Traditional 4-Year Nursing Program
Student Handbook

2016-2017
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INTRODUCTION

These policies are in effect for all students enrolled in the Traditional 4-year Nursing Program as of September 2015. Program policy does not supersede Mercy College policy but is supplemental to College policy. It is the responsibility of the student to become familiar with Mercy College and Nursing Program policies outlined in this manual, the Mercy College Student Handbook and the Mercy College Undergraduate Catalog. The Nursing Program works hard to provide relevant, comprehensive programs, but still needs to hear from students about their experiences. Your feedback is important and we will ask for your input using various formal and informal evaluation methods. Surveys to assess courses, faculty, and clinical sites are conducted 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 PROGRAMS MISSION STATEMENT

The Nursing Programs, within the School of Health and Natural Sciences at Mercy College, is dedicated to promoting high standards of professional nursing. The faculty of the Nursing Programs promotes critical thinking, problem solving and the integration of theoretical knowledge and research to culturally diverse and motivated nurses. This includes preparing students to continue learning through their lives and service.

Undergraduate Nursing Program Goals

The nursing major is designed to prepare 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 do the following:

1) Integrate concepts from liberal arts and sciences as the basis for nursing education and the practice of professional nursing.

2) Demonstrate leadership strategies that promote quality improvement, client safety, and organizational effectiveness that promotes health.

3) Understand the levels of evidence that guide scholarship and evidence based practice in professional nursing.

4) Explore ethical management of data, information, knowledge, and technology to facilitate professional nursing care.

5) Investigate health care policies and practices, finances, costs and regulations that influence professional nursing and the general population while promoting advocacy and social justice particularly for the vulnerable.

6) Examine the implications of inter-professional communication and collaboration in improving health outcomes.

7) Examine the impact of clinical prevention on health promotion and disease prevention on population health.

8) Integrate the core values characteristic of professional nursing.

9) Integrate and apply knowledge, skills, and attitudes that lead to the improvement in health outcomes while recognizing the diversity of culture, spirituality, ethnicity, socio-economic status, gender and sexual orientation of all clients.

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 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
Every Mercy College nursing student is assigned a PACT Mentor and a Nursing Faculty for the duration of their enrollment. It is the student’s responsibility to ensure they satisfy the prerequisites for nursing courses. Students are required to meet with their advisors each semester prior to registering for courses.

Mercy College Nursing Program Faculty and Staff

Peggy Tallier, MPA, EdD, RN  Director/ Associate Professor
Patricia Reineke, PhD, RN  Associate Director/ Associate Professor

Carole Baraldi, MS, EdD, RN  Assistant Professor
Miriam Ford, PhD, FNP- BC  Assistant Professor
Sister Mary Hartnett, PhD, RN  Assistant Professor
Kathy Kenney-Riley, EdD, APRN-BC, PNP  Associate Professor
Lisa Martin, PhD, RN, CPHQ, NE-BC  Associate Professor
Susie Moscou, FNP, MPH, PhD  Associate Professor
Rita Neilan, PharmD, RN  Assistant Professor
Renu Varughese, MS, MPhil, PhD  Assistant Professor

Karen Koziol, MS, RNC  Clinical Simulation Director
Patrice Sobecki, MS, RN  Clinical Placement Coordinator

Jenny Ntuk, MS, MBA  Coordinator, Nursing
Jennifer Garvey, MA  Administrative Assistant
## Traditional 4-Year Nursing Program Curriculum

