



**MERCY  
UNIVERSITY**

School of Nursing

School of Nursing  
Pre-Licensure Student Handbook  
2025-2026



## Table of Contents

Dean's Welcome Letter.....	4
Introduction .....	5
Adherence to Policies.....	5
Accreditation .....	5
History of the Nursing Program .....	5
Mercy University Mission Statement.....	5
School of Nursing Mission Statement.....	6
Undergraduate Program Learning Outcomes (PLO).....	6
Faculty/Student Agreement.....	7
Communication .....	7
PACT (Personalized Achievement Contract).....	8
Academic Success Resources.....	8
Office of ACCESSibility.....	9
Recording Devices in Classes .....	9
Professionalism .....	9
American Nurses Association Code of Ethics for Nurses (2025) .....	10
Code of Student Conduct .....	11
Children and Guest Policy.....	11
Professional Associations.....	12
Confidentiality.....	12
RN Licensure .....	13
School of Nursing Administrators & Staff.....	14
School of Nursing Faculty.....	15
School of Nursing Academic Policies.....	16
Attendance.....	16
Traditional BS Nursing Program Curriculum .....	16
Traditional BS Nursing Program Curriculum .....	18
Accelerated Second-Degree BS Nursing Program Curriculum .....	21
Orientation.....	22
Academic Progression.....	23
Maintenance of Good Academic Standing.....	24
Course Transfer Policy.....	24
Withdrawals .....	24
Examinations and Assignments .....	25

Written Assignments .....	25
Dosage Calculation Examination .....	26
Exam Policies .....	26
Academic Integrity Policy .....	27
Absent Instructor Procedure .....	30
Course Evaluations .....	31
Academic Appeals Policy .....	31
Dismissal Appeals Policy .....	31
The Clinical Experience .....	34
Clinical Placement Sites .....	34
Clinical Policies .....	34
Clinical Compliance .....	34
CastleBranch and On-Boarding Policies for Clinical Courses .....	35
Communication .....	37
Transportation .....	37
Incidents/Accidents at Clinical Sites .....	37
Clinical Attendance .....	38
Individual Student Clinical Make-Up Policy .....	39
Group Clinical Make-Up Policy .....	39
Religious and Military Observance .....	39
Athletic Obligation .....	40
Dress Code for Clinical Sites and the Clinical Education Labs .....	40
Hospital Setting .....	40
Community Health Setting .....	40
Uniforms and Appropriate Dress Codes .....	40
Nursing Skills Lab Policy .....	41
Lab Guidelines .....	42
Lab Schedule .....	43
Universal Precautions .....	43
Emergency Information .....	45
Cancellation of On-Campus and Off-Campus Classes .....	45
Emergency Procedures of Mercy University .....	45
Important Emergency Phone Numbers at Mercy University .....	46



Dear Students,

**Welcome to Mercy University School of Nursing!**

As the Dean, I am thrilled to welcome you on your journey into the nursing profession. This handbook, thoughtfully crafted by our nursing faculty and shaped by feedback from key stakeholders, is designed to provide you with essential academic policies and procedures that will support your academic success. Please take the time to review it carefully to fully understand your rights and responsibilities.

At Mercy University School of Nursing (MUSON), we are dedicated to fostering a culturally diverse community of students who are positioned to deliver safe and effective healthcare. We recognize your unique contributions to the field of nursing and are committed to your success. Our comprehensive approach combines the expertise of our distinguished faculty, dedicated staff, and supportive administrators, all of whom share a common vision: to graduate exceptional nurses who go on to become extraordinary healthcare influencers.

MUSON is proud to be the home of the health equity influencers and promoters' program (HEIP). We are committed to advancing healthcare access and improving health outcomes for the communities we serve. Students are empowered to lead these vital efforts through a variety of initiatives that span acute care and community settings.

We take great pride in providing an academic milieu where you can learn, grow, and excel in nursing. Our purpose and mission are to transform lives through high-impact education, ensuring that graduates are well-prepared to improve healthcare for the communities they serve. You represent the future of nursing, and we are excited to support and celebrate your success every step of the way!

Committed to you,

A handwritten signature in black ink that reads 'Kenya Beard'.

Dr. Kenya V. Beard EdD, AGACNP-BC, ANEF, FAAN, FADLN  
Dean and Chief Nursing Officer  
Professor, School of Nursing  
2012 Macy Faculty Scholar

## Introduction

### Adherence to Policies

Nursing students must adhere to all policies found in the Mercy University Undergraduate Catalog: <https://www.mercy.edu/academics/catalogs-bulletins-calendars>

The School of Nursing program policies are in effect for all undergraduate nursing students. All policies related to the Clinical and Simulation Labs are found in the Lab Manual.

It is the responsibility of the student to be familiar with Mercy University's policies and policies outlined in the School of Nursing handbook.

### Accreditation

The baccalaureate degree in nursing and master's degree in nursing at Mercy University are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, (202) 887-6791.

### History of the Nursing Program

In 1977, the baccalaureate nursing program was the first health profession program at Mercy College. The college offered the RN to Bachelor of Science (BS) degree and graduated the first class in 1980. In 1981, the Nursing Program offered the first graduate degree (Family Clinical Nurse Specialist). The MS program focused on family health nursing and evolved into the Adult Nurse Practitioner Track in 2000. The shift in healthcare priorities led to the suspension of the CNS track and the development of the Nursing Education and Nursing Administration tracks in the master's program in 2004. The BS and MS programs were accredited by the National League for Nursing from their inception until 1998. Since 1999 the programs have been accredited by the Commission on Collegiate Nursing Education (CCNE).

In 2015, a traditional pre-licensure program began, with the first class graduating in 2019. Also, in 2019, the College of New Rochelle (CNR) teach-out led to a significant increase in the number of nursing students at Mercy University (formerly known as Mercy College). An accelerated second-degree BS and a Family Nurse Practitioner program joined the traditional BS nursing program in the Fall of 2019. The last of these teach-out BS students graduated in May of 2023. In Fall 2021, a weekend accelerated second degree program was established. Students who are enrolled in the accelerated programs attend classes on the Bronx campus; traditional baccalaureate students attend classes on the Dobbs Ferry campus.

With the program expansion and the continued delivery of a strong curriculum, the nursing program, once a part of the School of Health and Natural Sciences, officially became a School of Nursing in July of 2023.

### Mercy University Mission Statement

Mercy University is committed to providing motivated students the opportunity to **transform their lives through higher education** by offering liberal arts and professional programs in

personalized and high-quality learning environments, thus preparing students to embark on rewarding careers, to continue learning throughout their lives and to act ethically and responsibly in a changing world.

### **School of Nursing Mission Statement**

The mission of the School of Nursing is to educate individuals who seek to **improve access to and the quality of healthcare**. We do this by creating empowering learning environments that invite diverse perspectives and support courageous discourse. Dedicated nurse educators provide extraordinary experiences that strengthen the capacity of future nurses, scholars, practitioners, and leaders to advance the right of every individual to achieve their highest level of health and transform the healthcare experience.

### **Undergraduate Program Learning Outcomes (PLO)**

- **PLO1 Clinical Reasoning**  
Use clinical reasoning to integrate, translate, and apply established and evolving disciplinary nursing knowledge as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences as the basis for professional nursing practice.
- **PLO2 Patient Centered Care**  
Deliver person-centered care to individuals and families that is holistic, respectful, compassionate, equitable, coordinated, evidence-based, and developmentally appropriate.
- **PLO3 Social Justice**  
Assess and provide care to populations spanning the healthcare continuum from prevention to disease management, collaborating with communities, public health, industry, academia, health care, local government entities, and other partners for the improvement of equitable population health outcomes locally and globally.
- **PLO4 Research**  
Synthesize, evaluate, apply, and disseminate nursing knowledge to improve and transform healthcare and guide evidence-based nursing practice.
- **PLO5 Safety**  
Implement principles of safety as core values of nursing practice to enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.
- **PLO6 IPE**  
Collaborate across professions through effective communication with care team members, patients, families, and communities to optimize care, enhance the healthcare experience, and improve outcomes.
- **PLO7 Health Equity**  
Manage resources to provide safe, quality, and equitable care to diverse populations within complex systems of health care.
- **PLO8 Technology**  
Use information and healthcare technologies to gather data, drive decision making, and

manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.

- **PLO9 Professionalism**

Develop a sustainable professional identity that includes accountability, responsibility, cultural sensitivity, awareness of implicit bias, a collaborative disposition, civility, and behaviors that reflect nursing's characteristics and core values.

- **PLO10 Leadership**

Participate in activities and self-reflection that foster personal health, resilience, and well-being, contribute to lifelong learning, and support the acquisition of nursing expertise and the development of leadership qualities.

## **Faculty/Student Agreement**

### **Faculty Responsibilities to Students:**

As the instructor(s), I (we) will:

- Respect the unique qualities and knowledge base of each student.
- Be prepared to teach.
- Begin classes promptly.
- Be open-minded.
- Use teaching strategies aimed at an appropriate learning level and style.
- Encourage and answer questions to reinforce learning.
- Return assignments/tests within a timely manner (approximately, two weeks).
- Return calls/emails within 48 hours.

### **Student Responsibilities to Faculty:**

The student will:

- Interact with classmates and faculty in a respectful manner.
- Come to class on time.
- **Be prepared for class and eager to learn.**
- **Complete all course assignments prior to class.**
- **Open Blackboard at least once per day to check for course updates & submit assignments by the due date.**
- Demonstrate professionalism.
- Not engage in any activity that disrupts the class, including personal communication or leaving class at times other than assigned breaks and lunch.
- Uphold honest and ethical standards, including not attempting to pass another person's work as my own.
- Be responsible for participating in all aspects of the course.

## **Communication**

- All communication from the School of Nursing will only be sent to the student's Mercy University email.

- Mercy email is assigned to each student upon acceptance into Mercy University.
- **Students are responsible for reading all email postings. If a response is indicated, students must respond to emails from faculty (clinical or academic) within 48 hours of receipt.**
- **Checking Mercy University email and Blackboard courses on a daily basis is mandatory.**
- Students can forward their Mercy email address to their personal email account (student must do this manually in their Mercy email account).
- Course related communication is through Blackboard email.

