Welcome

We welcome you as a student of the Lawrence Memorial/Regis College Nursing Program, and extend our most sincere wishes that these school years may bring you not only the knowledge and skills you hope to attain, but also many lifelong friendships and pleasant memories. We hope this handbook will be of assistance to you in your role of student nurse.

The policies contained in the Student Handbook are written in keeping with the Student Bill of Rights published by the National Student Nurses Association. Information in this Handbook was current at the time of printing. Policies and regulations are subject to change. Lawrence Memorial/Regis College Nursing Program reserves the right to change its curriculum, policies, tuition, fees, or other matters subsequent to the publication of this handbook. Students will be notified as policy changes occur. All updates will be posted on MOODLE, the Program’s course management platform.

Each semester, you are required to acknowledge access to the Student Handbook and to abide by all Program policies. It is your responsibility to familiarize yourself with the information in the Student Handbook.

The Program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 800, Atlanta, GA 30326, telephone number: 1-404-975-5000 and is approved by the Massachusetts Board of Registration in Nursing, 239 Causeway Street, Boston, MA, telephone number: 617-727-9961. Contact the Vice President for Education should you wish to review the current accreditation and approval documents.

Lawrence Memorial/Regis College Nursing Program admits academically qualified persons without regard to race, color, national origin, religion, age, gender, sexual orientation, disability, or veteran status.
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The Nursing Program is an integral component of Regis College. Founded upon the ideals expressed in the Gospel of Jesus Christ and dedicated to the exploration of religious traditions, Regis College is committed to excellence in scholarship and service. In concurrence with the mission of the college, the nursing faculty accept the responsibility of providing an environment in which the learner can gain a breadth of knowledge in the humanities, natural sciences, and social sciences as well as an in-depth understanding of one sector of learning. The faculty believe that by fostering professional growth, they encourage the student to become a positive influence on the nursing profession and society.

The Nursing Program is committed to the education of nurses from the undergraduate through the graduate level. The faculty believe that multiple levels of nursing practice exist. The nursing education program at Regis College provides the structure for multiple entry and exit points along the continuum of the nursing profession beginning with the associate degree and continuing through the master's degree. The program builds a solid foundation for future endeavors in professional development and educational mobility.

The nursing faculty believe the central concepts of the discipline of nursing are person, environment, health and nursing. These four concepts are viewed generically. The concept of person may refer to individuals, families, groups, communities, organizations or society as a whole. The person is a unique biopsychosocial, cultural, spiritual being who continuously interacts with the environment throughout the lifespan. Every person has inherent dignity, worth and individuality, and a right to comprehensive, compassionate health care. Environment refers to all the conditions, circumstances and influences surrounding and affecting the development of the person. It refers to all possible internal and external stimuli that may influence behavior and adaptation. It may be considered past, present and future, but is always seen in the context of the present. Health is a dynamic state of being and becoming integrated and whole in which the individual adapts to changes in the environment. Nursing, as an art and science, is a developing system of knowledge about persons, health and their environment. Further, nursing is unique in the way it synthesizes the liberal arts and the physical, biological and social sciences through the use of nursing process in the design and delivery of therapeutic nursing interventions for individuals, families, groups, the community and society.

The concepts of adaptation, nursing process and professional role explain the relationships and interactions between and among person, environment, health and nursing. Adaptation is a dynamic process by which the person responds to stimuli in the environment while maintaining personal integrity. The adaptive potential of the person involves flexible adaptation, stability, growth and change. Nursing promotes adaptation through the systematic, deliberate, intellectual application of the nursing process. Professional role encompasses caring, teaching, advocacy, leadership, management and research. Therapeutic nursing intervention, critical thinking and communication are instruments used to promote adaptation, implement nursing process, and develop professional role. They also provide a framework for program outcome assessment.