<table>
<thead>
<tr>
<th>Generic Nursing Program - College Year 1</th>
<th>30 Credits</th>
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<tbody>
<tr>
<td><strong>FALL SEMESTER</strong></td>
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<tr>
<td>ENGL111</td>
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<tr>
<td>Written English and Literary Studies I</td>
<td>3</td>
</tr>
<tr>
<td>(Student may be required to take ENGL 110 as a co-requisite)</td>
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<tr>
<td>BIOL130/130A</td>
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<tr>
<td>Human Anatomy and Physiology I Lecture/Lab</td>
<td>4</td>
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<tr>
<td>(Recitation required.)</td>
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<tr>
<td>MATH116</td>
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<tr>
<td>College Algebra</td>
<td>3</td>
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<td>PSYN101</td>
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<tr>
<td>Introduction to Psychology</td>
<td>3</td>
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<tr>
<td>CINQ101</td>
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<tr>
<td>Critical Inquiry</td>
<td>3</td>
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<tr>
<td><strong>SPRING SEMESTER</strong></td>
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<tr>
<td>ENGL112</td>
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<tr>
<td>Written English and Literary Studies II</td>
<td>3</td>
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<tr>
<td>BIOL131/131A</td>
<td></td>
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<tr>
<td>Human Anatomy and Physiology II Lecture/Lab</td>
<td>4</td>
</tr>
<tr>
<td>(Recitation required.)</td>
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<tr>
<td>PSYN233</td>
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<tr>
<td>Developmental Psychology Across the Lifespan</td>
<td>3</td>
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<tr>
<td>CHEM 160/160A</td>
<td></td>
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<tr>
<td>General Chemistry I Lecture/Lab</td>
<td>4</td>
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<tr>
<td>(Recitation required.)</td>
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<tr>
<td>Generic Nursing Program - College Year 2</td>
<td>34 Credits</td>
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<td><strong>FALL SEMESTER</strong></td>
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<td>HIST</td>
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<tr>
<td>Choose one required General Education course from the following.</td>
<td>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) Introduction to African History (118) Introduction to Latin American History (119) Honors History (195) Political Power In</td>
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<tr>
<td>NURS 368</td>
<td>Health Assessment and Health Promotion</td>
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<tr>
<td>BIOL 265/265A</td>
<td>Microbiology Laboratory/ Lecture (Recitation required.)</td>
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<td>SOCL 101</td>
<td>Introduction to Sociology</td>
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<td>BIOL117</td>
<td>Nutrition</td>
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<tr>
<td><strong>SPRING SEMESTER</strong></td>
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<tr>
<td>NURS 200</td>
<td>Fundamentals of Nursing</td>
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<tr>
<td>SPCM 110</td>
<td>Oral Communication (110) or Honors Speech (190)</td>
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<tr>
<td>NURS 367</td>
<td>Pathophysiology and Clinical Reasoning for Nursing</td>
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<tr>
<td>NURS 220</td>
<td>Pharmacology for Nurses</td>
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<tr>
<td>NURS 361</td>
<td>Contemporary Concepts in Professional Nursing</td>
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<tr>
<td>FALL SEMESTER</td>
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<tr>
<td>NURS 365 Introduction to Health Policy</td>
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<td>NURS 225 Pediatric &amp; Parent Child Nursing</td>
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<td>JRSM301 Junior Seminar</td>
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<tr>
<td>NURS 371 Statistics for Nurses</td>
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<tr>
<td>Language/Cultural Perspectives</td>
<td>Communicating in Spanish (SPAN 116)</td>
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<tr>
<td>Choose one required General Education course from the following.</td>
<td>Communicating in French (FREN 116)</td>
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<td>Introduction to American Sign Language (AMSL 115)</td>
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<td>Intermediate Arabic (ARAB 116)</td>
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<td>Communicating in Italian (ITAL 116)</td>
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<td>Spanish for Community Services</td>
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<td>Beginning Spanish for Business (SPAN 275)</td>
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<td>Spanish for Heritage Speakers (SPAN 121)</td>
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<td>(FORL 499)</td>
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<tr>
<td>SPRING SEMESTER</td>
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<tr>
<td>NURS 240 Medical Surgical I</td>
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<td>NURS363 Nursing Research</td>
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<tr>
<td>NURS364 Nursing Informatics</td>
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<tr>
<td>Ethical Perspectives</td>
<td>Introduction to Philosophy (PHIL 110) Logical Thinking</td>
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<tr>
<td>Choose one required General Education course from the following.</td>
<td>(PHIL 112) Honors Philosophy I (PHIL 190) Business Ethics</td>
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<td>(PHIL 207) Introduction to Religion (RELG 109) Judaism,</td>
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<td>Christianity, Islam (RELG 111) Far Eastern Religions (RELG</td>
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<td></td>
<td>112) Contemporary Issues in Religion (RELG 294)</td>
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<td>Generic Nursing Program - College Year 4</td>
<td>25 Credits</td>
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<tr>
<td><strong>FALL SEMESTER</strong></td>
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<tr>
<td>NURS 241</td>
<td>Medical-Surgical Nursing II</td>
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<tr>
<td>NURS 250</td>
<td>Psychiatric and Mental Health Nursing</td>
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<tr>
<td><strong>The Arts</strong></td>
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<tr>
<td>Choose one required General Education course from the following.</td>
<td>Art and Culture (ARTT107) Understanding Movies (ARTT144) Honors History of Art I (ARTT190) History of Art II (ARTT215) History of Art II (ARTT216) Topics in Film (ARTT244) History of Art I (CART215) Theory &amp; Musicianship I (MUSI103) Theory &amp; Musicianship II (MUSI104) Music Appreciation (MUSI107) Topics in Honors Music I (MUSI195) History of Jazz (MUSI218) American Popular Music (MUSI260) Topics in Music</td>
</tr>
<tr>
<td><strong>SPRING SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>NURS366</td>
<td>Leadership and Management</td>
</tr>
<tr>
<td>Literature and Communication</td>
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<tr>
<td>Choose one required General Education course from the following.</td>
<td>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) Topics in Humanities (HUMN 295)</td>
</tr>
<tr>
<td>NURS 401B</td>
<td>Community Health Nursing</td>
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<td><strong>TOTAL</strong></td>
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Accreditations