### **PACT (Personalized Achievement Contract)**

Each nursing student is assigned a PACT mentor for the duration of their enrollment. Students are encouraged to meet with their PACT mentor each semester prior to registering for courses. It is the **student's responsibility to ensure prerequisites are completed for nursing courses.** PACT mentors can assist students who are experiencing academic or personal difficulties.

### **Academic Success Resources**

At MUSON, NCLEX-RN planning begins the moment students are admitted. To support your journey toward becoming a safe and competent nurse, MUSON provides critical courses that are essential to becoming a nurse. To achieve academic success, a variety of academic resources are offered to nursing students. These tools are designed to reinforce learning, strengthen clinical judgment, support academic progression and prepare students for a successful career:

- **ATI Testing and Learning System**  
Integrated across the curriculum, ATI offers NCLEX-RN style practice questions, focused content modules, and assessments that promote mastery. Students are expected to use ATI regularly to reinforce classroom and clinical learning.
- **PrepU (Course Textbook Resource)**  
Many textbooks include access to PrepU, an adaptive quizzing platform that tailors practice questions based on the students' strengths and weaknesses.
- **Tutor.com (24/7 Tutoring Support)**  
Nursing students have unlimited access to Tutor.com, offering on-demand help with nursing content, study skills, and writing assignments; anytime, anywhere. LINK: Tutor.com
- **Center for Academic Excellence and Innovation (CAEI)**  
The CAEI provides in-person and virtual tutoring, academic coaching, and writing assistance. Nursing students are encouraged to schedule appointments early and often to receive support tailored to their individual learning needs. LINK: <https://www.mercy.edu/academics/academic-support/center-academic-excellence-innovation-caei>
- **Faculty Office Hours and Academic Coaching/Advisement**  
All nursing faculty offer weekly office hours to assist with course content, test-taking



strategies, and critical thinking. Regular communication with instructors is encouraged for academic growth. Faculty are also available for advisement.

- **Simulation and Skills Lab Practice**

Skills and simulation labs provide hands-on opportunities to apply nursing knowledge in real-world scenarios. Open lab hours are available for students to practice and reinforce clinical competencies.

- **Practice Questions**

Students are required to complete at least 50–60 NCLEX-RN practice questions per week, focusing on both current and previously learned material. Regularly practicing NCLEX-RN style questions is one of the most effective ways to prepare for exams. In addition, this approach:

- Improves critical thinking and clinical judgment
- Reinforces key nursing content
- Enhances familiarity with NCLEX-RN questions
- Reduces test anxiety and builds confidence

*Tracking your performance and reviewing rationales are essential to long-term retention and readiness for practice.*

These resources are critical components of a students' academic success plan.

### **Office of ACCESSibility**

Mercy University is committed to achieving equal educational opportunities and full participation for persons with disabilities. Persons with disabilities who may need classroom accommodations are encouraged to contact the Office of ACCESSibility before the semester begins to learn about the different accommodations available and the process for obtaining reasonable accommodation(s). Please contact the Office at (914) 674-7764, [accessibility@mercy.edu](mailto:accessibility@mercy.edu) or visit their website at <https://www.mercy.edu/student-support/office-accessibility>

### **Recording Devices in Classes**

Cameras, tape recorders, or other recording devices are not permitted for use in the classroom without the express consent of the instructor. Students with a disability who seek permission to use recording devices as a reasonable accommodation in accordance with ADA and Section 504 requirements should direct their request for reasonable accommodation to the Office of ACCESSibility by phone at (914) 674-7764, or by email to [accessibility@mercy.edu](mailto:accessibility@mercy.edu).

### **Professionalism**

The School of Nursing prepares students to become registered professional nurses who are ethical, competent, knowledgeable, caring, respectful, and compassionate leaders. It is expected that students begin this preparation from the day of admission to the program through graduation and throughout their career. Students are expected to adhere to the American Nurses Association (ANA) Code of Ethics for Nurses.

## **American Nurses Association Code of Ethics for Nurses (2025)**

Provision 1: The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2: A nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.

Provision 3: The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.

Provision 4: Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.

Provision 5: The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.

Provision 6: Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.

Provision 7: Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.

Provision 8: Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends.

Provision 9: Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.

Provision 10: Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

*The American Nurses Association is accredited as a provider of nursing continuing professional development by the American Nurses Credentialing Center's Commission on Accreditation. **LINK:** <https://codeofethics.ana.org/provisions>*

Source: American Nurses Association, Kansas City, MO.

## **Code of Student Conduct**

Maintaining the highest standards of professionalism and ethical behavior is essential to our commitment to excellence in nursing education and patient care. The School of Nursing follows the Mercy University Code of Student Conduct policy: <https://mercy.edu/media/code-student-conduct>

The School of Nursing has established processes to investigate possible violation(s) of the Student Code of Conduct. Such cases will be resolved and appropriate penalties administered for violations. Students who seek to file a complaint must complete the Student Complaint Form: <https://www.mercy.edu/about/mercy-college-policies/student-complaint-form>

Any claims of conduct violation(s) will be brought forth to the Nursing Student Code of Conduct committee for their review and possible investigation. If an investigation is warranted, the student of the alleged violation(s) will be notified, and an investigative meeting will be scheduled.

Students can present evidence and other supporting documentation in their defense at said investigative meeting. The student may also submit the names of pertinent witnesses.

The student may be accompanied by one person (who has a FERPA on file with Mercy University) who is not professional legal counsel; this person may observe but cannot actively participate.

At the conclusion of the investigation, the committee will provide the alleged student and, if applicable, the complainant with a written determination via email. The investigation and issuance of the findings will generally be completed within thirty (30) days unless a reasonable delay is warranted; in the event of a delay, timely notice will be provided to all parties involved.

A student has seven (7) days from the date of notification to appeal the decision through email to the Associate Dean or Dean of the School of Nursing.

The Dean or Associate Dean may request to meet with the committee and student separately. After a review of the evidence, the Associate Dean or Dean shall decide to uphold or overturn the charge and communicate the decision through an email to the student within one week of the appeal.

## **Children and Guest Policy**

To maintain a professional and safe learning environment, nursing students are not permitted to bring children, relatives, friends, or outside guests to class or affiliated clinical sites at any time. This includes all academic and clinical activities such as lectures, labs, simulations, clinical rotations, make-up sessions, and any other required in-person commitments.

All students are expected to make appropriate arrangements for childcare and personal

matters, as outside visitors, regardless of age or relationship, are not allowed to accompany students during any part of their didactic or clinical courses.

## **Professional Associations**

### **Student Nurses' Association at Mercy University**

The Student Nurses' Association (SNA) is an organization comprised of undergraduate Mercy University School of Nursing students. Participation in SNA provides students with support from other nursing students, a sense of professional direction and educational opportunities, exposure to nursing health care issues, and the opportunity to develop leadership skills. SNA meets regularly and sponsors several forums for nursing students. Membership in the SNA is covered by MUSON. Students who are interested in joining SNA should contact: [mercysna@mercy.edu](mailto:mercysna@mercy.edu). SNA Cabinet Members meet with the Dean once a month to discuss student concerns, events, policy recommendations, and to provide feedback on the student experience.

### **Student Representatives to the Student Nurses' Association (SNA)**

The SNA will appoint two student representatives from each program (ASDBS and Traditional) for a total of 4 representatives to serve as liaisons between their peers and the Student Nurses' Association (SNA) Cabinet. These representatives are responsible for:

- Attending scheduled meetings with SNA Cabinet Members
- Communicating academic concerns, feedback, and student achievements and awards
- Advocating for improvements within the School of Nursing academic programs

### **Sigma Theta Tau International**

Zeta Omega is the Westchester/Rockland at-large chapter of Sigma Theta Tau International, the international nursing honor society. Sigma Theta Tau International recognizes the development of leadership qualities, fosters high professional standards, encourages creative work, and strengthens commitment on the part of individuals to the ideals and purposes of the profession of nursing. Mercy University is a member of Zeta Omega, which is a consortium of nursing programs from Dominican University and Mercy University.

Candidates for membership are selected based on superior scholastic achievement. Undergraduates who are halfway through their program, have a 3.0 cumulative quality point average (CQPA) and are in the upper 35% of their class are eligible for membership nomination. The Zeta Omega chapter faculty counselor reviews student standing, and eligible students are invited in writing to consider membership. Outstanding community leaders in nursing are also eligible for membership. Additional information may be found at <http://www.nursingsociety.org/Pages/default.aspx>

## **Confidentiality**

Student materials, grades, records and files are considered privileged and confidential. Student reports, tests, and examinations are stored in locked files or password protected files on

Blackboard. Confidential material is only accessible to faculty and clerical staff. Information contained in the student's record will not be released without the written consent of the student. Written consent to release materials will be kept in the student's file. Mercy University may only release information generated by Mercy University. Records received from other persons and schools cannot be distributed by Mercy University. Consent for photographs must be obtained prior to taking pictures of students during the School of Nursing activities.

