



**Traditional 4-Year
Nursing Program
Student Handbook
2022-2023**

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Fall 2022

Dear Students,

Welcome to the Mercy College Nursing Program. If you are a returning student, congratulations on your progress to date. New students, you are about to begin the exciting (sometimes overwhelming) journey to becoming a Registered Nurse. Please know that your experienced faculty and staff are here to help you accomplish your goals. As nurses, we have all lived the student role and had many of your same concerns. As practicing nurses, we know how important it is to be well educated and well prepared for the rigors of providing care.

The college provides many resources to assist you, but they can only help you if you access them. Your PACT advisor is a guide to all things Mercy College. Tutoring is available in many subjects. The Office of Student Financial Services can help you navigate how to pay for your education and the Student Health Office and Student Counseling Services can help you with health problems. The library provides academic assistance as you learn to utilize professional resources. Of course, your faculty and the simulation and skills lab staff are also here to assist you with mastering the extensive nursing content.

This policy handbook will provide answers to many of the questions that you have. It is updated annually, so be sure to access the most recent one when you are searching for answers. The policies and procedures found here are designed to help you become a competent beginning nurse, prepared to pass the licensing exam (NCLEX-RN) and to care for patients and families with compassion and cultural sensitivity.

Best wishes for a satisfying academic year as you travel on the road to achieving your goal.

Yours in Nursing,

A handwritten signature in black ink that reads "Susan A. LaRocco".

Susan A. LaRocco, PhD MBA RN FNAP

Introduction

Nursing Program policies are in effect for students enrolled in the Traditional 4-Year Nursing Program. Nursing Program policies do not supersede Mercy College policies.

It is the responsibility of the student to become familiar with

- Mercy College Policies
- Nursing Program Policies outlined in this handbook
- Mercy College Student Handbook
- Mercy College Undergraduate Catalog

If a student has issues about policies that relate to a disability, she/he should contact the Office of ACCESSibility. accessibility@mercy.edu

The Faculty and staff of the Nursing Program work hard to provide relevant and comprehensive programs but still need to hear from students about their experiences. Student feedback is important, and we will ask for your input using various formal and informal evaluation methods. Students will be asked to assess courses, provide feedback on faculty and clinical sites each semester.

Mercy College Mission Statement

Mercy College 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.

Nursing Program Mission Statement

The Nursing Program, within the School of Health and Natural Sciences at Mercy College, is dedicated to promoting high standards of professional nursing. Faculty in the Nursing Program promote critical thinking, problem solving and the integration of theoretical knowledge and research to culturally diverse and motivated nurses. The Nursing Program prepares students to continue learning throughout their lives and nursing service.

Undergraduate Nursing Program Goals

The nursing major prepares a professional practitioner who is:

- A provider of safe care, who evaluates client changes and progress over time.
- A designer/manager/coordinator of care who participates on the inter-professional team, identifies system issues, manages care transitions, and delegates, prioritizes and oversees care.
- A member of the nursing profession through the process of evaluating one's practice and supporting the profession.
- Prepared for graduate study in nursing.

Undergraduate Program Outcomes

Graduates of the Mercy College Bachelor of Science Degree in Nursing will be expected to:

Technology

- demonstrate proficiency with patient care technologies and information management systems to gather and manage data to communicate effectively with patients, families, health care professionals, and policy decision makers.
- demonstrate skills in using patient care technologies, information systems, and communication skills, based on a foundation of the arts, sciences and humanities, that support patient outcomes and nursing practice.

Research

- demonstrate a basic understanding of how evidence is developed including the research process, clinical judgement, interprofessional perspectives, and patient preferences as applied to practice.

Leadership

- apply leadership concepts, skills, and decision making to the provision of nursing care and nursing practice in collaboration with organizations and communities.
- demonstrate leadership and communication skills to participate in quality improvement initiatives with health care teams.

Quality

- appraise principles of quality improvement, health care policy, and cost effectiveness to assist in the achievement of safe and quality outcomes of care for diverse populations.

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 appropriate learning level and style
- Answer questions to reinforce learning
- Return assignments/tests within a timely manner (approximately, two weeks)
- Return calls/emails within 2-3 business days

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
- Submit assignments by the due date
- Act and dress in a professional manner
- 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.

Academic Advisor

Each Mercy College nursing student is assigned a PACT mentor and a nursing faculty advisor for the duration of their enrollment. Students are required to meet with their advisors each semester prior to registering for courses. It is the student's responsibility to ensure prerequisites are completed for nursing courses.

Nursing Program Leadership, Clinical and Lab Staff

Susan LaRocco, PhD MBA RN FNAP	Interim Dean
Miriam Ford, PhD FNP-BC	Associate Dean, Post Licensure Programs Fall 2022
Susan Moscou, PhD MPH FNP	Associate Dean, Post Licensure Programs Spring 2023
Damien Germino, MS MPA	Executive Director for Administration
Sylvie Rosenbloom, DNP APRN FNP-BC	Assistant Professor, FNP Program Director
Helene Dill, DHSc CNM	Assistant Professor, Traditional Program Director
To be announced in Fall 2022	Accelerated Program Director
Kathleen Apollon-Ferron, MSN RN CCRN	Clinical Instructor, Accelerated Program Director Weekend Cohort
Marvin Sanon, BS	Nursing Lab and Clinical Simulation Director, Bronx and Dobbs Ferry
Tanya Bartley, DNP MBA MSN RN	Nursing Lab and Clinical Simulation Director, Bronx
Mary Hogan	Administrative Support for Nursing Lab and Clinical Simulation, Bronx
Karen Koziol, MS, RNC	Nursing Lab and Clinical Simulation Coordinator, Dobbs Ferry
Sandra Farrior, BS	Director, Clinical Placement Team
Sindy Louisma, MPA	Associate Director, Clinical Placement Team

Mauricia Albert-Dalley, AAS	Clinical Placement Coordinator
Jane Fanning, AAS	Clinical Placement Coordinator
Jane Ryan, AAS	Clinical Compliance Coordinator
Kristian Nokaj, BA	Administrative Support for Clinical and Operations Teams
Brunie Lopez, MA	Associate Director, Operations Team
Redella Muir, MS	Nursing Operations Manager, Budget Affairs
Erik Morales, MA	Nursing Operations Manager, Student Affairs
Maryanne Allis	Administrative Support
Ruth Evers-Leich	Administrative Support

Traditional 4-Year Nursing Program Curriculum

Cohort Courses

Asterisked (*) courses in bold must be taken at the Dobbs Ferry Campus with their cohort.

General Education Courses

Non-cohort general education courses may be taken at the Bronx or Manhattan Mercy College Campuses.