Mercy College is fully accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104-2680, 267-284-5000. Documentation may be viewed upon request at https://www.msche.org/institutions_view.asp?idinstitution=293

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

The baccalaureate degree in nursing at Mercy College is accredited by the Commission on Collegiate Nursing Education. For additional information, please contact: American Association of Colleges of Nursing, 1 DuPont Circle, NW, Suite 530, Washington, DC 20036, 202-463-6930.

Program Policies

All new students are expected to attend Orientation conducted by the Program Director, Administrators, and faculty. Orientation is scheduled at the beginning of each semester. The Nursing Program Student Handbook will be available on the Mercy College website. The Student Handbook includes school and program policies that relate to students. Students are responsible for reading the Student Handbook and learning the rules, regulations and policies of the Nursing Program. Students will sign a handbook agreement form (see Attachment A) acknowledging they are responsible for reading the Student Handbook. The agreement form will be filed in the student’s folder. During orientation, students will be issued 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/simulation lab.

Academic Advising

Academic advising is provided to all students in the Nursing Program. Once enrolled in the program, students are assigned to a PACT Mentor as well as a faculty member for overall
advisement. The name of the Nursing faculty advisor will be given to students during orientation.

Students will contact their faculty advisor within the month of September to schedule a meeting. At that meeting, students will review their Academic Plan completed at orientation (see Nursing Program Curriculum above) as well as discuss career interests and areas of concern.

Students are required to meet with their Nursing advisor at least once per academic year. 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. Dismissal reviews are a separate process. Please check the Mercy College Undergraduate Catalog for complete instructions on academic appeals. Mercy College Undergraduate Catalog can be accessed below:


**Attendance**
It is assumed that a student will attend all classes for which he/she is registered. Ceasing to attend classes for three consecutive class meetings without contacting the instructor will result in the issuance of a grade of FW, which indicates “stopped attending.” This grade of FW will be calculated into the student’s GPA as an F and may result in dismissal. In addition this status will be reported to The Office of Enrollment Services and may result in a reduction of financial aid monies.
Clinical Absenteeism Policies

Excused Absences
Examples of excused absences include but are not limited to:

- Student illness
- Death/critical illness of a family member or a significant other
- Critical life emergency
- Religious observance

Major Religious Days
The Nursing Program respects students’ religious beliefs and in compliance with New York State law, students who are absent because of religious beliefs, will be given the opportunity to make up any academic requirements missed because of such absence. Students will not be penalized for absences related to religious beliefs because alternative means will be sought to satisfy the academic requirements.

The Nursing Program will make every effort to accommodate religious beliefs and observances of students. However, requested adjustments must be reasonable, made well in advance of the requested day(s) to allow the fulfillment of academic requirements. Absences from class and clinical placements will not be accommodated on those holidays when work is permitted. Absences on days when work is permitted are considered unexcused thus scheduled exams, presentations, clinical hours and other academic or clinical activities cannot be made up.

If a suitable arrangement cannot be worked out between the student and the instructor involved, students and instructors should consult the Program Director. If an additional appeal is needed, the matter may be brought to the Dean of the School of Health and Natural Sciences.

Notifications:
Please note, the Clinical Placement Coordinator, Course Faculty, and On/Off Campus Clinical Instructor must be notified prior to the scheduled clinical or the absence is considered unexcused. Notification includes the date and time of the message, the date and time of the absence and the
emergency circumstances requiring absence from the clinical experience (A medical note from a health provider and proof of emergency is required). In the case of religious observance, the student must notify the Clinical Placement Coordinator, Course Faculty, and On/Off Campus Instructor in writing the first week of the academic term so that a makeup clinical experience can be arranged in advance.

Unexcused Absences
Examples of unexcused or non-emergency absences include but are not limited to medical/dental appointments, weddings, job interviews, internships/externships (including orientations and interviews), vacations, graduation of family/friends, family reunions, child-care responsibilities, care of parents, grandparents, taking a day off to study, attending work or work related activities.
Other unexcused absences are:
- Failure to notify the Clinical Placement Coordinator, Course Faculty and On/Off-Campus Clinical Instructor of an absence prior to the clinical experience
- Failure to attend clinical because of a non-emergency absence
- Arriving late to On/Off Campus clinical after the pre-conference has started on more than one occasion except in cases of an unavoidable emergency
- Failure to obtain required health clearance prior to On/Off Campus Clinical

Please Note: An unexcused clinical absence is also a violation of the Nursing Program Academic Standards and may result in immediate failure (grade of F) for both the clinical and the course.