**Students must not share or give their Mercy password to anyone.**

## **RN Licensure**

**The successful completion of the Nursing Program and the NCLEX-RN exam does not guarantee a New York State Nursing License.**

New York State licensure requirements for registered nurses (RN):

- Good moral character
- Minimum age: 18-years-old
- Meet education requirements
- Meet examination requirements

### **Moral Character Requirements**

You must demonstrate that you are currently of good moral character in order to be licensed or registered as an RN. Please refer to the following link for further explanation of good moral character: <https://www.op.nysed.gov/professions/registered-professional-nursing/license-requirements>

*Students are cautioned that graduation from the school does not assure licensure. The decision to grant licensure lies with the Office of Professional Discipline and occurs after a candidate passes the NCLEX-RN. A record of a felony conviction may disallow licensure. The Office of Professional Discipline (OPD) will review each felony conviction on the grounds of remorse, retribution, and rehabilitation.*

## **School of Nursing Administrators & Staff**

**Dr. Kenya Beard, EdD AGACNP-BC ANEF FAAN FADLN** – Dean and Chief Nursing Officer

**Vacant**– Assistant to the Dean

**Dr. Valerie Taylor-Haslip, PhD RN FNP** – Interim Associate Dean for Academic Affairs

**Ms. Susan Wilson, ANP RN** – Assistant Dean

**Dr. Damien Germino, PhD MS MPA** – Associate Dean for Operations and Finance

**Dr. Sally Carlisle, DNP MSN(Ed) RN CNE** – Director of Professional Development & Academic Excellence

**Dr. Helene Dill, DHSc RN CNM** – Traditional Program Director

**Professor Peter Shute, MSN EdD(c)** – Accelerated Program Director

**Dr. Cordelle Lucas, DHA MSN RN** – Accelerated Weekend Program Director

**Dr. Sylvie Rosenbloom, DNP APRN FNP-BC CDCES** – Director of the FNP Program

**Dr. Susan Moscou, PhD MPH FNP-BC PMHNP-BC** – Director of Psych-Mental Health Program

**Dr. Patricia Sutton, EdD MS RN** – Coordinator of Nursing Administration and Nursing Education Programs

**Dr. Lucia Alfano, EdD MA RN** – Director of Clinical Affairs

**Ms. Kathleen Apollon-Ferron, MSN RN CCRN** – Director of NCLEX Success

**Mr. Erik Morales, MS** – Director of Nursing Student Engagement & Success

**Mr. Marvin Sanon, BS CHSOS** – Director of Simulation Operations

**Ms. Karen Koziol, MS RNC** – Director of Clinical Simulation, Dobbs Ferry

**Ms. Christina Rossi, MSN RN CHSE AHN-BC HWNC-BC** – Director of Clinical Simulation

**Ms. Mary Alison Hogan, BSN RN RNC-MNN** – Administrative Assistant, Nursing Lab & Clinical Simulation

**Ms. Sandra Farrior, BS** – Director of Clinical Operations

**Ms. Sindy Louisma, MPA** – Associate Director of Clinical Operations & Director of the HEIP

**Ms. Jane Ryan, AAS** – Clinical Compliance Coordinator

**Ms. Mauricia Albert-Dalley, AAS** – Clinical Placement Coordinator

**Ms. Alison Christmas, BS** – Clinical Placement Coordinator

**Ms. Jane Fanning, AAS** – Clinical Placement Coordinator

**Ms. Latoya Rodney, BS** – Clinical Placement Administrator

**Ms. Brunie Lopez, MA** – Director of Budget Affairs, Operations Team

**Ms. Redella Muir, MS** – Nursing Operations Manager, Budget Affairs

**Mr. Kristian Nokaj, BA** – Nursing Operations Manager, Student Affairs

**Ms. Maryanne Allis, BA** – Administrative Assistant

**Ms. Ruth Evers-Leich** – Administrative Assistant

**Ms. RobinMarie Dessereau** – Administrative Assistant

## **School of Nursing Faculty**

**Dr. Salil Akhtar, EdD EdM MA RN – Assistant Professor**  
**Ms. Chandra Arjoonsingh, MSN RN EdD(c) – Instructor**  
**Dr. Marilyn Campbell, EdD RN-BC – Assistant Professor**  
**Dr. Regina Cardaci, PhD MSN Cert – Associate Professor**  
**Dr. Angela Chaney-Grant, DNP MSN-Ed RN WCC – Assistant Professor**  
**Dr. Marion Conteh, DNP MSN – Assistant Professor**  
**Dr. Nicole Dator, DNP PMHNP-BC – Assistant Professor**  
**Dr. Fernand De Los Reyes, PhD RN PMH-BC – Assistant Professor**  
**Ms. Janella Dilone, MS FNP – Instructor**  
**Dr. Miriam Ford, PhD MSN FNP-BC – Assistant Professor**  
**Ms. Tameka Hall Lee, MSN FNP-BC – Instructor**  
**Ms. Gwen Hobson, MS AGNP-C FNP-C – Assistant Professor**  
**Dr. Lauren Ibiezugbe, PhD MPH RN BLS PALS CPN HNB-BC – Assistant Professor**  
**Ms. Susanna Killourhy, MSN RNC-OB – Assistant Professor**  
**Ms. Samantha Matzio, MSN RN FNP-C – Assistant Professor**  
**Ms. Marcella Mulligan, MSN RN CNE NPD-BC – Assistant Professor**  
**Mr. Chijioke Okeke, MSN RN – Instructor**  
**Ms. Veronica Pasha, EMPA BSN RNC-OB C-ONQS – Assistant Professor**  
**Ms. Olga Rabinovich, MSN RN – Instructor**  
**Dr. Robin Schafer, DNP MSN RN CPNP PMHNP-BC – Assistant Professor**  
**Dr. Sharon Shockness, EdD MSN-Ed RN – Assistant Professor**  
**Ms. Melinda Vargas, MSN-ED MedSurg-BC RN – Instructor**  
**Dr. Renu Varughese, PhD MS MPhil RN – Associate Professor**  
**Dr. Adrienne Wald, EdD MBA RN CNE MCHES – Associate Professor**

# School of Nursing Academic Policies

## Attendance

Students are expected to attend all registered classes. Any student who has been excessively absent from a course (2 or more times) and does not present adequate documentation to the instructor and fails to officially withdraw from the course before the last day for course withdrawal, will receive a grade of **FW**, which means ***stopped attending***. FW grades are calculated into the student's GPA as an F.

## Nursing Lab Attendance

All lab absences must be made up during scheduled open lab hours.

- A student who misses two or more labs in a single semester must meet with the program director to discuss how the student will meet the course objectives.
- **Missing more than two labs** in one semester may result in failure of the lab course.
- Failure of the lab course may affect progression in the program and delay graduation.

## Clinical Attendance

Please refer to 'The Clinical Experience' section for additional information regarding absences, lateness, and make-ups.

## Traditional BS Nursing Program Curriculum

### Curriculum Requirements

- All NURS, BIOL, and CHEM courses must be taken at the Westchester campus.
- General education courses may be taken at any Mercy University campus.

First Year, First Semester	
Course Number & Title	Credits per Course
BIOL 130 Anatomy & Physiology I	3
BIOL 130A Anatomy & Physiology I Lab	1
CINQ 101 Critical Inquiry	3
ENGL 111 Written English & Literary Studies I	3
MATH 116 College Algebra	3
NURS 105 Intro to Professional Nursing	2
<b>Term Credit Total:</b>	15

First Year, Second Semester	
Course Number & Title	Credits per Course
BIOL 131 Anatomy & Physiology II	3
BIOL 131A Anatomy & Physiology Lab	1
CHEM 139 Essentials of Gen, Org, Biochem Lecture	2



CHEM 140A Essentials of Gen, Org, Biochem Lab	1
ENGL 112 Written English and Literary Studies II	3
PSYN 101 Intro to Psychology	3
SOCL 101 Intro to Sociology	3
<b>Term Credit Total:</b>	<b>16</b>

<b>Second Year, First Semester</b>	
<b>Course Number &amp; Title</b>	<b>Credits per Course</b>
BIOL 265 Microbiology	3
BIOL 265A Microbiology Lab	1
NURS 230 Clinical Judgment	1
NURS 231 Pathopharmacology I	3
NURS 364 Nursing Informatics	3
PSYN 233 Developmental Psychology	3
<b>Term Credit Total:</b>	<b>14</b>

<b>Second Year, Second Semester</b>	
<b>Course Number &amp; Title</b>	<b>Credits per Course</b>
COMM 110 Oral Communication	3
NURS 198 Health Assessment & Promotion Lecture	2
NURS 198A Health Assessment & Promotion Lab	1
NURS 200 Fundamentals of Nursing	3
NURS 200A Fundamentals of Nursing Lab	2
NURS 200S Fundamentals of Nursing Clinical Experience	2
NURS 232 Pathopharmacology II	3
<b>Term Credit Total:</b>	<b>16</b>

<b>Third Year, First Semester</b>	
<b>Course Number &amp; Title</b>	<b>Credits per Course</b>
Ethics Perspectives Requirement	3
JRSM 301 Junior Seminar	3
NURS 240 Medical Surgical Nursing I	2
NURS 240A Medical Surgical Nursing I Lab	1
NURS 240S Med Surg I Clinical Experience	1
NURS 250 Psychiatric & Mental Health Nursing	3
NURS 250S Psychiatric & Mental Health Clinical Experience	1
NURS 365 Introduction to Health Policy	2

<b>Term Credit Total:</b>	16
---------------------------	----

<b>Third Year, Second Semester</b>	
<b>Course Number &amp; Title</b>	<b>Credits per Course</b>
Arts Perspectives Requirement	3
NURS 226 Parent-Child Nursing	2
NURS 226S Parent-Child Clinical Experience	1
NURS 241 Medical Surgical Nursing II	4
NURS 241S Med Surg II Clinical Experience	2
NURS 363 Nursing Research	3
<b>Term Credit Total:</b>	15

<b>Fourth Year, First Semester</b>	
<b>Course Number &amp; Title</b>	<b>Credits per Course</b>
Foreign Language Requirement (115 level)	3
Literature and Communication Requirement	3
NURS 227 Pediatric Nursing	2
NURS 227S Pediatric Nursing Clinical Experience	1
NURS 251 Advocacy for Population Health	3
NURS 251S Advocacy for Population Health Clinical Experience	2
<b>Term Credit Total:</b>	14

<b>Fourth Year, Second Semester</b>	
<b>Course Number &amp; Title</b>	<b>Credits per Course</b>
Foreign Language Requirement (116 level)	3
Historical and Global Perspectives Requirement	3
NURS 242 Medical Surgical Nursing III	2
NURS 242S Med Surg Nursing III Clinical Experience	2
NURS 366 Nursing Leadership & Management	3
NURS 405 Transition to Professional Nursing	3
<b>Term Credit Total:</b>	16

### **Traditional BS Nursing Program Curriculum**

*(Continuing students and Transfer students accepted in Fall 2024 and Spring 2025.)*

*To be successful in your courses, you must actively use all available resources: required readings, the ATI textbooks, assigned ATI questions, CoursePoint Prep-U, lecture & discussion materials,*

tutoring, and your faculty member. Please note that during this curriculum, your courses will not be offered consecutively every semester. **Failure to pass could require enrollment under the new curriculum, which will delay graduation.**

### Curriculum Requirements

- All NURS, BIOL, and CHEM courses must be taken at the Westchester campus.
- General education courses may be taken at any Mercy University campus.