Nursing education provides opportunity for the student to learn the art of caring based on a scientific body of knowledge that gives direction to nursing practice. Through the curriculum, the student learns to value a holistic approach to the individual, recognizing the person’s capacity to participate in decision making and to make informed choices. Through a sequence of planned theoretical and clinical experiences, including student self-evaluation and faculty feedback, the student is prepared to assume the role of a professional nurse.

Learning is a continuous, lifelong process that guides the learner in the acquisition of knowledge and the development of values and beliefs about people and their needs in an ever-changing society. Learning is the active process of acquiring knowledge, skills, values, attitudes and abilities that result in behavioral change. The student learns best in an environment that fosters open communication and mutual respect. Such an environment motivates and encourages participation in the educational process. This climate of the academic setting offers opportunities to become more reflective, compassionate, caring and socially responsible.
The purpose of the Lawrence Memorial/Regis College Nursing Program is to prepare the graduate to:

1. assume the role of an entry level professional nurse by fostering wellness and human flourishing through health promotion and restoration, leading to adaptation.

2. value the whole person respecting diversity and uniqueness advocating for rights and freedom of choice.

3. demonstrate a spirit of inquiry and excellence in the provision of safe, quality, comprehensive, compassionate, culturally sensitive patient and family-centered care guided by evidence-based nursing practice.

4. collaborate with the interprofessional team using appropriate communication techniques, nursing judgment, and beginning leadership skills in the development and implementation of safe, ethical and culturally-sensitive therapeutic nursing interventions.

5. use information technology to enhance communication knowledge and to support patient care activities.

6. demonstrate commitment to the local, national and global community by active involvement in health promotion, health care delivery and social policy issues.

7. internalize core values of the nursing profession through development and continued growth in personal and professional identity, education and knowledge of the art and science of nursing practice.
Upon completion of the curriculum, the beginning practitioner will be able to:

1. Operationalize knowledge from the natural and behavioral sciences and the humanities when implementing the nursing process to promote wellness, human flourishing and adaptation through the use of safe, culturally sensitive, therapeutic nursing interventions for individuals and families.

2. Integrate a spirit of inquiry and innovative thinking in pursuit of continued learning and the development of a caring, professional identity.

3. Facilitate therapeutic communication with individuals, families, and the interprofessional team in the pursuit of optimal wellness and adaptation.

4. Provide individualized health education using teaching-learning principles in the care of individuals and families.

5. Promote the rights of individuals and families according to ethical, legal, regulatory and professional standards of nursing practice.

6. Demonstrate leadership and management skills in collaboration with the interprofessional team to improve patient outcomes.

7. Integrate selected nursing theory, related theories and research in the development of clinical reasoning and nursing judgment for optimal patient-centered care.

8. Integrate knowledge, including current research gained through the use of informatics and selected technology, into the development of an evidence-based approach to nursing practice.

9. Participate in the change process to improve systems-based practice in the provision of safe, quality nursing care.
# Nursing Curriculum