Make-Up Clinical and Incurred Fees
Any missed clinical experience will be made up in the Clinical Simulation Lab and will include comparable learning outcomes as determined by the Course Coordinator, the Director of the Simulation Lab, and On/Off Campus Clinical Instructors. In addition, the student will be billed for additional resources incurred by the Nursing Program. The cost of each make-up clinical (excused or unexcused) is $200 per session. Students are billed for make-up clinical sessions.

Note: A maximum of two clinical makeups per course is allowed during any given semester. This fee may be waived in cases of religious observance provided the student has adhered to the pre-notification procedure described in the religious observance section.
below, or, in cases of extreme emergency (death in the family, severe illness, etc.).

Communication

- Official communication from the Nursing Program will be sent to Mercy Maverick email (@MercyMavericks.edu).
- A Mercy Mavericks email is assigned to each student upon acceptance into Mercy College. Communication from the program, the college, clinical placement coordinators, and other student related matters will only be sent to the Mercy Mavericks email.
- Students are responsible for knowing the contents of all email postings. If a response is indicated, you must respond to emails from faculty (clinical or academic) within 24 hours of receipt.
- Checking your Mercy College e-mail on a daily basis is mandatory.
- Students can forward their Mercy Mavericks email address to their personal email account (student must do this manually in their Mercy Mavericks 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 2-3 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 Program or the College should be brought to the representatives and Nursing Program Director. Individual student concerns should be addressed to the faculty member involved and/or 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 the College. Records received from other persons and schools cannot be distributed by Mercy College.

Photo consent must be obtained prior to taking pictures of students during Nursing Program activities.

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

**Faculty Office Hours**
Faculty will indicate office hours and telephone contact hours on their course syllabus.

**Licensure**
In order to be legally employed as a graduate of a program leading to RN licensure in New York State, a practice permit is required during the interim between graduation and the issuance of a license.

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 OPD 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

Many variables must be considered in matching clinical sites and students. For example, the availability of placement opportunities at clinical sites is an important factor, as are the prior experiences and needs of a particular student and other students in 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.

Before students are permitted to commence a clinical placement, they must have authorization from the Clinical Placement Coordinator and successfully completed the health clearance process, required background checks, mandatory training, and the clinical calculation examination by the deadline. Students will not be considered for a clinical placement until they have satisfied these prerequisites. If a student does not submit all required documents required for placement by the deadline, clinical placements may not be given.

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 would create a conflict of interest, the student will not be permitted to commence to that clinical placement and the Mercy College Nursing Program will undertake reasonable efforts to identify another clinical placement for the student.

Attendance

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

In order to participate in clinical education 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.

If a facility has no preference, the nursing program will provide the student with an acceptable company. 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.

Clinical Placement Sites

Clinical site assignments are not negotiable. Requests for specific hospital or clinic sites will be noted but not guaranteed. 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. 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.

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 this at http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html
Under no circumstances are students permitted in any clinical area without the supervision of their clinical instructor.

Health Clearance for Clinical Courses

Prior to attending a clinical course, 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.

The health clearance process consists of completing (i) the Annual Health Assessment Form (to be completed yearly); (ii) the forms pertaining to titer tests and immunizations (required only once); and (iii) any supplemental forms required by the agency(s) at which the clinical component of a course will be conducted. In addition, students are required to provide evidence annually of certification in professional rescuer cardiopulmonary resuscitation. For the fall semester, the health clearance process must be completed by July 1st and for the spring semester, by December 31st.

Generally, the required health forms will be sent to students well in advance of each semester. If the forms are not received, it is the student’s responsibility to pick them up at the Mercy College Nursing Program office. Completed forms should be returned for review and approval to 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 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 he or she has been cleared to do so.

In addition to the health clearance required in order to participate in a clinical course, all students must, as required by New York State law, be immunized against measles, mumps and rubella. The registration of students who do not provide proof of the required immunization 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 immediately reported to the student’s Clinical Instructor and to the Clinical Coordinator as soon as possible. Most sites will have a policy regarding incident reports that students must follow. If you are injured at a clinical site you may have the opportunity to be treated at that site, but neither the clinical site nor the Mercy College Nursing Program is under any obligation to treat you. It is for this reason that it is required that students 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 any such injury immediately to your clinical instructor and to the Mercy College Clinical Placement Coordinator or Program Director.