First Year, First Semester	
Course Number & Title	Credits per Course
BIOL 130 Anatomy & Physiology I	3
BIOL 130A Anatomy & Physiology I Lab	1
CINQ 101 Critical Inquiry	3
ENGL 111 Written English & Literary Studies I	3
MATH 116 College Algebra	3
NURS 105 Intro to Professional Nursing	2
<b>Term Credit Total:</b>	15

First Year, Second Semester	
Course Number & Title	Credits per Course
BIOL 131 Anatomy & Physiology II	3
BIOL 131A Anatomy & Physiology Lab	1
CHEM 140 Essentials of Gen, Org, Biochem Lecture	3
CHEM 140A Essentials of Gen, Org, Biochem Lab	1
ENGL 112 Written English and Literary Studies II	3
PSYN 101 Intro to Psychology / SOCL 101 Intro to Sociology	3
<b>Term Credit Total:</b>	14

Second Year, First Semester	
Course Number & Title	Credits per Course
BIOL 117 Nutrition	3
BIOL 265 Microbiology	3
BIOL 265A Microbiology Lab	1
NURS 198 Health Assessment & Promotion Lecture	2
NURS 198A Health Assessment & Promotion Lab	1
NURS 367 Pathophysiology	3
PSYN 233 Developmental Psychology	3
<b>Term Credit Total:</b>	16

<b>Second Year, Second Semester</b>	
<b>Course Number &amp; Title</b>	<b>Credits per Course</b>
COMM 110 Oral Communication	3
NURS 200 Fundamentals of Nursing	3
NURS 200A Fundamentals of Nursing Lab	2
NURS 200S Fundamentals of Nursing Clinical Experience	1
NURS 220 Pharmacology for Nurses	2
NURS 220A Pharmacology for Nurses Lab	1
NURS 361 Contemporary Topics	3
<b>Term Credit Total:</b>	15

<b>Third Year, First Semester</b>	
<b>Course Number &amp; Title</b>	<b>Credits per Course</b>
JRSM 301 Junior Seminar	3
MATH 117 Intro to Statistical Reasoning	3
NURS 226 Parent-Child Nursing	2
NURS 226S Parent-Child Clinical Experience	1
NURS 227 Pediatric Nursing	2
NURS 227S Pediatric Nursing Clinical Experience	1
NURS 365 Introduction to Health Policy	3
<b>Term Credit Total:</b>	15

<b>Third Year, Second Semester</b>	
<b>Course Number &amp; Title</b>	<b>Credits per Course</b>
General Education Elective	3
NURS 240 Medical Surgical Nursing I	3
NURS 240A Medical Surgical Nursing I Lab	1
NURS 240S Med Surg I Clinical Experience	2
NURS 363 Nursing Research	3
NURS 364 Nursing Informatics	3
<b>Term Credit Total:</b>	15

<b>Fourth Year, First Semester</b>	
<b>Course Number &amp; Title</b>	<b>Credits per Course</b>
General Education Electives	9
NURS 241 Medical Surgical Nursing II	3
NURS 241A Medical Surgical Nursing II Lab	1

NURS 241S Med Surg II Clinical Experience	2
<b>Term Credit Total:</b>	15

<b>Fourth Year, Second Semester</b>	
<b>Course Number &amp; Title</b>	<b>Credits per Course</b>
General Education Elective	3
NURS 250 Psychiatric & Mental Health Nursing	2.5
NURS 250S Psychiatric & Mental Health Clinical Experience	1.5
NURS 251 Advocacy for Population Health	4
NURS 251S Advocacy for Population Health Clinical Experience	2
NURS 366 Nursing Leadership & Management	3
<b>Term Credit Total:</b>	16

**Accelerated Second-Degree BS Nursing Program Curriculum**  
*(Sequence applies to Accelerated and Accelerated Weekend Programs)*

**Curriculum Requirements**

- All courses must be taken at the Bronx campus.
- Prerequisites for program: A&P II + lab; Microbiology; Psychology or Human Development; Chemistry

<b>Year and Term: First Term</b>	
<b>Course Number &amp; Title</b>	<b>Credits per Course</b>
NURS 198 Health Assessment & Promotion Lecture	2
NURS 198A Health Assessment & Promotion Lab	1
NURS 200 Fundamentals of Nursing	3
NURS 200A Fundamentals of Nursing Lab	2
NURS 200S Fundamentals of Nursing Clinical Experience	1
NURS 367 Pathophysiology	3
<b>Term Credit Total:</b>	12

<b>Year and Term: Second Term</b>	
<b>Course Number &amp; Title</b>	<b>Credits per Course</b>
NURS 220 Pharmacology for Nurses	2
NURS 220A Pharmacology for Nurses Lab	1
NURS 226 Parent-Child Nursing	2
NURS 226S Parent-Child Clinical Experience	1

NURS 227 Pediatric Nursing	2
NURS 227S Pediatric Nursing Clinical Experience	1
NURS 361 Contemporary Topics	3
<b>Term Credit Total:</b>	12

<b>Year and Term: Third Term</b>	
<b>Course Number &amp; Title</b>	<b>Credits per Course</b>
NURS 250 Psychiatric & Mental Health Nursing	2.5
NURS 250S Psychiatric & Mental Health Clinical Experience	1.5
NURS 251 Advocacy for Population Health	4
NURS 251S Advocacy for Population Health Clinical Experience	2
<b>Term Credit Total:</b>	10

<b>Year and Term: Fourth Term</b>	
<b>Course Number &amp; Title</b>	<b>Credits per Course</b>
NURS 240 Medical Surgical Nursing I	3
NURS 240A Medical Surgical Nursing I Lab	1
NURS 240S Med Surg I Clinical Experience	2
NURS 363 Nursing Research	3
NURS 365 Introduction to Health Policy	3
<b>Term Credit Total:</b>	12

<b>Year and Term: Fifth Term</b>	
<b>Course Number &amp; Title</b>	<b>Credits per Course</b>
NURS 241 Medical Surgical Nursing II	3
NURS 241A Medical Surgical Nursing II Lab	1
NURS 241S Med Surg II Clinical Experience	2
NURS 364 Nursing Informatics	3
NURS 366 Nursing Leadership & Management	3
<b>Term Credit Total:</b>	12

## **Orientation**

All new students to the School of Nursing are expected to attend orientations conducted by the Program Directors, staff, and faculty. Orientation dates and other information will be provided to all new students at the start of their program.

## Academic Progression

### Standardized Grading Scale

The passing grade for NURS 220A Nursing Pharmacology Lab is 90 (**A-**). The passing grade for all other pre-licensure undergraduate nursing (NURS) courses is a C+.

Traditional students must obtain a grade of C+ in the following prerequisite courses:

- BIOL 130/130A: A & P I lecture/lab
- BIOL 131/131A: A & P II lecture/lab
- BIOL 265/265A: Microbiology lecture/lab
- CHEM 139/140A: Essentials of General Organic Biochemistry lecture/lab
- MATH 116: College Algebra

**Students cannot continue in their sequence until all prerequisite general education and/or didactic nursing courses (lecture, lab, clinical) are completed.** If a student fails to receive the required minimum grade in a prerequisite course, the student may repeat the course once. Students who fail to receive a passing grade in a prerequisite course and who are retaking it cannot progress to the next sequence of the curriculum of their program. This may require students to register as a part-time student, delay graduation, and delay eligibility to sit for the NCLEX exam. Efforts to support academic success are provided through PACT, faculty advisement, and other resources that Mercy University provides.

Failure to attain the required grade on the second attempt in the prerequisite general education course or a nursing course will result in dismissal from the School of Nursing.

**If a student fails to achieve a C+ in two prerequisite general education courses or two nursing courses, they will be dismissed from their program of study.**

### Grades

- No rounding of grades for any assignment or exam
- No rounding of final course grade
  - Ex. A 79.52 [C+] will remain 79.52 [C+]

Standardized Grading Scale

A	93-100	4.0
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.0
C-	70-72	1.67

D+	67-69	1.33
D	60-66	1.0
F	Below 59	0.0

### Maintenance of Good Academic Standing

Students must maintain an overall 2.0 GPA to remain in good standing. A 2.0 GPA must be maintained for general education courses, and 2.33 GPA in nursing courses. To be eligible for graduation with the bachelor's degree, a student must maintain an overall 2.0 GPA.

### Course Transfer Policy

Please refer to the Mercy University Undergraduate Catalog for your program of study Admission Policy in regard to courses which you can transfer in.

Traditional Nursing Link:

[https://catalog.mercy.edu/preview\\_program.php?catoid=22&poid=4090&returnto=2113](https://catalog.mercy.edu/preview_program.php?catoid=22&poid=4090&returnto=2113)

Traditional Nursing Link (Continuing, Transfers, and Re-admits):

[https://catalog.mercy.edu/preview\\_program.php?catoid=22&poid=4161&returnto=2113](https://catalog.mercy.edu/preview_program.php?catoid=22&poid=4161&returnto=2113)

Accelerated Second-Degree Nursing Link:

[https://catalog.mercy.edu/preview\\_program.php?catoid=22&poid=4135&returnto=2113](https://catalog.mercy.edu/preview_program.php?catoid=22&poid=4135&returnto=2113)

Accelerated Weekend Second-Degree Nursing Link:

[https://catalog.mercy.edu/preview\\_program.php?catoid=22&poid=4149&returnto=2113](https://catalog.mercy.edu/preview_program.php?catoid=22&poid=4149&returnto=2113)

### Withdrawals

#### Withdrawal from Nursing (NURS) Courses

A student may withdraw from any nursing (NURS) course **only once** throughout the program.