Online Courses

Students may take non-cohort general education courses online if they meet all of the following requirements:

- 1) Second semester for first year (Spring semester)
- 2) GPA of 3.0 or higher

If students register for an online course and their GPA is less than <3.0, they will be withdrawn from the course. To ensure eligibility, students should meet their PACT advisor

Traditional Nursing Program - College Year 1		30 Credits
FALL SEMESTER-Year 1		
ENGL111	Written English and Literary Studies I (Student may be required to take ENGL 110 as a co-requisite)	3
*BIOL130/130A	Human Anatomy and Physiology I Lecture/Lab (Recitation required.)	4
MATH116	College Algebra	3
SOCL101	Introduction to Sociology	3
CINQ101	Critical Inquiry	3
SPRING SEMESTER-Year 1		
ENGL112	Written English and Literary Studies II	3
*BIOL131/131A	Human Anatomy and Physiology II Lecture/Lab (Recitation required.)	4
PSYN101	Introduction to Psychology	3
*CHEM 160/160A	General Chemistry I Lecture/Lab	4

Traditional Nursing Program - College Year 2		31 Credits
FALL SEMESTER-Year 2		
*NURS 198/ NURS 198A	Health Assessment and Health Promotion	3
*BIOL 265/ BIOL 265A	Microbiology Laboratory/ Lecture	4
PSYN 233	Developmental Psychology Across the Lifespan	3
*BIOL117	Nutrition	3
*NURS 367	Pathophysiology and Clinical Reasoning for Nursing	3
SPRING SEMESTER-Year 2		
*NURS200/ NURS200A/ NURS200S	Fundamentals of Nursing	6
SPCM 110	Oral Communication (110) or Honors Speech	3
*NURS 220/ NURS 220A	Pharmacology for Nurses	3
*NURS 361	Contemporary Concepts in Professional Nursing	3

Traditional Nursing Program - College Year 3		33 Credits
FALL SEMESTER-Year 3		
*NURS 365	Introduction to Health Policy	3
*NURS226/ NURS226S	Parent Child Nursing	3
*NURS227/ NURS227S	Pediatric Nursing	3
JRSM301	Junior Seminar	3
MATH 117	Introduction to Statistical Reasoning	3
SPRING SEMESTER-Year 3		
*NURS 240/ NURS240A/ NURS240S	Medical Surgical Nursing I	6
*NURS 363	Nursing Research	3
*NURS 364	Nursing Informatics	3
Ethical Perspectives Choose one course from the following:	Introduction to Philosophy (PHIL110) Logical Thinking (PHIL112) Honors Philosophy I (PHIL190) Business Ethics (PHIL207) Introduction to Religion (RELG 109) Judaism, Christianity, Islam (RELG 111) Far Eastern Religions (RELG 112) Contemporary Issues in Religion (RELG 294)	3

Traditional Nursing Program - College Year 4		28 Credits
FALL SEMESTER-Year 4		
*NURS 241/ NURS241A/ NURS241S	Medical-Surgical Nursing II	6
Language/Cultural Perspectives Choose one course from the following:	Communicating in Spanish (SPAN116) Communicating in French (FREN 116) Introduction to American Sign Language (AMSL 116) Intermediate Arabic (ARAB 116) Communicating in Italian (ITAL 116)/Spanish (SPAN 225) Spanish for Community Services Beginning Spanish for Business (SPAN 275) Spanish for Heritage Speakers (SPAN 121) (FORL 499)	3
Literature and Communication Choose one course from the following:	Business Writing (ENGL 202) Introduction to Creative Writing: Prose (ENGL217) Creative Writing: Poetry (ENGL218) The Short Story (ENGL 220) American Studies (ENGL 239) From Literature to Film (ENGL 240) Literature and Psychology (ENGL 242) Oral Performance of Literature (ENGL 259) Introduction to Play Writing (ENGL 265) Caribbean Literature (ENGL 267) The Harlem Renaissance (ENGL 268) Modern American Fiction (ENGL 275) Women Myth and Reality (HUMN 216)	3
History Choose one course from the following:	European History to 1500 (101) European History since 1500 (102) American History through 1877 (105) American History since 1877 (106) Introduction to Asian History (117) African History (118) Latin American History (119) Honors History (195)	3
SPRING SEMESTER-Year 4		
*NURS 366	Leadership and Management	3
The Arts Choose one course from the following:	Art and Culture (ARTT107) Understanding Movies (ARTT144) Honors History of Art I (ARTT190) History of Art (ARTT215) History of Art II (ARTT216) Topics in Film (ARTT244) Theory & Musicianship I (MUSI103) Theory & Musicianship II (MUSI104) Music Appreciation (MUSI107) Topics in Honors Music I (MUSI195) History of Jazz (MUSI218) American Popular Music (MUSI260) Topics in Music (MUSI295) Media in America (MEDA145) Film and Culture (MEDA209) The Language of Film (MEDA211)	3
*NURS 250/ NURS250S	Psychiatric and Mental Health Nursing	4
*NURS 251/ NURS251S	Community Health Nursing	6
	TOTAL	122 Credits

Accreditations

Mercy College is fully accredited by the Middle States Commission on Higher Education located at 3624 Market Street, Philadelphia, PA 19104-2680 and telephone number 267-284-5000.

Documentation may be viewed upon request at

https://www.msche.org/institutions_view.asp?idinstitution=293

Mercy College is accredited by the Board of Regents of the University of the State of New York to award associate, bachelor, master's, and doctorate degrees as described in the College's current undergraduate and graduate catalogs. Mercy College programs are registered by the New York State Education Department at 89 Washington Ave, Albany, New York 12234 and telephone number 518-474-3852.

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

Program Policies

All new students are expected to attend **Orientation** conducted by the Program Director, staff, and faculty. Orientation is scheduled at the beginning of the academic year. The Nursing Program Student Handbook will be available on the Mercy College website. The Nursing Student Handbook includes school and program policies that relate to students. Students are responsible for adhering to all policies of the Nursing Program. Students must have an I.D. 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.

Academic Advising

Academic advising is provided to all students in the Nursing Program. Once enrolled in the Nursing Program, students are assigned to a PACT Mentor. Students will also be assigned a nursing faculty for overall advisement including career interests and areas of concerns. If students are experiencing academic or personal difficulties during the semester, they should contact their advisor who can develop a plan of action to assist in resolving the problems. The Nursing Program strongly encourages students to meet with their advisors as often as they need to prevent future problems.

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. Note: grade appeals are typically only granted if there was a miscalculation in the course grade or unfair treatment by faculty such as not following course or program policies resulting in unfair grading or treatment. Students may not be permitted to register for the next term with a standing grade that does not meet the program's progression criteria. Please check the Mercy College Undergraduate Catalog for complete instructions on academic appeals. Mercy College Undergraduate Catalog can be accessed using the following link: <http://catalog.mercy.edu/>

Dismissal Appeals Policy

This Mercy College School of Health and Natural Sciences Program Dismissal Review Policy applies to students in the Nursing programs. The purpose of the SHNS Dismissal Review Policy is to provide a process for the equitable resolution of formal complaints made by a student over academic dismissal at the Program level. Separate appeals policies exist for violations of academic integrity and academic grade appeals. Each of these individual programs have a student manual/handbook made available to its students that includes, at a minimum, the program's (1) academic requirements; (2) professionalism and/or ethical requirements and standards; (3) a description of the program's process for dismissing a student or otherwise sanctioning a student for failing to meet program requirements; and (4) a copy of this Dismissal Review Policy.