A medical evaluation should occur shortly after the incident. In some cases, treatment or prophylaxis for HIV infection may be indicated. If prophylaxis against HIV is indicated, it should ideally be started within two (2) hours of the exposure, although some begin prophylaxis as long as 48 hours after exposure. Program faculty will help direct you to the nearest Emergency Department if there is no ability to evaluate the incident at the site where it occurred. Furthermore, if a significant event occurs, a Mercy College Incident Report Form must be filled out and submitted to the college within 48 hours of the occurrence. You will be required to submit a written account of the incident to the Clinical Placement Coordinator.
Clinical Calculation Examination
Prior to enrolling in any clinical nursing course, students must take and pass a clinical calculation examination. Information about the minimum passing score may be obtained from the student’s advisor. Failure to pass the clinical calculation examination on or before the second attempt will result in the student’s registration for all clinical nursing courses being voided. A student who fails the clinical calculation examination on the first attempt is encouraged to remediate prior to taking the examination again. Normally, students who fail to take the clinical calculation examination as scheduled will receive a grade of “0” percent for that examination.

Mandatory Training
In order to participate in clinical placements and take the national nursing licensure examination (known as 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.
- Further, a clinical agency may require students to participate in additional training before permitting them to commence 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. CPR certification needs to be current for the entire academic year.

Dress Code for Clinical sites and the Clinical Education Labs
When in a clinical setting or the Nursing Skills Lab for activities associated with a clinical course, Mercy College nursing students are required to comply with the dress code as follows:

Hospital Setting
The required uniform depends on the particular clinical setting. In a hospital setting, students are required to wear the nursing uniform with the Mercy College Nursing Program logo displayed and white professional shoes. The approved uniform may be purchased online from Meridy
uniforms- [https://www.meridys.com](https://www.meridys.com). Order forms will be emailed to the students in May, and must be ordered by July 10th.

**Clinical Course Equipment Requirements**

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

1) Blood Pressure Cuff  
2) Kelly Forceps  
3) Bandage Scissors  
4) Medical Ruler  
5) Pen Light  
6) Lightweight Stethoscope (Littman recommended)  
7) Stethoscope ID Tag  
8) Sterile Gloves

These items are included in a Skill Pack which can also be ordered from Meridy Uniforms

**Uniforms**

The uniform for other clinical settings varies depending on the particular setting, e.g., psychiatry, pediatric day care, community health, maternity. Students should consult their instructor before the course begins for information about the appropriate uniform for a particular clinical setting.

- Uniforms and shoes must be clean and properly maintained. Warm up jackets with the Mercy College logo are also permitted.
- If the required uniform for a clinical setting is “casual attire,” female students may wear pants or skirt with a blouse and males may wear pants and a casual shirt with a collar.
- Jeans, denim, shorts, tank tops, T-shirts, open-toe shoes, sandals, flip flops, sweat pants, sweatshirt, and similar casual clothing are not appropriate in a clinical setting and are never permitted.
- Shoulder-length hair and longer must be tied or pinned up off of the collar.
- Fingernails must be well groomed, short and clean. Clear nail polish that is not chipped is permissible. Artificial nails, tips and extenders are not permitted.
- Cover tattoos.
- Remove tongue and nose piercing (unless nose piercing is part of your culture)
- Jewelry is not permitted except for a wrist watch, 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. In addition, 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.

**Community Health Setting**

The uniform varies depending on the agency:
Business attire unless clinical agency requires standardized dress (Some agencies require blue pants and white top).

1) No sneakers, no clinging low cut blouses, tight knit tops or pants, jeans or sweats.
2) Cover tattoos.
3) Remove tongue and nose piercing (unless nose piercing is part of your culture).
4) Wear name tag with an ID that identifies you as a Mercy College Nursing Program Student

Clinical Course Grade
Undergraduate students in the Mercy College Nursing Program who fail (i.e., a grade below a “B-”) the didactic component of a clinical, will also fail the entire course. Undergraduate students who fail the clinical component of a clinical course will receive an “F” for the clinical component and an “F” for the course.

Transportation
Transportation to all off-campus programs, including clinical placements, is the responsibility of the student. In addition, students are responsible for all parking fees. Students are encouraged to make arrangements among themselves to carpool to clinical sites, and at some sites may be mandatory.

Policies of Clinical Agencies
Students are bound by applicable policies and procedures of the clinical agencies to which they are assigned. It is the student’s responsibility to know and comply with those policies and procedures.

Nursing Program Resources
The clinical education labs 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 nursing skills lab is available for students alone or in small groups to study, practice for exams, work with tutors, and receive remediation as needed.

