.
- Read and sign the Bouvé Co-op Agreement form, via NUworks, prior to each co-op.
- Acknowledge acceptance and understanding of this document, the Pre-licensure Nursing Student and Co-op Policy Handbook.
- Enter into the NUworks database the accepted co-op position, on site supervisor information, salary and start and end date, and confirm all information with co-op faculty prior to co-op.

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 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.

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

Co-op participation is optional for students enrolled in the **ABSN and Transfer Track** program. Students who elect to participate in co-op complete one 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 delays students' graduation by one semester. Despite these differences, the goals of co-op in the ABSN program and the UG program are aligned and ABSN, Transfer track, and undergraduate co-op policies are identical

Students enrolled in the ABSN and Transfer track program who elect to participate in the co-op program, will work with the co-op faculty to prepare for, and secure a co-op as do the traditional UG students.

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 Grading Criteria and Requirements

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

XII. General University Co-op Policies and Procedures

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

Students are strongly encouraged to also read, and refer to [The Pre-licensure Nursing Student Cooperative Education Handbook](#) for additional important information about co-op, including but not limited to: Government policies related to employment eligibility; Code of Conduct, Health Insurance and Liability Insurance; University Resources for students; Information for International Students; Global Co-op; Pre-employment screenings and Workplace situations.