An academic dismissal from a nursing 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's Program Director may dismiss the student after a faculty review. The student may appeal the program dismissal through the steps detailed in the Undergraduate Catalog. <http://catalog.mercy.edu/> Please note that there is a timeline for the submission of a dismissal appeal.

Professionalism

The Traditional Nursing Program 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 during their career. The code of conduct consists of the following statements:

- Respect for self, peers, staff, clients, and faculty through appropriate verbal and non-verbal communication
- Maintain ethical standards in all aspects of the program including academic integrity
- Arrive for class, clinical, and lab on time, well prepared, with an eagerness to learn and a readiness to participate in scholastic activities
- Sobriety is mandatory; there will be no alcohol or illicit drugs on campus or in the clinical arena.

Attendance

Students are expected to attend all classes for which they are registered. Not attending classes for three consecutive class meetings without contacting the instructor will result in the issuance of a grade of **FW**, which means ***stopped attending***. FW grades are calculated into the student's GPA as an F, which may result in dismissal if the GPA goes below the program criteria. Additionally, this status will be reported to The Office of Enrollment Services, which may result in a reduction of financial aid monies.

Clinical Policies

Clinical Lateness:

Students who arrive later than 15 minutes are considered to have a clinical absence.

Notification: Students must notify their clinical faculty adjunct and clinical course coordinator in case of lateness.

Clinical Absences:

Students who miss one clinical day will be given a warning. Students who miss two clinical days may not pass the course and may need to repeat it. Students are only permitted to repeat one nursing course during the nursing program.

Notification: Students must notify their clinical faculty adjunct and clinical course coordinator in case of absence. Failure to notify may result in failure of the course.

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 official letterhead. All requests are to be sent to Ms. Maryanne Allis at mallis2@mercy.edu no later than two months before the start of each semester. 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 to Ms. Allis. Please know that the Nursing Department will make every reasonable effort to accommodate student requests.

Make-Up Clinical

Students who miss any clinical experience are required to make-up up the clinical hours missed. The make-up session will take place in either the Clinical Simulation Lab or the clinical placement site. The clinical make-up will include comparable learning outcomes as determined by the course faculty, Director of the Simulation Lab, and Clinical Instructor. **Students will receive an incomplete in the course until the clinical make up occurs. This may delay course progression and/or graduation.** The fall clinical make-up will be conducted in the Simulation Lab during the week of January 3, 2023. The spring clinical make up will be conducted during the week of May 16, 2024.

Make-Up Lab

Any missed lab experience will need to be made up and will include comparable learning outcomes as determined by the course faculty and Director of the Simulation Lab, A maximum of one clinical lab make-up per course is allowed during any given semester. The lab make-up is conducted at the convenience of the lab instructor and may occur in the evening or on a weekend.

Communication

- All communication from the Nursing Program will only be sent to the student's Mercy College email
- Mercy email is assigned to each student upon acceptance into Mercy College.
- Students are responsible for reading all email postings. If a response is indicated, students must respond to emails from faculty (clinical or academic) within 24 hours of receipt.
- **Checking Mercy College e-mail 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 the Blackboard email.

- 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 practicum hours and never in patient care areas.

Student Representatives and Concerns

Each cohort will elect 1-2 student representatives. These representatives will meet with the Program Director 2-4 times a year. Student representatives will attend faculty meetings 1-2 times a year. General concerns regarding the nursing program or Mercy College should be brought to the representatives and Nursing Program Director. Individual student concerns should be addressed to faculty involved or with their advisor.

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 College may only release information generated by Mercy College. Records received from other persons and schools cannot be distributed by Mercy College. **Consent for photographs must be obtained prior to taking pictures of students during Nursing Program activities.**

Students should not share or give their Mercy password with anyone.

- Communication from the program, the college, clinical placement coordinators, and other student related matters **will only be sent** to the student's Mercy email (located in Mercy Connect).
- Students are responsible for reading all email postings. If a response is indicated, students must respond to emails from faculty (clinical or academic) within 24 hours of receipt.
- Checking Mercy College e-mail 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).

Licensure

The successful completion of the Nursing Program and the NCLEX 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 or LPN.

A nursing graduate is eligible to file an application to take the National Council Licensing Examination (NCLEX-RN) before the actual graduation ceremony as long as program requirements have been met. Upon successful completion of the NCLEX-RN*, the graduate will receive a license to practice as a Registered Professional Nurse.

** 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 candidate passes 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.*

The Clinical Experience

Clinical Placement Sites

Clinical site assignments are not negotiable. The clinical coordinator and the course faculty make clinical placements for students. The judgment of the Clinical Placement Coordinator may be that a specific clinical rotation is appropriate for a specific student even if that rotation is not convenient or does not meet the geographic or other personal preferences of that student. The clinical coordinator is not required to take into account 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 for a clinical site. Mercy College Nursing Program students who decline to proceed to an assigned clinical rotation site will be deemed to have voluntarily withdrawn from the program.

Students should contact the Clinical Placement Coordinator regarding clinical placements. Students are not permitted to contact a clinical site or a preceptor about a clinical placement unless they have the prior approval of the Clinical Placement Coordinator.

Students are permitted to begin a clinical placement after the Clinical Placement Coordinator ensures that the student has successfully completed the health clearance process, required background checks, mandatory training, and passed the clinical calculation examination by the stated deadline. Students will not be considered for a clinical placement until they have satisfied all prerequisites. If a student does not submit **all** requisite documents required for a clinical placement by the deadline, the clinical placement may not be granted.

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, grade the student, or participate in the grading process. Students have the responsibility to disclose to the Program Director any actual or potential conflict of interest. The Program Director will assess the circumstances and determine whether there is an actual conflict of interest. If the clinical placement at issue creates a conflict of interest, the student will not be permitted to start at that clinical placement and the Mercy College Nursing Program will undertake reasonable efforts to identify another clinical placement for the student by the stated deadline.

Clinical Attendance

Attendance is mandatory for classes and clinical placements (See **Clinical Absenteeism Policies**)

Background Checks

In order to participate in a clinical practicum, a criminal background check, drug screening, and fingerprinting may be required. The majority of clinical sites now require students to pass a background check prior to starting their affiliation.

The student is responsible for background check activities and to supply the necessary documentation to the clinical facility about 1-2 months prior to the start date of their affiliation. Policies regarding criminal background checks vary from facility to facility. Some facilities require students to have the background check performed on site or by a specific company. Some facilities require fingerprinting and/or drug screening.

Cost of the background check is the student's responsibility. A student may be required to have more than one background check performed during the course of the program.

Drug Testing

Drug screens are required upon entry to the nursing program and may be requested again by clinical facilities before the start of a clinical rotation.