Hospital-like settings and clinic simulated environments provide students an opportunity to
practice skills at basic and advanced levels across all Mercy College Nursing Program curricula. The Nursing Skills Lab equipment and design replicate various healthcare settings including pediatrics, maternity, medical-surgical 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). This includes the use of gloves, eye protection, protective clothing, and care in 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/or equipment should be used must contact the Clinical Coordinator immediately for appropriate remedial training. Students shall 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 labs provides a safe, realistic and life-like clinical environment for students to practice nursing skills, techniques and procedures (e.g., handwashing, injections, health assessment, 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. 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 scenarios provide an opportunity for active, hands-on learning.
and 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 showing students different approaches to performing a skill correctly as long as basic concepts are maintained. 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

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 only allowed in the patient beds when assuming the role of the patient. Please remove your shoes when doing so.
- Students may use the labs only 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. The lab schedule will be posted on the outer doors of the lab. It is the student’s responsibility to ensure that they will not be in the lab when courses are scheduled to use the lab.
- Students can gain access to the lab during open lab times. Students must sign in/out using the clinical database.
- Students are encouraged to use equipment that has been previously covered in classroom lectures and labs.
- Students may practice with available equipment. Any electrical equipment must remain unplugged unless a faculty member or lab assistant sets it up.
- 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.
- Any simulated patients must first be approved by the Simulation Lab Director.
- 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 amount 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 determined by the clinical simulation director.

**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](http://www.nso.com/Individuals/Professional-liability/student-nurse-malpractice-insurance)

Mercy College carries general and professional liability insurance that includes coverage for all students in the Mercy College Nursing Program for claims arising from a student’s activities in satisfaction of the requirements of his or her academic program, including clinical courses, at Mercy College. The College’s general and professional liability insurance do 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](http://www.mercy.edu/student-affairs/access)."
ACADEMIC STANDARDS

Course Evaluations
Each course and instructor in the Nursing Program is evaluated by each student via the Blue Survey. This course evaluation is performed online prior to the end of the semester. Completing a course evaluation on each course is important for faculty self-assessment and overall program assessment.

Students will receive an email at their mercymavericks.edu and at their personal email account telling them about the online Blue Survey for Instructors and Courses evaluation process.

Students can access the online Blue Survey course evaluation form each semester through this link: https://mercy.bluera.com/mercy/Default.aspx

Examinations and Assignments
Examinations and assignments will be given in all courses. Course instructors will determine the format of the exams and assignments that they consider to be appropriate. Examinations may follow any of the following formats: in-class exam; take-home exam; independent project, practical assessment, etc.

Criteria for grading of exams and assignments, as well as the "weight" of a given exam or assignment toward the final grade, is determined by the course instructor and outlined in the course syllabus. Faculty members 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 need an extension on a deadline, must make individual arrangements with the course instructor in advance. Student assignments are to be submitted in the designated assignment link on Blackboard unless otherwise stated by the professor. Students are responsible for completing any missed exams or assignments. Department policy does not permit additional assignments or projects for the purpose of raising an individual grade.
Grades

Undergraduate Grading Scale

Each faculty member may have a different method for computing grades. Specific methods for computing grades will be outlined by the course instructor at the beginning of the course.

<table>
<thead>
<tr>
<th>93-100</th>
<th>A</th>
<th>4.0</th>
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<tbody>
<tr>
<td>90-92</td>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>87-89</td>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>83-86</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>80-82</td>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>77-79</td>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>73-76</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>70-72</td>
<td>C-</td>
<td>1.67</td>
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<tr>
<td>65-69</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>Below 65</td>
<td></td>
<td>0.0</td>
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</tbody>
</table>

Exceeds Expectations 93% and above
Meets Expectations 83% to 92%
Partially meets expectations 73% to 82%
Does not meet expectations 72% and below

Computing Your Grade Point Average

\[ \begin{align*}
A &= 4.0 \text{ points} \\
A- &= 3.67 \text{ points} \\
B+ &= 3.33 \text{ points} \\
B &= 3.0 \text{ points} \\
C+ &= 2.33 \text{ points} \\
C &= 2.0 \text{ points} \\
F &= 0.0 \text{ points}
\end{align*} \]

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:

- Completed a minimum of 36 credits in residency at Mercy College
- Candidate for a baccalaureate degree

Academic and program honors consist of summa cum laude, magna cum laude, and cum laude, which are based on the GPAs listed below:

- 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

Program Grade Point Average (GPA)

The minimum program cumulative GPA requirement for both good academic standing and degree conferral is at or above 2.67. Grades are subject to review by the faculty advisor and Program Director at the end of each term. If a student’s cumulative program or semester (term) GPA is below 2.67 at any given semester, he/she will be dismissed from the program.

Course Grades

Students are required to achieve B- or better in BIOL 130/130A, BIOL 131/131A, BIOL 265/265A, and all nursing courses.