<table>
<thead>
<tr>
<th>Sample Schedule</th>
<th>Credits</th>
<th>Class Hours</th>
<th>Clinical/Laboratory Hours</th>
<th>Total Course Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YEAR I</strong></td>
<td></td>
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<td></td>
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<tr>
<td>Semester I – 15 weeks</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>BI 105 Anatomy &amp; Physiology I/Lab</td>
<td>4</td>
<td>45</td>
<td>30</td>
<td>75</td>
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<tr>
<td>BI 108 General Microbiology/Lab</td>
<td>4</td>
<td>45</td>
<td>30</td>
<td>75</td>
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<tr>
<td>*EN 105 Writing Seminar</td>
<td>3</td>
<td>45</td>
<td></td>
<td>45</td>
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<tr>
<td>NU 101 Foundations of Nursing Practice</td>
<td>9</td>
<td>90</td>
<td>135</td>
<td>225</td>
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<tr>
<td>Semester II – 15 weeks</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>BI 106 Anatomy &amp; Physiology II/Lab</td>
<td>4</td>
<td>45</td>
<td>30</td>
<td>75</td>
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<tr>
<td>PS 233 Introduction to Human Development</td>
<td>3</td>
<td>45</td>
<td></td>
<td>45</td>
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<tr>
<td>NU 102 Adult Nursing Practice</td>
<td>10</td>
<td>90</td>
<td>180</td>
<td>270</td>
</tr>
<tr>
<td><strong>YEAR II</strong></td>
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<tr>
<td>Semester I – 15 weeks</td>
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<tr>
<td>*SO 201 Introduction to Sociology</td>
<td>3</td>
<td>45</td>
<td></td>
<td>45</td>
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<tr>
<td>++ID 304 Exploring Ethics</td>
<td>3</td>
<td>45</td>
<td></td>
<td>45</td>
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<tr>
<td>*MA 210 Statistics</td>
<td>3</td>
<td>45</td>
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<td>45</td>
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<tr>
<td>NU 201 Family-Focused Nursing Practice</td>
<td>10</td>
<td>90</td>
<td>180</td>
<td>270</td>
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<tr>
<td>Semester II – 15 weeks</td>
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<tr>
<td>+NU 404 Concepts &amp; Challenges in Professional Practice</td>
<td>3</td>
<td>45</td>
<td></td>
<td>45</td>
</tr>
<tr>
<td>*EN 106 Critical Reading, Thinking &amp; Writing</td>
<td>3</td>
<td>45</td>
<td></td>
<td>45</td>
</tr>
<tr>
<td>NU 202 Comprehensive Nursing Practice</td>
<td>11</td>
<td>90</td>
<td>225</td>
<td>315</td>
</tr>
<tr>
<td><strong>CURRICULUM TOTAL</strong></td>
<td><strong>73</strong></td>
<td><strong>810</strong></td>
<td><strong>810</strong></td>
<td><strong>1620</strong></td>
</tr>
</tbody>
</table>

*Note:
1. Courses must be completed in accordance with the Prerequisites/Corequisites Policy.
   +NU 404 may be taken at anytime after the completion of the NU 102 nursing course.
   ++ID 304 must be taken prior to or concurrent with NU 201.
   *SO201, *EN 105, * EN 106 and *MA 210 may be taken at any time prior to graduation.
2. Most non-nursing courses may be offered in Summer I or II Sessions.

Clock and credit allocation for classroom and clinical experiences
The college uses the standard academic hour (50 minutes in length) to define a clock hour of instruction. Such hours are equivalent to course credits as follows:

1 academic hour of theory/week = 1 course credit
2-3 hours of non-nursing course laboratory/week = 1 course credit
3 hours of nursing course clinical/laboratory experience/week = 1 course credit
Academic Calendar

2016 Semester I/Fall Semester*

Transition Seminar for LPN, Transfer and Advanced Placement Students
Nursing Course Overview/Orientation Sessions (Mandatory)
Nursing Courses Begin
Labor Day Holiday (No classes)
Non-Nursing Courses begin
All-College Convocation (Classes suspended at 12 noon until 2 p.m.)

Weston campus only
Founders Day Celebration, Weston campus only
(Non-Nursing courses resume at 1 p.m. on October 1)

Honor & Awards Ceremony
Columbus Day Holiday (No classes)
Veterans Day (No Classes) – Weston campus only
Thanksgiving Holidays:
  Non-Nursing Courses, Holiday Recess begins after class
  Nursing Courses, Holiday Recess begins after class/clinical

Classes Resume
Last Day of Non-Nursing Course classes
Non-Nursing Course Final Exam Period
Pinning Ceremony for December 2016 Graduates
  Fine Arts Center, Regis/Weston Campus
  (Snow Date: Thursday, December 15)
Nursing Course Evaluation Sessions
Christmas Break after completion of course responsibilities
Last date for any incomplete nursing course work
NCLEX-RN Review Course for December Graduates
January Intersession (2017)