If a student has a positive drug screen for cannabis/marijuana, they will be permitted to retest. The second retest must be submitted before the start of the clinical rotation.

Confidentiality in Clinical Settings

Professional nursing students are held accountable to *The Health and Human Services (HHS) Health Insurance Portability and Accountability Act - Standards for Privacy of Individually Identifiable Health Information* (known as the Privacy Rule). Please review:

<https://www.hhs.gov/sites/default/files/privacysummary.pdf>

Students are not permitted in any clinical area without the supervision of their clinical instructor under any circumstances.

Health Clearance for Clinical Courses

Prior to attending a clinical experience (practicum), students must satisfactorily complete the health clearance process. The Mercy College Nursing Program and applicable clinical agency will review the completed health clearance to ensure that requisite health standards have been met.
Nursing Handbook Addendum

Vaccines and Titters

1. Vaccines (including COVID--administered) must be noted on requisite clinical forms
2. Titters (immunity to diseases) are required and must be noted on the requisite clinical forms.

Vaccination Waivers

Waivers for vaccines are only given for valid medical contraindications. In these instances, the student must provide documentation from a medical clinician.

Flu vaccine: An allergy to eggs is no longer a contraindication because an egg-free vaccine is available.

Please note that hospitals or medical institutions have the right to decline placements to students with waivers or exemptions.

COVID vaccine-Regarding the COVID vaccine requirements and exemptions- for both Mercy College and Clinical - Please note the following:

1. **All Nursing Students requesting an exemption from the Mercy College vaccine policy must submit a request to accessibility@mercy.edu.**
2. Only nursing students who have received a medical exemption from Mercy College are able to register for clinical.
3. Students who receive a medical exemption from Mercy College must notify the Nursing Clinical team and the Nursing Administration Office immediately.

Students who have received a medical exemption from Mercy College must also apply for exemption from the clinical facility that they are attending. It may take several weeks for the facility to respond to the student request for exemption and students need to be aware that they will need to make up this time during the semester. In the event that the clinical facility denies vaccination request, graduation may be delayed.

The health clearance process consists of completing:

- i. Annual Health Assessment Form (to be completed yearly)
- ii. Lab results pertaining to immunization titers and/immunizations
- iii. Any supplemental forms or testing as required by the agency(s) at which the clinical component takes place
- iv. Evidence annually of certification in CPR (American Heart Association professional rescuer cardiopulmonary resuscitation certification)

Health Clearance Form Deadlines- subject to change

- Fall Semester: July 15th
- Spring Semester: December 15th

The required health forms are available on Castle Branch. Information will be sent to students well in advance of each semester. Completed forms should be uploaded to the Castle Branch site for review and approval by the Nursing Program Clinical Coordinator.

Failure to submit the completed forms will result in cancellation of the student's registration for clinical courses. Tuition reimbursements, if any, will be made according to the College's tuition cancellation policy.

Health clearance must be maintained throughout the semester in which the student is enrolled in a clinical practicum course. Students must notify the clinical faculty member and the course

coordinator of any health condition that occurs during the semester that, if it had been detected during the health clearance process, would have resulted in the student being denied health clearance. In such cases, the student will not be permitted to attend clinical courses until they have been cleared to do so.

In addition to the health clearance required in order to participate in a clinical course, New York State requires that students are immunized against measles, mumps and rubella. The registration of students who do not provide proof of the required immunization or immunity to the Office of Student Services will be voided. Students are urged to keep copies of all health forms for their personal records.

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 Coordinator. Most sites will have a policy about reporting incident that students must follow. If you are injured at a clinical site, you may have the opportunity to be treated at that site. The clinical site and the Mercy College Nursing Program are under no obligation to treat you. It is for this reason that students are required to maintain independent health insurance coverage.

Contact with some bodily fluids, needle sticks, and penetrating injuries pose the risk of infection by blood borne pathogens. Students should clean the wound with soap and water and report such injury immediately to your clinical instructor and to the Course Coordinator or Program Director.

A medical evaluation should occur shortly after the incident. In some cases, treatment or prophylaxis may be indicated and should be started immediately.

Program faculty will help direct you to the nearest Emergency Department if the clinical site where the incident occurred is unable to evaluate the incident. Furthermore, if a significant event occurs, a Mercy College Incident Report Form **must** be completed and submitted to the college within 48 hours of the occurrence. Students are required to submit a written account of the incident to the Clinical Placement Coordinator.

Dosage Calculation Examination

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

- Fundamentals & Pharmacology: 85%
- Maternal/Peds, Med-Surg I: 90%
- Med-Surg II: 100%

Mandatory Training

In order to participate in clinical placements and then take the national nursing licensure

examination for registered nurses (NCLEX-RN), Mercy College Nursing Program students must have completed the following training:

- Occupational safety and health measures to reduce the transmission of blood borne pathogens.
- The protection and disclosure of protected health information as defined by the federal Health Insurance Portability and Accountability Act.
- Practices and controls to prevent the transmission of the human immunodeficiency virus (HIV) and the hepatitis B virus.
- Identification and reporting of child abuse and maltreatment.
- Some clinical agencies may require students to participate in additional training before permitting them to begin a clinical placement.
- Questions about mandatory training should be addressed with the clinical coordinator.

Basic Life Support (BLS) Certification

Evidence of BLS certification must be submitted annually by July 15th. BLS certification must be current for the entire academic year.

Dress Code for Clinical Sites and the Clinical Education Labs

Mercy College 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.

The dress code for specific sites follow:

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 College Nursing Program logo displayed. ID badge displayed. Footwear should be solid color and dark. 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>

Mercy College Clinical Education Lab

Blue scrubs should be worn in Mercy College clinical education labs.

Community Health Setting

Required uniforms depend on the agency. Business attire is acceptable unless the clinical agency requires a standardized dress code. Some agencies require blue pants and white tops. The dress code 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
- Tattoos must be covered at all times
- Tongue and nose piercing (unless nose piercing is part of your culture) must be removed
- Visible student ID badges that identify the Mercy College Nursing Program Student are required

Clinical Course Equipment Requirements

Students enrolled in a clinical course may be required to have the following equipment:

- Blood Pressure Cuff
- Kelly Forceps
- Bandage Scissors
- Medical Ruler
- Pen Light
- Lightweight Stethoscope (Littman recommended)
- Stethoscope ID Tag

Uniforms and Appropriate Dress Codes Professionalism

Required uniforms for other clinical settings vary depending on the particular setting (e.g., psychiatry, pediatric day care, community health, 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 College 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)
 - Blue jeans
 - Denim pants
 - Shorts
 - Tank tops
 - T-shirts
 - Sweatshirts
 - Sweatpants
- Inappropriate footwear (never permitted)
 - Open-toe shoes
 - 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
- Tattoos may be required to be covered by clinical sites
- 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 College 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.