Examples:

- Permitted – withdraw from NURS 198; retake NURS 198 and pass.
- Not permitted – withdraw from NURS 198; retake NURS 198 and withdraw; the second withdrawal will result in dismissal from the nursing program.
- Not permitted – withdraw from NURS 198; retake NURS 198 and pass; withdraw from any other NURS course. The second withdrawal will result in dismissal from the nursing program.

Students are required to withdraw from all components associated with an NURS course (i.e., lecture, clinical and/or lab). The withdrawal from all components associated with an NURS course will be considered one withdrawal.



Students must withdraw by the University's designated deadline. **Exceptions may be made for medical or emergency withdrawals, with appropriate documentation.**

### Examinations and Assignments

Examinations and assignments are part of the course requirements. Course instructors in collaboration with course leaders determine the format of the exams and assignments they deem appropriate to assess knowledge. Examinations may include any of the following formats:

- In-class exams
- Take-home exam
- Independent project
- Practical assessment

Criteria for grading of exams and assignments, as well as the **weight** of a given exam or assignment is determined by the course instructor and course leaders and is outlined in the course syllabus. To maintain the integrity of exam items, faculty reserve the right to keep all exams and may review them with students.

Students who must miss an exam, assignment, or deadline, or who need an extension for a particular assignment, must make individual arrangements with the course instructor **in advance**. Student assignments must be submitted in the designated assignment link in Blackboard unless otherwise stated by the professor. Students are responsible for completing all missed exams or assignments. **MUSON does not permit additional assignments or projects for raising an individual grade.**

### Written Assignments

**The writing style and format used for all written assignments adhere to the *Publication Manual of the American Psychological Association* (7th ed).**

All papers must be:

- Typed into Microsoft WORD
- Free of typographical errors
- Free of spelling and grammatical errors
- Free of plagiarism
- Free of all forms of bias to the extent possible
- **Students are required to cite any content created, modified, or influenced by AI tools. This includes text, images, data analysis, code, or ideas. Omission of such citations constitutes plagiarism and will be addressed under the university's academic integrity policy.**

Non-adherence to any of the above may affect the overall grade. Students are advised to make an extra copy of all written assignments for their own protection and records.

## Dosage Calculation Examination

Prior to the start of any clinical nursing course, students must take and achieve a minimum score as below on the dosage calculation exam. Students must remediate with faculty after failing to obtain the required score at the first attempt. If the student fails to achieve the required score after the third attempt, the student **must withdraw from both the clinical and didactic components** of the course and repeat both the next time the course is offered.

- NURS 200, NURS 226, NURS 227, NURS 240: 90%
- NURS 241: 100%

## Exam Policies

### Exam Review Policy

- Exam review will be conducted within the ExamSoft platform and should take place within 1 week of the exam date, unless a holiday falls on that day, in which case it should take place during the next scheduled class.
- Exam review will be in-person in the classroom during the next scheduled class following the exam. Faculty have the right to review exam concepts rather than specific questions. The review will take place under testing conditions with testing space free of any personal items. **See Exam Preparation Policy.**
- The exam review will cover only “incorrect” answers and not the entire exam for a duration of 15 minutes. If a student wishes to review their exam and/or has concern about an exam question, the student has one week from the date of the exam to email their faculty member requesting a meeting.
- **There will be no review of any final exam, irrespective of whether a student failed the course.**

### ExamSoft

ExamSoft computer requirements will be sent to the students prior to their first exam on ExamSoft.

### ExamSoft Download

The exam download will be **available 24 hours prior to the scheduled exam**. The exam download will be available until 15 minutes after the scheduled exam starts. If a student has not downloaded during this time window, they will be considered absent from the exam.

### Exam Preparation

Prior to starting the exam and/or the exam review, **all phones must be turned off and stored with student belongings at the front of the room**. No personal items such as food/beverages, cellular phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, bags, hats (and other head coverings with exception to head coverings worn for religious/medical reasons), coats, books and notes are allowed in

their personal testing space. Eye and/or ear wear that provides access to the internet or has camera functions will not be allowed.

The student testing space can have a computer and computer mouse. If paper and a pencil are needed during the exam, it will be provided by the faculty member. Each student will write their name on their paper, and the paper will be collected by the faculty member at the end of the exam.

### **Exam Recording Policy**

To ensure the integrity of the testing environment, the School of Nursing may implement video recording during examinations. Cameras may be placed in classrooms or testing spaces for the purpose of monitoring and recording student activity while exams are in progress.

Recordings are used solely for academic integrity and security purposes. They may be reviewed by School of Nursing administration or designated University officials if concerns arise regarding exam conduct.

By participating in nursing program examinations, students acknowledge and consent to being recorded as part of this policy.

### **Late Arrival to Exam**

If a student is 15 minutes late to a scheduled exam, the student will not be allowed to take the exam. They must arrange with the faculty member for a make-up exam within one week of the scheduled exam date. This make-up exam will be different from the original scheduled exam and may be in a different format. A subsequent lateness in the same course to a rescheduled exam will result in a 5-point deduction from the exam total.

### **Exam Absence**

If a student is absent on a scheduled exam day, they must arrange with the faculty member for a make-up exam within one week from the scheduled exam date. This exam will be different from the scheduled exam and maybe in a different format. A subsequent absence from a scheduled exam in the same course will result in a 5-point deduction from the exam total.

### **Multiple Response Exam Questions**

Exam scoring will align with standards set by the National Council of State Boards of Nursing; [https://www.ncsbn.org/public-files/NGN\\_Summer21\\_ENG.pdf](https://www.ncsbn.org/public-files/NGN_Summer21_ENG.pdf)

## **Academic Integrity Policy**

The School of Nursing follows Mercy University's policy on academic integrity and dishonesty. Any violations against this policy will be processed as outlined below. The University's Academic Integrity Policy states:

Academic integrity is the pursuit of scholarly activity in an honest, truthful and responsible manner. Students are required to be honest and ethical in carrying out all aspects of their academic work and responsibilities.

Dishonest acts in a student's academic pursuits will not be tolerated. Academic dishonesty undermines the University's educational mission as well as the student's personal and intellectual growth. In cases where academic dishonesty is uncovered, the University imposes sanctions that range from failure of an assignment to suspension and expulsion from the University, depending on the severity and reoccurrence of the case(s).

Examples of academic dishonesty include, but are not limited to, cheating, plagiarism, obtaining unfair advantage, and falsification of records and official documents.

**Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices, or communication during an academic exercise. Examples of cheating include, but are not limited to:**

- Copying from another student during an examination or allowing another to copy your work.
- Providing assistance to acts of academic misconduct.
- Unauthorized collaboration on a take-home assignment or examination.
- Using notes during a closed book examination.
- Submitting another's work as your own.
- Unauthorized use during an examination of any electronic device, such as cell phones, computers, or internet access to retrieve or send information.
- Allowing others to research or write assigned papers for you or to complete your assigned projects.

**Plagiarism is the act of presenting another person's idea, research or writings as your own.**

- Examples of plagiarism include, but are not limited to:
  - Copying another person's actual words or images without the use of quotation marks and citations attributing the words to their source.
  - Presenting another person's ideas or theories in your own words without acknowledging the source.
  - Engaging in plagiarism, via the Internet or other web-based or electronic sources, which includes (but is not limited to) downloading term papers or other assignments and then submitting that work as one's own or copying or extracting information and then pasting that information into an assignment without citing the source, or without providing proper attribution.

**Obtaining an unfair advantage is any action taken by a student that gives that student an unfair advantage, or through which the student attempts to gain an unfair advantage in his/her academic work over another student. Examples of obtaining an unfair advantage include, but are not limited to:**

- Gaining advance access to examination materials by stealing or reproducing those materials.
- Retaining or using examination materials which clearly indicate the need to return such materials at the end of the examination.
- Intentionally obstructing or interfering with another student's work

**Falsification of Records and Official Documents** include, but are not limited to, acts of forging authorized signatures, or falsifying information on an official academic record.

### **Sanctions for Academic Integrity Violations**

If a student commits an academic integrity violation, the faculty member has the right to give the student a zero on the assignment or exam. Academic integrity violations will be written up by the faculty member and reported to the Program Director, Associate Dean, and Dean.

If a faculty member determines that a student has committed an act of cheating or plagiarism, and the student withdraws from the course, that student will receive an "FW" for the course regardless of the time of withdrawal. The faculty member shall inform the Dean/Associate Dean of the resolution via email and the Dean/Associate Dean shall update the applicable Student Violation of the Academic Integrity Policy Form to reflect that resolution.

In a case where a student admits to the alleged academic dishonesty but contests the academic sanction imposed by the faculty member, or in a case where a student denies the academic dishonesty, the student may appeal by following the process described below.

A student who is found to be dishonest in the submission of academic assignments or other work, or in carrying out their academic responsibilities may receive a warning, a zero for the submitted assignment or exam, a failing grade for the course, or may be subject to further suspension or expulsion from the University, depending on the severity of the offense(s). Regardless, all incidents of academic dishonesty will be reported to the Academic Unit Head and School Dean/Associate Dean and may be retained by the University in the student's records.

### **Reporting Violations and Student Appeal Processes**

**The process to report or to appeal an academic integrity violation is as follows:**

1. A faculty member who suspects that a student has committed a violation of the Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever feasible.
2. Should the faculty member conclude that there has been an incident of academic dishonesty, the faculty member shall complete and submit the Academic Integrity Reporting Form (located on Mercy Connect under the faculty tab). The faculty member must indicate the sanction for the student violation of the policy on the form.
3. The Academic Integrity Form will be submitted electronically to the Program Director, Dean and Associate Dean of the appropriate School, and an official notification of violation will be sent to the student. The student may appeal to the Dean or Associate

Dean of the School through email within one week of the date of notification. The Dean or Associate Dean will then ask the student and faculty member to submit supporting evidence and may request to meet with both parties separately. After a review of the evidence, the Dean or Associate Dean shall decide to either uphold or overturn the violation and communicate the decision through an email to the student within one week of the filed appeal.