2017 Semester II/Spring Semester*

Transition Seminar for LPN, Transfer and Advanced Placement Students
Nursing Course Overview/Orientation Sessions (Mandatory)
Martin Luther King Holiday (No classes)
Nursing Courses and Non-Nursing Courses begin
Honor & Awards Ceremony
President's Day Holiday (No classes)
Spring Recess begins after last class/clinical

Classes resume
Heritage Day, Weston campus only
Easter Recess begins after last class
Patriots Day Holiday (No classes)
Classes resume
Last Day of Non-Nursing Course classes
Non-Nursing Course Final Exam Period
Pinning Ceremony for May 2017 Graduates,
  Fine Arts Center, Regis/Weston Campus
Commencement at Regis College, Weston campus
Nursing Course Evaluation Sessions
Summer Session I
NCLEX-RN Review Course for May Graduates
Last date for any incomplete nursing course work
Memorial Day Holiday (No classes)
Summer Session II

Monday, August 15
WO August 22- dates TBA
WO August 29
Monday, September 5
Tuesday, September 6
Tuesday, September 13
Thursday, September 29
Thurs., Sept., 29 @ 7:00 p.m.
Monday, October 10
Friday, November 11
Wednesday, November 23-27
Monday, November 28
Saturday, December 3
Mon., -Sat., Dec. 5 - 10
Wed., Dec., 14 @ 7:00 p.m.
Monday, February 20
Dec., 21 – Jan., 10
Saturday, January 2
January TBA (8am-4pm)
Mon., Jan. 2 – Sat., Jan. 14
Monday, January 2
WO January 9 – dates TBA?
Monday, January 16
Tuesday, January 17
Thurs., Feb., 9 @ 7:00 p.m.
Monday, February 20
Mon., Mar., 6 – Fri., Mar., 10
Monday, March 13
Saturday, March 18
Thursday, April 13
Monday, April 17
Tuesday April 18
Thursday, April 27
Sat., – Thurs., April 29 - May 4
Wed., May 3 @ 7:00 p.m.
Saturday, May 6 @ 10:00 a.m.
May 8 – May 12
May 15 – June 24
May TBA (8am-4pm)
Saturday, May 21
Monday, May 29
June 26 – August 5

Note: *Evening/Weekend Division Schedule may differ. Will be mailed under separate cover and will include specific weekend clinical dates.
Telephone Directory

LM/RC Nursing Program – Medford Campus
Main Number: 781/306-6600
Fax Number: 781/306-6655

Administration
Name Title Extension
Nancy Phoenix Bittner Vice President for Education 6608
Colleen Walsh Director, Student & Alumni Services 6645
Barbara Moloney NU 202 Associate Director/Course Coord./Associate Professor, Day 6621
Joyce Oppenheimer NU 202 Associate Director/Course Coord./Associate Professor, Evening 6617

Regis College – Weston Campus-781-768-7000
Nursing Office Main Number: 781/768-7090

Student Resources

MEDFORD CAMPUS
Resource/Service Name Telephone
Academic Advising assigned nursing faculty advisor, Medford campus
Center for Academic Support (tutoring) Coordinator, CAS-Joan Beauchamp 781/306-6688
Change of Division, Leaves of Absence, Withdrawal from Program Registrar-Kyle Black 781/306-6653
Course Registration & Exemptions Registrar-Kyle Black 781/306-6653
Financial Aid/Work Study Positions FA Director-Vy Callahan 781/306-6652
Disability & Health Services Director, S & A Services-Colleen Walsh 781/306-6645
Immunization Records Coordinator, Student Health Records- Kelly Letellier 781/306-6602
Library Information Specialist-Terri Niland (days); Marion Drago (evenings) 781/306-6606
Media & AV Lab (Computers/Software) Jill Richard 781/306-6635
Nursing Labs Beth Campbell 781/306-6796
Security Victor Nieves 781/306-6589
Student Organization Office Janine McGrath 781/306-6651
Tuition Payments/Payment Plan Arrangements Bursar-Kimberly Phillips 781/306-6650
Student Services Fax 781/306-6142

Web Access Addresses
Lawrence Memorial/Regis College Website: www.lmregis.org
Course-Related Information: www.moodle.regiscollege.edu
Student Rights & Responsibilities

The National Student Nurses’ Association (NSNA) Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio, Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006).*

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.