Transportation

Transportation to all off-campus programs including clinical placements is the responsibility of the student. Clinical sites are within a 75-mile radius. Students are responsible for parking fees, if applicable, at the clinical sites. Students are encouraged to make arrangements to carpool to clinical sites.

Policies of Clinical Agencies

Students are obligated to adhere to applicable policies and procedures of the clinical agencies they are assigned. Students are required to know and comply with all policies and procedures.

Nursing Program Resources

The clinical skill lab and simulation lab offer state-of-the-art resources at the Dobbs Ferry Campus. Utilizing a wide array of methodologies including task trainers, human patient simulators and standardized patients (actors who play the role of patients), a variety of clinical focused learning opportunities ranging from fundamental skills to high fidelity simulation are available. The clinical skill lab is available to individual students or small groups to practice for exams, work with tutors, and receive remediation as needed. The Clinical Simulation Coordinator is responsible for scheduling the use of the clinical skills lab for faculty and students.

Hospital-like settings and clinic simulated environments provide students an opportunity to practice skills at basic and advanced levels across the Nursing Program curricula. The Nursing Skills Lab equipment and design replicate various healthcare settings including pediatrics, maternity, medical-surgical, community health, psychiatrics, and critical care units. Human patient simulators allow students to practice skills, develop critical thinking and improve performance in a safe and nurturing environment through scenario-based educational experiences. The Nursing Skills Lab is equipped with video capabilities that can be used for many purposes including self-reflection based on clinical simulations to identify areas in need of improvement.

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 Coordinator immediately for appropriate remedial training. Students must notify the Clinical Coordinator immediately if a clinical rotation site appears to have inadequate universal precautions equipment or protocols.

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 Nursing Program 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 Safety and Policy manual is located in the Nursing Program office.

Lab Guidelines

- All lab mannequins are to be treated as if they were live patients.
- The patient bed is considered a patient's private space.
- Students are allowed in the patient beds only when assuming the role of the patient. – Shoes must be removed when in patient beds.
- Students may only use the labs during designated class times or during **open lab** times,
 - Open lab is defined as a time when the lab is not scheduled for the use of a nursing course or another health professional course.
 - The lab schedule will be posted on the outer doors of the lab.
 - It is the student's responsibility to ensure they are not in the lab when courses are scheduled.
 - Students must sign in/out using the clinical database.
- Students are limited to using the equipment that was previously taught in classroom lectures and labs.

- Students may practice with available equipment.
- Electrical equipment must remain unplugged unless the clinical simulation coordinator, faculty member, or lab assistant sets up the 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 Coordinator.
- Simulations must first be approved by the Simulation Coordinator.
- 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 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 adequate supply.

Lab Schedule

The lab schedule is posted at the start of each semester on the lab doors and emailed to each student. Open lab hours are also posted and emailed to each student.

Malpractice Insurance

All nursing students are required to maintain individual malpractice coverage. Insurance may be obtained from <http://www.nso.com/Individuals/Professional-liability/student-nurse-malpractice-insurance>. Student Nurse Malpractice policies should be obtained for clinical experiences

Mercy College carries general and professional liability insurance that includes coverage for all students in the Mercy College Nursing Program. Mercy College's liability insurance covers claims arising from a student's activities in satisfaction of the requirements of his or her academic program, including clinical courses, at Mercy College. Mercy College's general and professional liability insurance does not cover any claim arising from a student's activities outside of his or her academic programs at Mercy College including, without limitation, claims arising out of previous or current academic activities at another institution or employment.

ACCESSibility

Mercy College 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) 674-7523, accessibility@mercy.edu or visit our website at www.mercy.edu/student-affairs/access

Academic Standards

Course Evaluations

Each student provides feedback on each course and instructor in the Nursing Program 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 survey and how to access it each semester.

Examinations and Assignments

Examinations and assignments are part of courses students take. Course instructors 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 is outlined in the course syllabus. Faculty reserve the privilege of keeping all exams and may return them to students for review only.

Students who must miss an exam, assignment, or deadline, or who needs 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. Department policy does not permit additional assignments or projects for raising an individual grade.

Grades

Undergraduate Grading Scale

Faculty member may have different methods for computing grades. Specific methods for computing grades are outlined by the course instructor at the beginning of the course.

94-100	A	4.0
90-93	A-	3.67
87-89	B+	3.33
82-86	B	3.0
78-81	B-	2.67
75-77	C+	2.33
72-74	C	2.0
69-71	C-	1.67
65-68	D	1.0

Below 65	F	0.0
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Exceeds Expectations	93% and above
Meets Expectations	83% - 92%
Partially Meets Expectations	73% - 82%
Does Not Meet Expectations	72% and below

Computing Grade Point Average

A	4.0 points
A-	3.67 points
B+	3.33 points
B	3.0 points
B-	2.67 points
C+	2.33 points
C	2.0 points
C-	1.67 points
D	1.0 points
F	0.0 points
FW	0.0 points

NOTE: P (Pass) and I (Incomplete)

In order to compute your grade point average, add the total number of credits completed with the grade of A. Do the same for the total credits for each other grade. Multiply each of those totals by the appropriate point value of the grade. For Example:

Total credits of A	= 8.0 multiply by 4.0 = 32.0
Total credits of B	= 4.0 multiply by 3.0 = 12.0
Total credits of B+	= 4.0 multiply by 3.3 = 13.2
Total #1	= 16.0 Total #2

Then divide total #2 by total #1 (16) for your grade point average: 3.60

Graduation Requirements

Students eligible for degree conferral must meet the following criteria:

1. Completed a minimum of 30 credits in residency at Mercy College
2. Candidate for a baccalaureate degree:
 - a. A minimum average of C in course grades represented by a cumulative scholastic index of not less than 2.0 in courses taken at Mercy College.

Academic and program honors consist of summa cum laude, magna cum laude, and cum laude, which are based on the GPAs listed below and are awarded only if at least 36 credits are taken the College:

- Summa Cum Laude 3.8
- Magna Cum Laude 3.6

- Cum Laude 3.4

Students are eligible for program honors in their nursing major if their overall GPA is 3.0 in the general education courses and a 3.5 GPA in the nursing course prior to the semester their commencement takes place.

Maintenance of Good Academic Standing

The minimum cumulative GPA for good academic standing is as follows:

- First Year GPA is at or above 2.2
- Second Year GPA at or above 2.4 (NURS classes must be at 2.67 or above)
- Third Year GPA at or above 2.4 (NURS Classes must be at 2.67 or above)
- Fourth Year at or above 2.4 (NURS Classes must be at 2.67 or above)

To be eligible for graduation with the bachelor's degree, a student must fulfill the following conditions:

A minimum average of C in course grades represented by a cumulative scholastic index of not less than 2.0 in general education courses taken at Mercy College.

Course Grades

In order to progress in the Nursing Program, the students must attain the grades listed below.