4. Should the student choose to appeal the Dean's/Associate Deans' decision, the Associate Provost for Faculty Affairs shall request the evidence examined by the Dean/Associate Dean. After a review of the evidence, the Associate Provost for Faculty Affairs shall determine if there is enough evidence to convene the Academic Appeals Committee and send a letter to the student, within one week of requesting an appeal, to inform the student of this determination. If the Associate Provost for Faculty Affairs believes that further review is warranted, the Academic Appeals Committee will be convened to review the case.
5. If the Academic Appeals Committee is convened, the Dean/Associate Dean, faculty member, and student will be permitted to participate. The faculty member and student are permitted to submit any additional documentation they believe is necessary, including written statements and documentary evidence. The Academic Appeals Committee shall convene within two weeks of the filing of the appeal submission and shall issue a written decision of its finding within one week of convening. The Associate Provost for Faculty Affairs shall send copies of the Committee's decision to the student, the faculty member, and the appropriate Dean/Associate Dean for archiving in the student's confidential academic integrity record. Unless the resolution exonerates the student, the Student Violation of Academic Integrity Form shall be placed in a confidential academic integrity file created for the purposes of identifying repeat violations, gathering data, and assessing and reviewing policies.
6. If the Academic Appeals Committee finds that no violation occurred, the Office of the Provost shall remove all material relating to that incident from the student's confidential academic integrity file and destroy the material. The Dean/Associate Dean shall work with the faculty member to remove the sanction in the course.

### **Judicial Sanctions**

In a case where the allegation of cheating or plagiarism is severe, or where the student has a history of violations of the Academic Integrity Policy which conduct warrants suspension or expulsion from the University, the school Dean shall impose a sanction in addition to or in lieu of academic sanctions, as he/she deems is warranted under the circumstances. If the student contests the judicial sanction imposed, the student may appeal to the Associate Provost for Faculty Affairs.

### **Absent Instructor Procedure**

On occasions when a faculty member is delayed, unavoidably, and no notice is posted, students should wait at least a half hour before leaving. In the event that an instructor does not show up to class or notify students of their absence, students should inform their Program Director and a Nursing Administrative Assistant within the hour of the class start time.

## Course Evaluations

Each student provides feedback on each course and instructor via Blue Survey. Blue Survey is an online course survey, which is completed prior to the end of the semester. Completing course surveys is important so that faculty can ensure program outcomes and student learning outcomes are met as well as overall program assessment.

Students will receive an email at their mercy.edu, their personal email account (if set up forwarding) informing them about the online Survey for Instructors and Courses survey process. Students are given information about the survey and how to access it each semester.

## Academic Appeals Policy

The Academic Appeals policy provides students with a process to resolve formal complaints made by students, faculty, or an administrator about academic issues such as grade disputes, cheating, plagiarism, and the enforcement of academic policies.

### Grade Appeals for Nursing Courses

Grade appeals specifically for nursing courses are only granted if:

- There was a miscalculation in the course grade, or
- Grade was not calculated according to the syllabus **for the section in which the student is enrolled**, or
- The student was treated differently than other students **in the same section in which the student is enrolled**.

Students will be removed from nursing courses once letter grades are officially posted for which they have not passed the prerequisite courses.

Please check the Mercy University Undergraduate Catalog for complete instructions on academic appeals and policies on cheating and plagiarism:

<https://catalog.mercy.edu/content.php?catoid=22&navoid=2091>

## Dismissal Appeals Policy

The purpose of the School of Nursing Dismissal Appeals Policy is to provide a process for the equitable resolution of formal complaints made by a student over an academic dismissal at the Program level.

An **Academic Dismissal** from a program may occur if a student does not meet the criteria outlined by the specific program to remain in good standing. If a student fails to meet these criteria, the Program Director may dismiss the student after a faculty review. The student may appeal the program dismissal through the steps listed below. Before proceeding to a higher-level step, all lower-level steps must first be completed. To the extent that a Program Director, Assistant Dean, or Associate Dean is unavailable, a designee may be appointed for purposes of resolving such issues in a timely manner.

**Step One: Program Director and Director for Nursing Student Engagement & Success** – Within two weeks after final grades are posted in which the dismissal occurred, the Dean will notify the student in writing of the program dismissal. The student may appeal the program dismissal by submitting a request in writing to the Director for Nursing Student Engagement & Success within two weeks of receiving the dismissal letter, to request an appeal meeting. Each party may bring relevant information and supporting documentation to the meeting to discuss.

The written appeal submitted by the student must include the following information:

1. The date, name, student CWID number, telephone number, and Mercy University email address should be shown in the upper left-hand corner of the letter. The letter needs to be addressed to the Program Director and the Director for Nursing Student Engagement & Success.
2. The stated reason(s) the student was dismissed from the nursing program.
3. Identification of the (a) extraordinary and non-recurring circumstances that caused the student's unsatisfactory academic performance and subsequent dismissal from the nursing program; and (b) evidence that the unsatisfactory academic performance is not representative of the student's academic ability.
4. An explanation of why the information provided should result in the reversal of the decision to dismiss the student from the nursing program, and an outlined plan of academic improvement if accepted back into the program.
5. A copy of the student's unofficial Mercy transcript and a printout of the student's grades and exams scores in the course(s) of the semester which they are up for dismissal.
6. The student can provide documentation which supports the claim in their appeal letter.

After the meeting, the Program Director and Director for Nursing Student Engagement & Success will make a decision on the student's appeal within one week and communicate it in writing to the student. A copy of this decision will be sent to the School of Nursing Associate Dean, Assistant Dean, and the student's assigned PACT Mentor. If the student is dissatisfied with the outcome of this decision, a formal written appeal may be submitted by the student to the School of Nursing Associate Dean and/or Assistant Dean within one week after receipt of the decision.

**Step Two: Associate Dean and/or Assistant Dean Dismissal Review Committee** – In the event that the issue has not been satisfactorily resolved in Step One, the student has the option to appeal to the School of Nursing Associate Dean and/or Assistant Dean. At this step, the student will provide all previous documentation required, specifically requesting this second step of the appeal.

The School of Nursing Associate Dean and/or Assistant Dean will refer the appeal to the School of Nursing Dismissal Review Committee for review and recommendations. All parties to the appeal will be permitted to submit any documentation they believe is necessary, including written statements and documentary evidence in the meeting with the Dismissal Review Committee. The Dismissal Review Committee will hold a meeting within two weeks after



receipt of the appeal documentation. All parties to the appeal will be permitted to participate in the Dismissal Review Committee meeting.

The student may be accompanied by one person (who has a FERPA on file with Mercy University) who is not professional legal counsel; the person may observe but cannot actively participate in the Committee meeting. The Committee will hear from both parties and may call on any witnesses to the matter and review any supplementary documentation. The Committee may ask questions throughout the meeting and may, if necessary, adjourn the meeting to obtain additional information.

After all the interviews have been completed, and documents reviewed, the Dismissal Review Committee will deliberate in closed session. The Committee will make their recommendations to the School of Nursing Dean which may include upholding or overturning the program dismissal.

**Step Three: School of Nursing Dean** – Within two weeks after receipt of the recommendations from the Dismissal Review Committee, the School of Nursing Dean will review all the relevant documentation. A written decision shall be sent to both the student and other parties. The decision rendered by the Dean is final; no additional appeals will be permitted.

Any student reinstated in a nursing program following an initial dismissal will be subject to immediate academic dismissal effective upon the occurrence of any additional probationary event(s). The student's past academic history will be considered when determining if a probationary event is warranted. Students dismissed for a second time will not be allowed to appeal to the Program Director, Assistant Dean, or Associate Dean for reinstatement, nor are they permitted to reapply to their nursing program. Failure to comply with any part of this process on the part of the student will result in forfeiture of all rights of appeal as outlined.

**Mercy University School of Nursing** reserves the right to make changes to this Dismissal Review Policy as it deems necessary, with the changes applicable to all students then in attendance in an accredited nursing program.

## The Clinical Experience

### Clinical Placement Sites

Mercy University School of Nursing is committed to assisting each student in achieving their educational goals by providing a myriad of clinical experiences. Students will be able to choose their own clinical assignments during open clinical registration period. Please be advised that students must have a flexible schedule for clinical placement.

**Clinical assignments may be scheduled any day of the week (Sunday-Saturday), days and evenings.** Clinical site assignments are not negotiable. The Clinical Placement Coordinator is not required to consider the personal preferences of a student in making assignments to clinical rotation sites. Students may be required to travel up to 75 miles each way from their home campus to a clinical site. Mercy University School of Nursing students who decline to proceed with a clinical rotation site will be deemed to have voluntarily withdrawn from the related courses.

### Clinical Policies

- **Confidentiality:** Professional nursing students are held accountable to *The Health and Human Services (HHS) Health Insurance Portability and Accountability Act (HIPAA) - Standards for Privacy of Individually Identifiable Health Information* (known as the Privacy Rule). Students should never share their passwords or attempt to access any medical records other than the patient(s) they are assigned to. This includes their personal medical records as well. Please review: <https://www.hhs.gov/sites/default/files/privacysummary.pdf>
- **Conflict of Interest:** A conflict of interest can arise if a student has a familial, social, or long-term professional relationship with a person who would have direct supervision of the student during the clinical placement. Students are responsible for disclosing to the Clinical Placement Team any actual or potential conflict of interest. If it is deemed to be considered a conflict of interest, the student will be reassigned to another clinical placement.

### Clinical Compliance

Prior to attending a clinical experience, students must satisfactorily complete all clinical compliance requirements. The Mercy University School of Nursing and the applicable clinical sites will review the completed forms to ensure that requisite compliance has been met. Mercy University School of Nursing contracts CastleBranch to review and approve all requirements.

### Background Checks

To participate in a clinical experience, a criminal background check is required through CastleBranch.

### **Drug Testing**

To participate in a clinical experience, a drug test is required through CastleBranch. If a drug retest is required, it must be completed within **15 days** of notification. If the retest is positive, the student will be removed from clinical and all related courses.

**Please Note:** Additional background checks, drug tests, and fingerprinting may be required for individual sites. The cost may be the student's responsibility.