2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom in a responsible manner.

3. Each institution has a duty to develop policies and procedures which provide and safeguard the students’ freedom to learn.

4. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability, or economic status.

5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

7. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise should be considered confidential and not released without the knowledge or consent of the student, or used as a basis of evaluation.

8. The student should have the right to have a responsible voice in the determination of his or her curriculum.

9. Institutions should have a carefully considered policy as to the information which should be a part of a student’s permanent educational record and as to the conditions of this disclosure.

10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.

11. Students should be allowed to invite and to hear any person of their own choosing within the institution’s acceptable realm, thereby taking the responsibility of furthering their education.

12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a faculty-student council, student membership or representation on faculty committees.
13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.

14. Judicial proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.

15. As citizens and members of an academic community, students are subject to the obligations which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.

16. Students have the right to belong or refuse to belong to any organization of their choice.

17. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.

18. Adequate safety precautions should be provided by nursing programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.

19. Dress code, if present in school, should be established with student input in conjunction with the school director and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.

20. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.

21. Students should have a clear mechanism for input into the evaluation of nursing faculty.

*The faculty and administration of the Program support the Students Rights and Responsibilities adopted by the NSNA.*
American Nurses’ Association Code for Nurses

- The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

- The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.

- The nurse promotes, advocates for, and strives to protect the health, safety and rights of the patient.

- The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.

- The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

- The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

- The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

- The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

- The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

Essential Functions of a Nursing Student

The Massachusetts Nurse Practice Act describes the practice of nursing as involving cognitive, sensory, affective, and psychomotor performance requirements. These requirements, therefore, are necessary for participation in a nursing program. Listed below are the essential functions of a nursing student.

Nursing students should possess and be able to demonstrate the following:

**Cognitive:** Ability to be oriented to time, place and person; organize responsibilities and make decisions. Critical thinking ability sufficient for clinical judgment; collect and analyze data to assist in problem solving; identify cause and affect relationship in clinical situations; develop and implement nursing care plans.

**Sensory:** Visual ability sufficient for observation and assessment to observe patient responses and specimen characteristics. Hearing ability sufficient to assess and monitor patient needs such as cries for help, auscultatory sounds, and monitor alarms. Tactile ability sufficient for physical assessment which includes palpation including taking pulses and for therapeutic interventions which require tactile ability (e.g., insertion of tubes).

**Affective:** Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds. Must be able to establish therapeutic relationships with patients and their families and establish rapport with members of the health care team.

**Psychomotor:** Physical abilities sufficient to move from room to room and to maneuver in small spaces. Gross and fine motor abilities sufficient to provide safe and effective nursing care such as lift, move and position patients; use equipment; administer CPR; perform other skills.

If a nursing student or applicant believes that he/she cannot meet one or more of the standards without accommodations or modifications, the school must determine, on an individual basis, whether or not the necessary accommodations or modifications can be made reasonably. See Reasonable Accommodation policy.
The Program is committed to maintaining a safe and secure environment for its employees, students and visitors. As part of this commitment, the Program provides prevention programs and instruction. Prevention programs and instruction on drug and alcohol abuse, personal safety and fire and security policies are a part of orientation.

Security patrols on both campuses are conducted around the clock. A security officer is available to escort student or staff between buildings or to parking areas on either campus twenty-four hours a day.

The Campus Security departments maintain a close working relationship with the local Medford and Weston Police and Fire Departments, as well as state and federal law enforcement authorities.

**Assault Prevention**

Our program is fortunate to have safe campuses. However, students need to know how to be safe not only on these campuses, but in any other location. As part of the program’s commitment to safety, assault prevention information is provided to all incoming students during orientation programs.