If a student receives a grade below B- in BIOL 130/130A, BIOL 131/131A, BIOL 265/265A, or any nursing course, the course must be repeated before he/she is allowed to continue with the curriculum. If a student receives a grade below B- after repeating the course, the student will be dismissed from the program.

An F grade in any course may result in dismissal from the Program and the College. The student is only allowed to repeat one course in the nursing curriculum.
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
Students are expected to submit their own work for all course assignments. Academic integrity is of particular importance in the Mercy learning environment. For all data, texts, or other information reported, quoted, or otherwise used in student work, the sources from which the data, texts, or other information were obtained (including, but not limited to, persons, books, and articles) must be cited. Without appropriate citation, the use of such data, texts, or other information is considered plagiarism and has serious consequences. These consequences include, but are not limited to, a failing grade for the assignment or course, as well as possible expulsion from the College.

All materials entered in public conferences and communication with College personnel should adhere to standards of civility. Any communication that embarrasses, harasses, or causes concern will be referred to the appropriate School Dean.

Plagiarism and Cheating
Cheating and plagiarism are contrary to the purpose of any educational institution and will be dealt with severely.

1) An instructor who determines that a student has cheated on a test or assignment will at a minimum give a zero for that item and may give a failing grade for the course. Normally, the matter is handled between the instructor and the student, but the department chairperson and other school officials may be consulted by either party to ensure fairness.

2) Plagiarism, which is the appropriation of words or ideas of another without recognition of the source, is another form of cheating. An instructor who determines that a student has plagiarized will give a zero for the paper or project and may give a failing grade for the
course. Both cheating and plagiarism are grounds for dismissal from the College. Mercy College subscribes to Safe Assign, an online service that checks for plagiarism. Students who have been found guilty of plagiarism will be reported to the appropriate academic unit head and the School Dean.

3) Students acting in contravention of this Code of Academic Integrity and Acceptable Academic Conduct will be subject to discipline in accordance with the Academic Appeals Process described in this Handbook.

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

1) If tables are used in the classrooms, students must be positioned so that two students sit at either end of the table. If individual desks are used, they will be widely spaced to utilize the entire classroom.
2) All materials, books, cell phones, etc. must be removed from the desks or tables.
3) Once a quiz, test, or examination has been distributed, students are not allowed to leave the room until the completion of the test.
4) Once distributed, students should review the entire test. Any questions will be entertained during the first five minutes and the answers to the questions will be shared with all students. This will ensure that all students have the same information. Students will not be permitted to ask questions after this period. If a student encounters a problem with the understanding of a question, they may submit a statement of the problem and a rational for their answer, with their exam.
5) When the test is completed, students should quietly place the test on a table designated by the instructor. Students should not discuss the test or any other matter with the instructor at this time, as this will interfere with their ability to proctor the test.

**Written Assignments**

The writing style and format used for all written assignments is the style referred to in the *Publication Manual of the American Psychological Association (APA), 6th ed.* It is available through the book store.
All papers must be:
- Neatly typed or word-processed.
- 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 grade the student receives. 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 distribution of textbooks and related materials. Books can be ordered online via the internet at http://www.bkstr.com or on mercy connect. On site purchases can be made at our Dobbs Ferry bookstore.

Vitale Center for Academic Excellence and Innovation    (914) 674-7402
The Learning Center, housed in the Library Learning Commons (LLC), offers tutoring services through writing labs, math labs, and science labs in addition to one on one tutoring. Remediation is conducted through a variety of methods such as the Learning Center, open review sessions and individual faculty sessions.

A variety of workshops that target specific skills are available to students each semester addressing topics such as the following: how to use the internet as a research tool, delivering an effective presentation, APA Boot camp, and test taking and study techniques.

Computer Facilities
1. Computer Room
There are open computer labs for student use on every Mercy campus. There are a number of IBM and Apple desktops available within the library. Additionally, the library has a ‘laptop’ loaner program. Students will be able to sign out and use laptops within the library.

Each computer is equipped with several programs including the full Microsoft Office Suite, PASW/SPSS, and other programs that may be necessary for student projects. The school has an ongoing subscription with Reference Works, a web-based reference management program. Reference Works is available on campus computers and can also be accessed via the internet anywhere else.
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 will be allowed to print a maximum of 500 pages per term. After exceeding 500 pages, print access will be disrupted and the student will have to contact the helpdesk. The helpdesk will make exceptions for every case where the student’s class requirements reasonably exceed 500 pages. The student will have to contact the helpdesk for an increase in printing limits.