## **CastleBranch and On-Boarding Policies for Clinical Courses**

### **The health clearance process consists of completing:**

- Lab results pertaining to immunization titers
  - MMR
  - Varicella
  - Hepatitis B Antibody and Antigen
  - Hepatitis C
- Vaccinations
  - Tdap/TD
  - Influenza/Flu (to be completed yearly)
  - COVID-19
- Tuberculosis – Quantiferon Blood Test (to be completed yearly)
- Annual Health Assessment Form (to be completed yearly)
- Health Insurance (to be completed yearly); if you need to acquire health coverage, please follow this link for options: <https://www.mercy.edu/student-support/office-registrar/student-insurance>
- N95 fit testing (to be completed yearly); offered by the School of Nursing prior to the start of each semester as scheduled by Lab staff
- American Heart Association BLS certification must be maintained throughout the nursing program. Red Cross certification **will not** be accepted.

### **CastleBranch Deadlines for students enrolled in their first Clinical Course:**

- Fall Semester: August 1
- Spring Semester: November 1
- Summer Semester: April 15

### **For students continuing clinical courses:**

It is the student's responsibility to monitor their CastleBranch expiration dates and requirements as they occur. All CastleBranch requirements must remain active throughout the semester (example: if CPR expires mid-semester, the student will be removed from the clinical course).

When a student does not comply with the expiration dates/deadlines, they will receive a final notice to complete the requirement(s). Failure to comply with Castle Branch requirements could result in a student being dropped from the clinical course.

**Failure to meet CastleBranch and/or Clinical Partners On-Boarding requirements will result in cancellation of the student's registration or suspension from clinical courses.** Tuition reimbursements, if any, will be made according to the University's tuition cancellation policy.

### **Clinical Site On-Boarding**

Students must adhere to applicable policies and procedures of the clinical sites to which they are enrolled. Students are required to learn and comply with all policies and procedures of the clinical site assigned to them. Students are **not permitted to contact a clinical site or a preceptor about a clinical placement.** All clinical inquiries should be directed to the Clinical Operations Coordinator in charge of the clinical site which the student has registered for (see on Blackboard who is assigned to your clinical site) and then escalated to the Director of Clinical Operations, if no response is received within 48 hours (about 2 business days).

Clinical site on-boarding requirements are located on the Undergraduate Nursing Clinical Placements Blackboard platform. The student is responsible for completing the on-boarding requirements for their clinical assignment(s) by the stated deadline. Students **must** adhere to all facility compliance standards which include mandatory pre-clinical training and clearance approval. On-site pre-clinical training will occur Monday through Friday (**no weekends**). Students who do not submit the on-boarding requirements will be removed from their clinical assignments and related courses.

The clinical administration will be enforcing the following protocols of support and adherence requirements:

All nursing students are required to complete and submit onboarding requirements by the stated deadlines.

Students who fail to meet a deadline will be contacted the following day by email, phone, and text. This communication will notify students that they will have an extension of only 48 hours to fulfill any outstanding requirements.

If students do not comply within the 48-hour grace period, the Director of Clinical Affairs will be notified, and a final notice will be sent to the student informing them that their clinical course will be dropped.

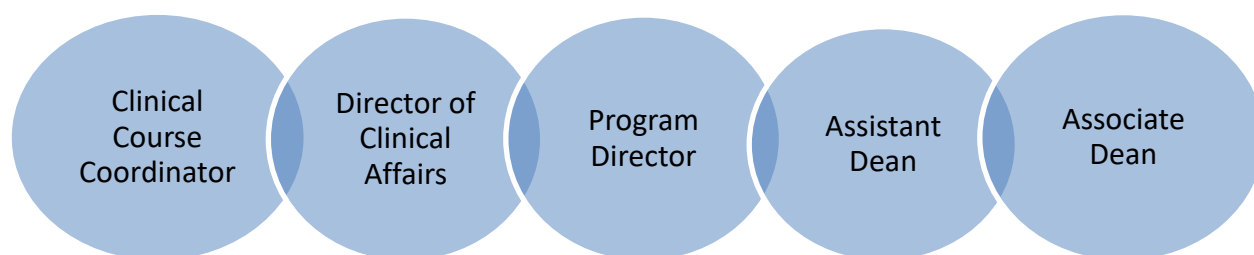
Students who have missed the onboarding requirements past the deadline may submit an appeal for reinstatement. Appeals must be directed to the Director of Clinical Affairs, who will review the circumstances and determine if reinstatement is possible.

Students are encouraged to meet with their PACT mentors to discuss progression going forward if dropped from their clinical courses. Students are also advised to contact their PACT mentor to discuss any issues faced in acquiring the necessary documentation needed for onboarding requirements.

## Communication

Cell phones should be set to silent or vibrate when at clinical placements. Students are not allowed to take or make personal calls or texts during their clinical hours and never in patient care areas.

Students are to follow the chain of communication if they have any concerns that are due to their clinical rotation. The chain of communication is as follows: first communicate directly with the Clinical Instructor; if no resolution, then contact the Clinical Course Coordinator; if no resolution, then contact the Director of Clinical Affairs; if no resolution, then contact the Program Director; and if still no resolution, then contact the Associate Dean. Here is the chain of communication:



## Transportation

Transportation to all off-campus programs including clinical sites is the responsibility of the student. Students are responsible for parking fees, if applicable, at the clinical sites. Students are encouraged to make arrangements to carpool and rideshare to clinical sites. Students may be required to travel up to 75 miles each way from their home campus to a clinical site. Mercy University School of Nursing students who decline to proceed to a clinical rotation site will be deemed to have voluntarily withdrawn from the related courses.

## Incidents/Accidents at Clinical Sites

Any accident or injury at a clinical site must be reported **immediately** to the student's Clinical Instructor and as soon as possible to the Clinical Course Coordinator. Most sites will have a policy about reporting incidents that students and faculty must follow. If you are injured at a clinical site, you may have the opportunity to be treated at that site.

Students shall be responsible for charges for emergency medical care to the same extent that any other patient/client at the clinical site is responsible. In the event that care, or treatment is required beyond such emergency medical care, the student shall be responsible for the charges for any additional medical care to the same extent that any other patient/client at the clinical site is responsible.

If you need to acquire health insurance, please see this link for options:

<https://www.mercy.edu/student-support/office-registrar/student-insurance>

If a student sustains an injury at the clinical site, the student and the clinical faculty must immediately inform the supervisor/director of the clinical site and follow up with employee health as indicated. The clinical faculty and student must follow institutional policies or procedures.

Contact with bodily fluids, needle sticks, and/or penetrating injuries pose the risk of infection from bloodborne pathogens. Students should clean the area with soap and water and report such injuries **immediately** to their Clinical Instructor and to the Clinical Course Coordinator or Program Director. To read more about needle stick and bodily fluid incidents, refer to the OSHA guidelines: <https://www.osha.gov/bloodborne-pathogens/quick-reference>.

Depending on the injury or incident, a medical evaluation may be needed shortly after the incident. In some cases, treatment or prophylaxis may be administered and started immediately, at the student's expense.

The Clinical Instructor will help direct the student to the nearest Emergency Department if the clinical site where the incident occurred is unable to evaluate the incident. Furthermore, if an event occurs, a Mercy University Incident Report Form **must** be completed and submitted to the University within 24 hours of the occurrence. Students are required to submit a written account of the incident to the Clinical Course Coordinator and Program Director.

## **Clinical Attendance**

### **Lateness:**

If a student is running late, they should contact their clinical instructor by phone or text immediately.

Lateness is considered when arriving after the clinical scheduled time or arriving later than the time the clinical instructor has requested students to arrive at a designated location.

### **For the first time the student is late less than 15 minutes:**

The student will receive counsel and clinical policies will be reinforced.

### **The second time the student is late less than 15 minutes:**

It will be considered a clinical absence.

NOTE: All clinical absences must be made up, according to Clinical Instructor and Clinical Course Coordinator guidance and instruction.

### **Absences:**

Students are required to attend all clinical dates. Students who miss one clinical day will have to make up those clinical hours. Students who **miss two clinical days will not pass** the clinical course and will need to repeat the clinical course. Students are only permitted to repeat **one nursing course** during the nursing program.

- Notify the Clinical Instructor and the Clinical Course Coordinator
- All clinical hours must be made up during a clinical make-up day
- To successfully complete the program requirements and qualify to sit for NCLEX licensure, a specific number of clinical hours must be met

NOTE: Students must notify their Clinical Instructor and Clinical Course Coordinator if they will be absent or late as soon as possible by phone, text, or e-mail. Failure to notify may result in clinical course failure.

### **Individual Student Clinical Make-Up Policy**

Students are expected to attend all scheduled clinical experiences as required by the School of Nursing for program completion. In the event of an absence, clinical make-up hours are required to be completed in person at a designated site approved by the School of Nursing. The location is determined at the program's discretion and is subject to site availability.

Clinical make-up hours may not be completed through lab time, virtual simulations, or written case studies. All clinical hours must be made up at the clinical site.

### **Group Clinical Make-Up Policy**

In the event that a clinical is cancelled due to inclement weather, facility suspension, or other unforeseen clinical postponements, the pre-scheduled make-up day **must** be attended. The make-up day will be posted on the Undergraduate Nursing Clinical Placements on Blackboard.

### **Religious and Military Observance**

Students requesting religious observance or military considerations for clinical assignments must submit their request in writing. Those requesting a religious observance must include a signed letter from the head of their religious community on an official letterhead. All requests are to be sent to the designated nursing administrative assistant, according to the following schedule:

**April 1** – for Summer Semester Classes. Must cover dates from May 26 to Aug. 31.

**June 1** – for Fall Semester Classes. Must cover dates from Sept. 1 to Dec. 31.

**November 1** – for Spring Semester Classes. Must cover dates from Jan. 1 to May 25.

Any student who is unable to obtain the required letter but is still requesting a religious observance consideration must submit their request along with an explanation as to why a signed letter is not possible. Students will have the ability to select their own clinical assignment; please know that the School of Nursing will make every reasonable effort to accommodate a student's religious observation request.

Please note while we will accommodate students' requests, all missed clinical hours will need to be made up, according to the **Individual Clinical Make-Up Policy** (shown above).