Course Name	Course Description	Minimum Grade Requirement
NURS 198, 200, 220, 226, 227, 240, 241, 250, 251	Nursing Clinical Courses	B-
NURS 220A	Nursing Pharmacology Lab	A-
NURS 361, 363, 364, 365, 366, 367	Upper Division Nursing Classes	B-
*BIOL 130/130A	A & P I lecture/ lab	B-
*BIOL 131/131A	A & P II lecture/ lab	B-
*BIOL 265/265A	Micro lecture/lab	B-
*CHEM 160/160A	Chemistry lecture/ lab	B-
*BIOL 117	Nutrition	B-
*MATH 116	College Algebra	B-
*ENGL 111	Written English and Literary Studies I	B-
*ENGL 112	Written English and Literary Studies II	B-
MATH 117	Intro to Statistical Reasoning	B-

*- prerequisite course

- If a student fails to receive the required minimum grade in a prerequisite course, the student may repeat the course once. A student may repeat only one of the prerequisite courses (designated by an * in the chart above). Failure to attain the required grade on the

second attempt in the pre-requisite course will result in dismissal from the Nursing Program.

- Any Nursing course in which the student receives below the required progression grade (B-) must be repeated prior to progressing in the remaining Nursing curriculum. This may require students to register as a part-time student, delay graduation, and delay eligibility to sit for the NCLEX exam. Students are only allowed to repeat one NURS course within the curriculum. An F grade in any course may result in dismissal from the Nursing Program.

Progression

Students must complete Health Assessment before taking Fundamentals or Pharmacology.

Students must complete Pharmacology prior to taking:

Pediatric – Parent-Child

Med Surg I

Med Surg II

Community

Psych-Mental Health

Incomplete Grades

Refer to *Mercy College Undergraduate Catalog*

Maintenance of Matriculation

Refer to *Mercy College Undergraduate Catalog*

Leave of Absence

Refer to *Mercy College Undergraduate Catalog*

Academic Integrity

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 College's educational mission as well as the student's personal and intellectual growth. In cases where academic dishonesty is uncovered, the College imposes sanctions that range from failure of an assignment to suspension and expulsion from the College, 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 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.

Consequences for Policy Violation

A student who is found to be dishonest in submission of his or her academic assignments or other work, or in carrying out his or her academic responsibilities may, at minimum, receive a zero for the submitted assignment, may receive a failing grade for the course, or may be subject to further suspension or expulsion from the College 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 and may be retained by the College in the student's records.

Reporting

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 image circumstances of the suspected violation whenever feasible. Thereafter, a faculty member who concludes that there has been an incident of academic dishonesty sufficient to affect the student's final course grade shall report

such incident on the Student Violation of the Academic Integrity Policy Form (located on Mercy Connect under the faculty tab) and submit it to the Dean of the appropriate School. The Dean shall update the Student Violation of the Academic Integrity Policy Form after a suspected incident has been resolved to reflect that resolution. Unless the resolution exonerates the student, the Student Violation of the Academic Integrity Policy Form will be placed in a confidential academic integrity file created for the purposes of identifying repeat violations, gathering data, and assessing and reviewing policies.

Academic Sanctions

If a faculty member believes that the appropriate sanction is academic in nature (e.g., a reduced grade) and the student does not contest either his/her guilt or the particular reduced grade that the faculty member has chosen, then the student shall be given the reduced grade, unless the Dean decides to seek a disciplinary sanction. The reduced grade may apply to the particular assignment where the violation occurred or to the course grade, at the faculty member's discretion. A reduced grade may be an "F," or another grade that is lower than the grade that the student would have earned but for the violation. 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 of the resolution via email and the 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 to the College's Undergraduate or Graduate Academic Appeals Committee.

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 College, 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, he/she may appeal to the Undergraduate or Graduate Academic Appeals Committee.

Appeals

Appeals to the Undergraduate or Graduate Academic Appeals Committee shall be made within 7 business days of receipt of notice of the academic or judicial sanction. All parties will be permitted to participate and are permitted to submit any documentation they believe is necessary including written statements and documentary evidence. The Undergraduate or Graduate Academic Appeals Committee shall convene within two weeks of the filing of the appeal submission. The Undergraduate or Graduate Academic Appeals Committee shall issue a written decision of its finding within 7 business days of convening and shall send copies of its decision to the accused student, the faculty member and the appropriate Dean for archiving in the student's confidential academic integrity file. If the Undergraduate or Graduate Academic Appeals Committee finds that no violation occurred, the Dean shall remove all material relating to that incident from the student's confidential academic integrity file and destroy the material.

Strategies to Deter/Prevent Cheating in Test Situations

To prevent potential problems with cheating, faculty must use the following procedures during all testing situations:

- When tables are used in the classrooms, students must be positioned so that two students sit at either end of the table.
- When individual desks are used, they will be widely spaced to utilize the entire classroom.
- All materials, books, cell phones, and other items must be removed from the desks or tables.
- Once the quiz, test, or examination has been distributed, students are not allowed to leave the room until the completion of the test.
- Once the exam has been distributed, students should review the entire test.
 - Any questions about the exam will be entertained during the first five minutes and the answers to the questions will be shared with all students.
 - This ensures that all students have the same information.
 - Students are not permitted to ask questions after this review period.
 - If a student encounters a problem with the exam or does not understand a question, they may submit a statement of the problem and a rationale for their answer, with their exam.
- When the test is completed, students should place the test on a table designated by the instructor.
- Students should not discuss the test or other issues with the instructor at this time because this will interfere with their ability to proctor the test.
- Students taking exams online are given specific information.

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 gender and other forms of bias.

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.

Academic Resources

Bookstore

(914) 674-3603

Follett has been contracted to provide the distribution of textbooks and related materials. Books can be ordered online via the internet at <http://www.bkstr.com> or through Mercy Connect. Onsite purchases can be made at the Dobbs Ferry bookstore.

Vitale Center for Academic Excellence and Innovation

(914) 674-7402

The Learning Center, which is housed in the Library Learning Commons (LLC), offers tutoring services such as writing labs, math labs, and science labs and one-on-one tutoring. Remediation is conducted using a variety of methods; include the Learning Center, open review sessions and individual faculty sessions.

Workshops that target specific skills are available to students each semester. The workshops address topics such as using the internet as a research tool, delivering effective presentations, APA Bootcamp, test taking strategies, and study techniques.

Computer Facilities / Computer Room

There are computer terminals for student use at every Mercy campus. Additionally, the library has a ***laptop*** loaner program. Students must sign out laptops for use within the library.

Each computer is equipped with several programs including Microsoft Office Suite (WORD, PowerPoint, and Excel programs), PASW (Predictive Analytics Software) and other programs that may be necessary for student projects. Mercy College has an ongoing subscription with RefWorks®, which is a web-based reference management program. RefWorks® is available on campus computers and can be accessed via the internet off campus. Mercy College offers free software products for Mercy students (<https://www.mercy.edu/microsoft>).

Each campus also has several ***teaching labs*** where instructors can teach computer related classes. These rooms are also equipped with computers and the appropriate software at each workstation.