In addition, a variety of community agencies provide services for victims of assault and/or domestic violence. They are listed below:

- **Medford Police**
  - 911 or (781) 395-1212 - Emergency
  - (781) 391-6404 (general number)
- **Domestic Violence Unit**
  - (781) 391-6778
- **Mass Domestic Violence Crisis & Support Resources**
  - (877) 785-2020
  - [www.aardvarc.org](http://www.aardvarc.org)
- **Weston Police**
  - 911 or (781) 893-4803
- **Rape Hotline**
  - 1-800-841-8371
  - [www.barcc.org](http://www.barcc.org)
- **Massachusetts Coalition Against Sexual Assault and Domestic Violence**
  - (617) 248-0922
  - [www.janedoe.org](http://www.janedoe.org)
- **Boston Area Rape Crisis Center**
  - (617) 492-8306
- **Service Against Family Violence, Malden**
  - (781) 324-2221
- **Legal Assistance:**
  - Malden Courthouse, Victim/Witness Advocate
  - (781) 322-2020
- **Website:**
  - Family Violence Prevention Fund
  - [www.endabuse.org](http://www.endabuse.org)

Should an assault event occur, the student should contact Security and seek immediate treatment through LMH Urgent Care or Emergency department or through the students’ primary health care provider. Even if you think you were not hurt, you may have internal injuries. Early testing and treatment for Sexually Transmitted Infections (STI’s) and possible pregnancy can prevent further problems. Avoid eating, drinking, showering, bathing, douching, or changing your clothes before going to the doctor. These activities might result in destroying evidence. Evidence can be collected shortly after a sexual assault that can be helpful if you decide to prosecute. It is a good idea to have evidence taken even if you are uncertain about pressing charges. Evidence can be stored anonymously for up to six months. Should an assault occur, the student may choose to notify local police. Local police have officers trained within their Domestic Violence Unit to assist assault victims throughout the reporting, examination and follow-up processes.

**Portal to Hope** - comprehensive services to persons impacted by domestic violence, sexual assault and stalking crimes - office at Lawrence Memorial Hospital. (781) 306-6678 or [www.portaltohope@aol.com](http://www.portaltohope@aol.com).
**Counseling** - Counseling is available through the Regis College Counseling Service regardless of where the assault occurred. Counselors maintain lists of additional resources for victims of crimes. Referrals may be made through personal counseling or anonymously by telephone. Any student who is a victim of a crime and feels he or she needs assistance in living arrangements or a program schedule change should see the Director, Student and Alumni Services. The program will make reasonable accommodations for such persons whenever possible.

**Discipline for Assault/Crimes** – A full investigation will be made if a student is charged by another member of the Program with assault, rape or similar crimes. Based on findings of the investigation, the accused may be subject to judicial action up to and including dismissal. The complete dismissal policy and procedure are included elsewhere in this handbook. In addition to program sanctions, legal action may be taken by police authorities.

**Crime Statistics**
The Program believes that an informed public is a safety-conscious public. The following are statistics of criminal offenses occurring on the Medford campus property and reported to the Security and are provided in compliance with the Crime Awareness and Campus Security Act of 1990.

<table>
<thead>
<tr>
<th>Occurrences on campus reported (calendar years):</th>
<th>Medford Campus</th>
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<tr>
<td></td>
<td>2013</td>
</tr>
<tr>
<td>Murder/Non-negligent manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses – Forcible</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses – Non-forcible</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated assault</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
</tr>
<tr>
<td>Motor vehicle theft</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arrests for the following crimes on campus</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor law violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug law violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Illegal Weapons: carrying, possessing, etc.</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

There have been no Hate Crimes reported on campus for the past three years.

All students are urged to continue their vigilance in observing and reporting any unusual occurrences. Students are an important part of our campus security!