### **Athletic Obligation**

Students with Athletic Obligations should contact the Director of Clinical Operations to discuss their athletic schedule for the semester. Please note while we will accommodate students' schedules, all missed clinical hours will need to be made up, according to the **Individual Clinical Make-Up Policy** (shown above).

### **Dress Code for Clinical Sites and the Clinical Education Labs**

Mercy University nursing students are required to comply with the dress code when at their clinical placement or in the Nursing Skills Lab conducting activities associated with a clinical course. Students must have an ID badge, which must be worn at all times while they are in uniform, at outside affiliating clinical sites, and in the skills lab and simulation lab.

The dress code for specific sites follows:

#### **Hospital Setting**

Required uniforms depend on the particular clinical setting. In a hospital setting, students are required to wear their nursing uniform with the Mercy University School of Nursing logo displayed and ID badge displayed. Footwear should be a solid color and a closed shoe. Mesh and canvas sneakers as well as footwear with openings are **not** permitted. The approved uniform may be purchased online from Meridy's uniforms, <https://www.meridys.com>.

#### **Community Health Setting**

Required uniforms depend on the site. Business attire is acceptable unless the clinical site requires a standardized dress code. Some sites require blue pants and white tops. The dress code is as follows:

- Clinging low-cut blouses are not allowed
- Tight knit tops are not allowed
- Tight knit pants are not allowed
- Blue jeans are not allowed
- Sweatpants are not allowed
- Tongue and nose piercing (unless nose piercing is part of your culture) must be removed
- Visible student ID badges that identify the Mercy University School of Nursing Student are required

#### **Uniforms and Appropriate Dress Codes**

Required uniforms for other clinical settings vary depending on the particular setting (e.g., psychiatry, pediatric day care, and maternity). Students should consult their Clinical Instructor and the Clinical Placement Coordinator before the course begins about the appropriate uniform for their particular clinical setting.

- Uniforms must be clean and properly maintained
- Shoes must be clean and properly maintained



- Warm up jackets with the Mercy University logo are permitted
- If the required uniform for a clinical setting is *casual attire*,
  - Students may wear pants or skirt with a blouse or a shirt with a collar
- Inappropriate clothing (never permitted)
  - Denim pants
  - Shorts
  - Tank tops
  - T-shirts
  - Sweatshirts
  - Sweatpants
- Inappropriate footwear (never permitted)
  - Open-toe shoes or open heeled shoes
  - Clogs (i.e., Crocs)
  - Sandals
  - Flip-flops
  - Mesh shoes
  - Canvas shoes or sneakers
- Shoulder-length hair or longer must be tied or pinned up and off the collar
- Facial hair must be neat and trimmed
- Fingernails must be well groomed, short, and clean
- Clear nail polish is permissible
- Artificial nails, tips and extenders are **not** permitted
- False eyelashes are **not** permitted
- Tongue and nose piercing (unless nose piercing is part of your culture) must be removed
- Jewelry is not permitted except for a wristwatch, smooth-surfaced ring, and small stud earrings if the ears are pierced
- While in a clinical setting, students are required to wear their Mercy University photo identification card above the waist
  - Clinical sites may issue a separate identification card and require students to carry or wear them while on site
- While in a clinical setting, in addition to complying with the clinical setting's uniform code, students must also comply with its dress code

## **Nursing Skills Lab Policy**

### **Use of the Nursing Program Laboratories**

**Purpose:** The simulation lab provides a safe, realistic and life-like clinical environment for students to practice nursing skills, techniques and procedures (e.g., handwashing, injections, health assessment, and physical exams) previously covered in nursing coursework without the risk of harm to actual patients. Once learned, these skills can be utilized in actual clinical settings to optimize safe, knowledgeable, and effective nursing care.

**Policy:** The simulation lab uses standards of best practices to prepare students for their clinical

experiences. The **simulation lab is considered a clinical site** and as such, all policies listed in the School of Nursing Student Handbook for clinical responsibilities apply to the simulation lab.

Simulation scenarios used will progress from simple to complex in order to provide hands-on experience to prepare nursing students for clinical practice. The simulation lab provides an interactive environment, and the simulation scenarios provide an opportunity for active, hands-on learning, which are used as a method to assess and evaluate skill acquisition. Learning in the simulation lab eases the transition to clinical nursing practice.

Simulations mimic various clinical settings and help students develop problem solving and decision-making skills for standardized clinical situations. Procedures and techniques may vary in simulation scenarios thus students are shown different approaches to performing a skill correctly, while adhering to basic concepts. Faculty may present different methods of performing a skill; however, the theoretical basis is the same.

The simulation lab is a student-centered learning environment. Students ensure their academic and clinical successes by actively preparing, participating, and reflecting on the simulation activities.

The following guidelines apply to laboratories that are part of specific classes or open lab time where students may practice appropriate skills and techniques. A **Lab Policy and Procedures** manual can be accessed [here](#).

### Lab Guidelines

- Adherence to the [Lab Policies and Procedures manual applies to all nursing students](#). This guideline encourages students to take responsibility for understanding and following the rules and guidelines that govern the lab, promoting a smooth and successful experience for everyone.
- All lab manikins are to be treated as if they were live patients. Please respect the “patients.”
- The patient bed is considered a patient’s private space.
- Exercise professionalism around equipment supplies (i.e., IV needles, lancets, simulated medications, etc.).
- Coats and bags must be stored in the designated lockers during lab classes and designated open lab times.
- Students are expected to wear the designated uniform to all lab classes and designated open lab times.
- Students must bring their tote (containing necessary equipment and supplies) to all lab classes and designated open lab times. Students are allowed in the patient beds only when assuming the role of the patient. Shoes must be removed when in a patient’s bed.
  - Students may only use the labs during designated class times or during **open lab** times. (The lab schedule for simulations and designated open lab times are determined and managed by the Simulation Lab Personnel. While we strive to accommodate various

needs, please note that weekend and evening availability is limited due to staffing constraints.)

- Designated open lab times are defined as scheduled periods when the lab is available for general use by students, outside of times allocated for specific nursing courses or other health professional courses.
- The lab schedule will be posted when available.
- It is the student's responsibility to ensure they are not in the lab when courses are scheduled.
- Students are limited to using the equipment that was previously taught in classroom lectures and labs.
- Students may practice with available equipment.
- Students must clean and return equipment to the appropriate areas and storage units located within each lab.
- Students must report any equipment in need of repair immediately.
- Students must report any unsafe conditions immediately to the Simulation Lab Personnel.
- To ensure effective simulation experiences, the following guidelines must be followed:
  - All simulations must be approved by Simulation Lab Personnel prior to implementation.
  - Submissions must adhere to the official NLN simulation template.
  - To allow for adequate preparation and support, simulation materials must be submitted to the Simulation Lab Personnel for review and approval at least two weeks in advance of the scheduled simulation date.
- **Food and beverages are not permitted in the lab.**
- All treatment surfaces must be cleaned and sanitized using appropriate anti-microbial agents.
  - Spray bottles with approved disinfectants will be provided in each lab.
- If linens, towels, or pillowcases are running low, students should notify faculty and/or Simulation Lab Personnel immediately.
  - Before students use a substantial number of linens or supplies, during open lab, they should notify their instructor who can make sure there is an adequate supply.

### Lab Schedule

The lab schedule and open lab hours are at the start of each semester on the lab doors and communicated to nursing students via email.

### Universal Precautions

All students must follow the OSHA guidelines for Universal Precautions (<https://www.osha.gov/SLTC/etools/hospital/hazards/univprec/univ.html>). Universal precautions include the use of gloves, eye protection, protective clothing, and handling sharps. Each student must make use of universal precautions equipment and protocols during every clinical contact, which would reasonably require the use of such protocols and/or equipment.

Any student who is uncertain about when and how such protocols and equipment should be used must contact the Clinical Lab Personnel immediately for appropriate remedial training. Students must notify the Clinical Lab Personnel immediately if a clinical rotation site appears to have inadequate universal precautions equipment or protocols.

## Emergency Information

### Cancellation of On-Campus and Off-Campus Classes

In the event of inclement or severe weather or any other emergencies, Mercy University may choose to close or delay its operations completely or in part. Because weather conditions and other emergencies may not affect all campuses equally, this decision may be made on a campus-by-campus basis.

The decision to close or delay day classes for weather-related reasons will be made by 6:00 a.m. and evening classes by 2:00 p.m. on the day of closing. The decision to cease operations for other emergencies may be made at any time during the day, depending on the conditions. Please note that this also applies to off-campus clinical sites.

Students are encouraged to sign up for emergency alerts through Mercy Connect.

### Emergency Procedures of Mercy University

Mercy University uses the MERCY ALERT notification system to send phone, email, text and/or fax message alerts to students, faculty, and staff if there are closures or delays, or when events on or off campus threaten safety. The information is also posted on the Mercy website [www.mercy.edu](http://www.mercy.edu) and social media.

Although automatically entered in the system when provided with a Mercy.edu email address, users are able to customize their alerts by adding and/or deleting additional phone numbers.

#### **How to log in:**

- Go to [mercy.app.regroup.com/login](http://mercy.app.regroup.com/login)
- Log in using your current Mercy Connect credentials username & password.
- Update how you would like to be alerted with email, text and phone call.
- Click "Save" and exit the application.

In addition, Mercy University has a smartphone app called **Mavericks Safe** which is available via the Apple Store or Google Play. This app provides the user with quick access to emergency and non-emergency numbers, emergency plans, a location sharing tool, and a mobile blue light (emergency call) feature. Download the app by utilizing your Mercy Connect credentials.

### **Important Emergency Phone Numbers at Mercy University**

EMERGENCY	914-674-9999
POLICE, FIRE, MEDICAL EMERGENCY	911
<b>MERCY UNIVERSITY NON-EMERGENCY</b>	
WESTCHESTER (MAIN OFFICE – 24 HOURS)	914-674-7225
BRONX	718-678-8983
MANHATTAN	212-615-3319
RESIDENTIAL LIFE	914-674-7277
FACILITIES DEPT	914-678-7638

***Disclaimer: The policies and guidelines in this Handbook are subject to change.***