Printing is available, free of charge, in each of the student labs. A student is allowed to print a maximum of 500 pages per term. After exceeding 500 pages, print access ceases and the student has to contact the Mercy College Helpdesk (914.674.7526). The Helpdesk will make exceptions for every case where the student's class requirements reasonably exceed 500 pages. The student must contact the Helpdesk for an increase in printing limits.

Library Services

Circulation Desk

914-674-7256

Reference Desk

914-674-7257

Mercy College Library offers access to books, periodicals, microforms, electronic databases and audio-visual materials. On-line search capabilities of the general library catalog and journal databases are available to students and faculty from any campus or home computer using the Library's web page. The main library has approximately 125,000 books including more than 12,000 book titles that provide health and medical based information. The main library also holds extensive collections in physiology, psychology, education and social services.

In addition to books, the library receives numerous journal titles directly related to the healthcare field. Inter-library loan requests for journals are processed through DocLine® and most arrive in a week or less from the time of the request. Other professional journals are processed through a national on-line computer system (OCLC), which provides a response in about 10 days from the

time of request.

Students have access to several online databases for professional based literature. The databases include:

- Medline
- Cochrane Library
- CINAHL
- EBSCO host (contain full text articles)
- ProQuest Direct (contain full text articles)
- PsychInfo
- ERIC
- Social Work Abstracts

The Mercy College library's web page provides students with access to these databases on or off campus. The library web page also provides links to key Internet resources as well as regional and national library systems.

Librarians are available for reference consultation:

- On site
- Telephone
- Ask a Librarian (Blackboard)
- E-mail
- Text messaging
- Live online chat

The Library Learning Commons (LLC) area consists of the Library, Mercy Online, The Faculty Center for Teaching and Learning (FCTL), and the Learning Center. LLC offers a range of new technology and support services. LLC is equipped (at this time) with 29 desktops, 9 network printers, 15 laptops available for loan to students within the LLC, 30 laptops available for library instruction sessions, 3 desktop computers for students in the Learning Center, 4 desktop computers available to faculty in the FCTL space, and 15 laptops available for loan to faculty. All desktop and loaner laptop computers are installed with Microsoft Office Suite programs as well as applications for research.

The library's membership in METRO, a New York City area consortium, allows for student access to the resources of the New York Medical College and other specified colleges. This service is free to all students. Students are provided with a list of regional medical libraries that are either open to the public or accessible via the METRO access card.

Photo Copying

Copy machines are located in the library on the main campus. Each student is allowed to print when using the computers after logging in. If a student exceeds their printing limit, a notification will appear on the computer. Students need to contact the Helpdesk by e-mail:

Helpdesk@mercy.edu or by telephone at (914) 674-7526 to reset their printing privileges. At this time students do not have an overall limit; the limits are set to monitor student use.

Resources

Financial Resources

The general Mercy College policy for processing financial assistance for our students is to do so in an efficient, equitable and accurate fashion for all students. Specifically, the Office of Student Financial Services strives to provide access to the maximum number of resources at the maximum value possible for a student to fund his/her education.

The Office of Student Financial Services strives to process all types of financial aid (federal, state, and institutional) in accordance with the US Department of Education (DOE), the NYS Higher Education Services Corporation (HESC), and all other governing association mandated policies and procedures.

Mercy College utilizes the US Department of Education Free Application for Federal Student Aid (FAFSA) to determine federal and institutional aid eligibility for a given academic year. The NYS HESC Electronic TAP Application (ETA) determines eligibility for state funding.

All students requesting financial must file a FAFSA application. Mercy College recommends that students file this application electronically at www.fafsa.ed.gov. The federal code for Mercy College must be included in the applications. Mercy College federal code is 002772. The federal code ensures that the application is forwarded to Mercy College and to HESC.

Once the FAFSA application has been filed with the DOE, the resulting Institution Student Information Record (ISIR) is forwarded to Mercy College and to HESC electronically. Upon receipt of the ISIR record, Mercy College will generate a comprehensive financial aid package. This information, along with supporting documentation, will be sent to each student in the form of an official **Notice of Award** for the academic year. This information is also available via Mercy Connect.

Students MUST file a FAFSA application EVERY year to be eligible for financial aid in a given academic year. The priority filing dates are as follows:

- Academic year: Fall, Spring, Summer: February 15th
- Fall Term: February 15th
- Spring and Summer Terms: October 1st

Meeting the priority filing dates ensures the ability of the Office of Student Financial Services to complete all the required processes to generate a comprehensive financial aid package in a timely manner. Failure to meet the above priority deadlines may result in the loss of federal, state, and/or institutional aid.

Financial aid funds are credited to a student's account when eligibility requirements are satisfied for the given term (generally the fourth or fifth week of the term).

The US Department of Education randomly selects FAFSA applications for a mandated

Verification Process. This process requires Mercy College to request, collect, and review specific data elements of the received ISIR record. The Verification Process may result in a revision to a prior comprehensive financial aid package. A revised *Notice of Award* will be generated and sent to applicable students.

The Office of Student Financial Services of selection for Verification will notify selected students in writing. This notice will detail required documents that must be submitted to Mercy College within two weeks of the date of the notice. Failure to comply with the Verification request will result in the loss of all financial aid (federal, state, and institutional) funding. If financial aid is lost, the student is responsible for the full balance due on the account.

To maintain eligibility for financial aid in subsequent academic years, a student must meet the following criteria:

- Re-file the FAFSA and the ETA within the priority deadline
- Maintain minimum Satisfactory Academic Progress as defined by the federal and state agencies (detailed in the Mercy College catalogue)
- Maintain minimum academic requirements for academic scholarships
- Maintain minimum enrollment criteria for respective aid programs
- Complete and submit all required Verification Processes

Health Resources and Information

Counseling Services

(914) 674-7796

The Mercy College Student Counseling Services office offers psychological evaluation and brief treatment typically lasting from one to six sessions. Students in need of more intensive treatment are referred to local hospitals and clinics for long-term psychotherapy and/ or medication, if necessary. College students come to the Counseling Services office with mental health issues including increased stress, depression and anxiety as well as concerns about their academic progress, daily living, adjustment to college, or relationships with others. Counseling can be an opportunity to talk about issues that are of concern to students with an objective person who can help them develop skills and view situations in ways that may enable them to be more effective in managing life's challenges down the road. For more information or to schedule an appointment, please call our main number 914-888-5150. *This service is for Mercy College students ONLY.*

Additional Mental Health or Counseling Services in the area at locations unaffiliated with Mercy College include:

- Westchester Echo Hills Community Counseling Center (Hastings) 914-478-0633
- Family Abuse Hotline 914-347-4558
- Family Services of Westchester 914-631-2022

For a Psychologist in your area, call 1-800-964-2000

- Mental Health Association of Westchester Crisis Hotline 914-347-6400
- Mobile Crisis Team 914-493-7075
- No Mas Abuso 1-800-942-6908
- Phelps Counseling Services 914-366-3619 (ask for Rita Barbieri and mention Mercy College)

Rape Crisis Hotline 914-345-9111

- Westchester Jewish Community Services 914-949-6761
- Westchester Medical Center 914-493-5190 (ask for Kathy and mention Mercy College)
- Westchester Self-help Clearinghouse 914-761-0600

General Health and Wellness Information and Services

(914) 674-7255

Student Health Office

The Student Health Office is a safe, confidential place where students can receive limited primary care services including evaluation and treatment for common minor injuries and illnesses, preventive care, health education and referrals to local specialists or hospitals as needed.