**Library Services**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Circulation Desk</td>
<td>914-674-7256</td>
</tr>
<tr>
<td>Reference Desk</td>
<td>914-674-7257</td>
</tr>
</tbody>
</table>

Mercy College Library offers access to real, virtual reference and subject collections in the form of books, periodicals, microforms, electronic databases and audio-visual materials. On-line search capabilities of the general library catalog and journal databases are available with the use of a password to students and faculty from any campus or home computer through the Library’s web page. The main library has approximately 125,000 books, including over 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 most medically related 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 may search several online databases for professional based literature including Medline, Cochrane Library, CINAHL, and EBSCO host, ProQuest Direct PsychInfo, ERIC and Social Work Abstracts. Through the library’s web page students are able to gain 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, via telephone, Ask a Librarian, e-mail, text messaging, and live online chat. EBSCO host and ProQuest Direct also contain full-text articles.

The new Library Learning Commons (LLC) space brings together the Library, Mercy Online, The Faculty Center for Teaching and Learning (FCTL), and the Learning Center, where a range of new technology and support services are offered. The LLC space is equipped at this time with 29 desktop OPACS, 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 of programs, i.e., Word, Excel, and PowerPoint. Additional applications for research are also installed on all available LLC computers that include: SPSS, RefWorks®, and Second Life®.

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 area 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 computer rooms after logging in. If a student exceeds their printing limit, a notification will appear on the computer. Students need to contact the Helpdesk ([Helpdesk@mercy.edu](mailto:Helpdesk@mercy.edu)) 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.
Financial Resources

The general 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.

In addition, the Office of Student Financial Services always 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. Eligibility for state funding is determined by the NYS HESC Electronic TAP Application (ETA).

All students requesting financial must file the above mentioned FAFSA Application. The College recommends that students file this application electronically at www.fafsa.ed.gov. You must include the federal code for Mercy College to ensure that your application is forwarded to both the College and to HESC. The federal code is 002772.

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

- February 15th for the Academic Year: Fall, Spring, Summer
- February 15\textsuperscript{th} of the Fall term only
- October 1\textsuperscript{st} for the Spring and Summer terms

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 the 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.

Selected students will be notified in writing by the Office of Student Financial Services of selection for Verification. This notice will detail all required documents that must be submitted to the 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. The student will then be 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:

1) Re-file the FAFSA and the ETA within the priority deadline;
2) Maintain minimum Satisfactory Academic Progress as defined by the federal and state agencies (detailed in the College catalogue);
3) Maintain minimum academic requirements for academic scholarships;
4) Maintain minimum enrollment criteria for respective aid programs;
5) Complete and submit all required Verification Processes.
Health Resources and Information

Counseling Services (914) 674-7796

Mercy College Student Counseling Services offers psychological evaluation and brief treatment lasting one to four sessions. Students in need of more intensive treatment will be referred to local hospitals and clinics for long-term psychotherapy and/or medication, if necessary. Students may come to the Counseling Services 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.

Counseling can be an opportunity to talk about issues that are of concern with an objective person who can help develop skills and view situations in ways that may enable students to be more effective in managing life’s challenges. The office hours vary, Monday through Friday during the regular school year. Appointments can be made by email, phone, or in person with Dr. Ori Shinar, Psy.D. Director of Student Counseling Services (oshinar@mercy.edu, 914-674-7233).

Additional Mental Health or Counseling Services in the area at locations unaffiliated with the 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

On the Dobbs Ferry Campus, The Health Office is located on the first floor of the Main Hall, Room 127. Office hours are posted each semester. Registered nurses provide a variety of over-the-counter products for students. Additionally, general information on preventive health care and wellness, and referrals to local health care providers is available.

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 as having 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’s 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 has provided resources on the Mercy College website concerning insurance resources for New York, Connecticut and New Jersey residents.
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 Droid 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

Cancellation of On-Campus Classes
In the event of inclement or severe weather or any other emergency situations, the College may choose to close or delay its operations in whole 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, the College will post a notice on the classroom door of each class cancelled by that instructor. On occasions when a faculty member is unavoidably delayed 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 the 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/](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.
  - EX: mercy102001234 (CWID number can be retrieved at [http://www.mercy.edu/lookup](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 form
can be obtained in person at either location listed above, or online by logging onto Mercy CONNECT, clicking on the Campus Life Tab then selecting “Get Parking Permit” on right.

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
No cameras, tape recorders, or other recording devices are permitted to be used in the classroom without the express consent of the instructor. Any student with a disability who seeks 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 Disability Services 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 the College of New Rochelle, Dominican College, Mercy College and Pace University.
Candidates for membership are selected on the basis of 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, and graduate students who have completed a quarter of the Master of Science, Master of Arts, Doctor of Nursing Practice or Certificate of Advanced Graduate Study program and have a 3.5 CQPA or higher, are eligible to be nominated for membership. Student standing is reviewed by the Zeta Omega chapter faculty counselor 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**

**EMERGENCY**................................. 914-674-9999 – 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