The Student Health Office is located on the Dobbs Ferry campus in Room 127 in Main Hall. A family nurse practitioner staffs the office with registered nurses. These health professionals are committed to treating the students with the highest quality of care in order to support their personal and academic success.

We encourage our students to take an active role in creating and maintaining a healthy lifestyle. We support these efforts by offering Wellness Programming on a wide range of health-related topics throughout the school year. There are no fees for the services of the Student Health Office. Students are encouraged to contact the office to schedule an appointment at 914-674-7255. Walk-ins are accepted as space allows. **Emergencies always take priority.**

All residents are required to carry health insurance valid in the U.S. Mercy College does not provide any insurance options. In the event that a resident is diagnosed with an infectious disease that poses a threat or disruption to those in the Residence Hall, the Assistant Dean of Student Affairs, in consultation with the Health Office, may require the resident to leave the Residence Hall until such time it is deemed acceptable for them to return.

If students come into contact with or become aware of another student or employee's contact with an infectious disease that can be spread through casual contact, they should immediately report it to the **Health Office (914-674-7255)**.

If the Health Office is unavailable, they should report it to the **Emergency Security & Safety (914-674-9999)** or **Assistant Dean of Student Affairs (914-674-7622)** or **Director of Safety (914-674-7661)**.

In addition, Mercy College offers Wellness programs. The mission of **Wellness Program** is to create and sustain a healthy campus culture that supports student learning by educating, motivating, and empowering Mercy College students, faculty, and staff to adopt and maintain healthy lifestyles. For more information, contact Colleen Powers, FNP-BC, Director of Health and Wellness Programs at Wellness@mercy.edu

Health Insurance

The College does not offer students a voluntary student health plan but lists off-campus resources and insurance options for New York, Connecticut, and New Jersey residents on the Mercy College website.

Immunizations

All students including on-line students attending colleges and universities in New York State are required to show proof of immunity against measles, mumps and rubella. Students born before January 1, 1957 are exempt from this requirement. In addition, students are required to submit a record of meningococcal meningitis immunization within the past ten years, or a signed acknowledgement of meningococcal disease risks and refusal of the immunization. For further information on the New York State Department of Health Immunization requirements, please contact the Office of Student Services.

Failure to show proof of compliance with this regulation will prevent students from attending classes.

Additional Service/Information

ATM Machine

There is an ATM Machine located in Main Hall by the cafeteria and in Hudson Hall.

Campus Safety



For Apple users:

- Visit the Apple App Store and search School Dude /Crisis Manager

For Android users:

- Visit Google Play and search School Dude Crisis Manager

Tap the icon on your device to get the application and then open the application.

Apple Users will be prompted when launching the app for the first time to allow or select **OK** when **Crisis Manager** requests to send push notifications

Select Continue Without Logging In

Tap the + symbol in the right corner to add a plan

Allow Crisis Manager to access your location.

In the Search box, type Mercy College

Choose Mercy College Emergency Preparedness Plan to download the plan to your phone.

Cancellation of On-Campus Classes

In the event of inclement or severe weather or any other emergencies, Mercy College 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 conditions.

Students, faculty and staff can obtain information about closure and delay via

- The Mercy College Information Weather line 914-674 -7777
- Mercy Website – www.mercy.edu
- Radio Stations/Cable TV: WFAS 1230 AM; WFAS 103.9 FM; WHUD 100.7 FM; WOR 710 AM; WCBS 880 AM; CHANNEL 12 NEWS (Cable TV)

Students are encouraged to sign-up for emergency alerts through Mercy Connect. In the case of a

required absence by an instructor for illness or otherwise, Mercy College will post a notice on the classroom door of each class cancelled by that instructor. On occasions when a faculty member is delayed, unavoidably, and no such notice is posted, students should wait at least one-half hour before leaving.

In Dobbs Ferry, a representative of the class should then inform the Division of Student Affairs that the instructor has not appeared. On all other campuses, a representative of the class should inform the Office of Student Services of the instructor's absence. In addition, the representative should provide the office with a list of all students in attendance at the class.

Emergency Procedures of Mercy College

Mercy College uses the NY ALERT emergency notification system to send phone, e-mail, text and/or fax message alerts to students, faculty, and staff when events on or off campus threaten safety.

How to log in:

- Go to <https://users.nyalert.gov/>
- For the first time logging in, click on the blue link "Forgot your User Name and/or Password."
- In the E-mail field, enter the word mercy (lower case) along with your Campus Wide ID (CWID) number. For example: mercy102001234 (CWID number can be retrieved at <http://www.mercy.edu/lookup>).
- A temporary password will be e-mailed to your Mercy Connect account.

Parking

All vehicles parked on the College grounds must have a Mercy College parking permit sticker affixed to the rear passenger window. Students can obtain a parking permit at the Bursar's window at either the Dobbs Ferry or Bronx campus locations.

Students, faculty, and staff must complete an application to obtain the parking permit. The application can be obtained in person at either location listed above, or online by logging onto Mercy CONNECT, selecting the Campus Life tab then selecting Get Parking Permit. For a complete list of all Mercy College parking regulations, please visit <https://www.mercy.edu/sites/default/files/PDFFiles/parking.pdf>

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) 674-7523, or by email to accessibility@mercy.edu.

Student Lockers

The college has a number of lockers available for students. Students need to sign out lockers at the Center for Student Success & Engagement. Students provide their own lock.

Professional Associations

Student Nurses Association at Mercy College

The Student Nurses Association (SNA) is an organization comprised of undergraduate Mercy College Nursing Program 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.

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, foster 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 College is a member of Zeta Omega, which is a consortium of nursing programs from Dominican College and Mercy College.

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>

IMPORTANT EMERGENCY PHONE NUMBERS MERCY COLLEGE

EMERGENCY914-674-9999 – INTERNAL 9999
POLICE, FIRE, MEDICAL EMERGENCY. **911**

MERCY COLLEGE NON-EMERGENCY:

DOBBS FERRY (MAIN OFFICE – 24 HOURS)..... 914 674-7225 – INTERNAL 7225
BRONX.....718 678-8983 – INTERNAL 8983
MANHATTAN.....212 615-3319 – INTERNAL 6319
YORKTOWN.....914-455-2174

RESIDENCE HALL SAFETY/RECEPTION DESK..... 914-674-7277