**Exterior Security**
The Program maintains a very strong commitment to campus safety and security. Exterior lighting and building security are an important part of this commitment. Motor vehicle parking lots, pedestrian walkways, and building exteriors are well lighted. Exterior doors on campus buildings are secured each evening by Security. No exterior doors are to be propped open. Shrubbery, trees, and other vegetation on campuses are trimmed on a regular basis. Any defects in lighting or building security should be reported immediately to the Office Manager, 781/306-6602, so that repair orders can be initiated.
Hazing

No form of hazing is allowed. Although no instances of hazing at the Program have ever been reported, Massachusetts General Laws (MGL c. 269, ss 17, 18 and 19) require that all students enrolled in post-secondary education receive copies of the provisions of this law which relates to hazing.

Hazing means “any conduct or method of initiation into any student organization which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.”

According to Massachusetts Law, “whoever is the principle organizer or participant in hazing shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.” The law also requires anyone who knows that hazing is occurring and is at the scene of hazing shall report the hazing to appropriate law enforcement officials as soon as reasonably possible. Failure to report hazing shall be punished by a fine of not more than one thousand dollars.

Students involved in any way in hazing will also be disciplined by the program in accordance with the judicial policy.

Identification card Security System, Medford Campus & 300 Unicorn Park

An identification card security system controls access to all buildings on the Medford campus. Each photo identification card is individually programmed to allow access only to necessary areas. This computerized system permits individual cards to be deleted from the access system if lost or stolen and records when and where each card is used. The Hallmark Health Security Department maintains a file of all identification cards issued. Lost or stolen identification cards must be reported immediately to the Director, Student and Alumni Affairs. All identification cards must be returned prior to leaves of absence, withdrawal from the program and graduation. No security or fire doors are to be propped open at any time.

Reporting of Criminal Actions or Emergencies

All students, staff, faculty and visitors are to promptly report emergency situations and events which they observe, are victims of, or of which they have any knowledge to Campus Security. On the Medford campus, the Security Office is located near Urgent Care on the hospital ground floor. Medford Campus Security is reached by dialing “0” and asking for security. On the Weston campus, Security is located in College Hall room 102, Campus Safety and Security may be reached at extension 7111 (for information) or extension 7777 (for emergencies only). At Unicorn Park, Security can be reached at 781/760-5397 or dial 911 in an emergency.

Whenever any emergency call is received, Security responds immediately. If necessary, other on-campus personnel are called to assist. Assistance from the local police department, fire department and the Physical Plant Departments can be obtained immediately.

The Program campuses continue to be safe due to the vigilance of the Security Departments, faculty, staff and students. Students are an important part of this network of awareness and reporting. Suggestions to enhance security from students are most welcome and should be addressed to the Director, Student and Alumni Services on the Medford campus.
Harassment

Policy: It is the policy of Lawrence Memorial/Regis College Nursing Program to provide an environment for its students, faculty, staff and administration free of any sort of harassment. Harassment is a form of unacceptable conduct that undermines the integrity of the employment/educational relationship.

No individual, male or female, should be subjected to unsolicited and unwelcome conduct regardless of its form: physical, visual, verbal or written. Any such conduct on the part of students, faculty, staff or administrators is totally unacceptable; considered a serious violation of policy, rules and practices; and will not be tolerated.

Failure to adhere to this policy will result in judiciary action up to and including termination from the program/termination of employment. Any and all allegations of harassment will be investigated by the appropriate program administrator who is not involved in the allegation(s). The investigation will be carried out fairly, expeditiously, and with confidentiality sharing information only on a “need to know” basis.

Filing false allegations/accusations is also considered a serious breach of policy and, if confirmed, will result in judiciary action.

It is both unlawful and contrary to policy for an individual to retaliate against an individual who, in good faith, files a complaint of harassment or who participates in the investigation of same.

Definitions:
Disability harassment: Intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student’s participation in or receipt of benefits, services, or opportunities in the institution’s program. Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment/enrollment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment/enrollment decisions affecting such individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual’s work/educational performance or creates an intimidating, hostile or offensive working/educational environment.

Examples of sexual harassment include, but are not limited to:

- Unwelcome and unwanted sexual jokes, teasing, language, advances or propositions, etc.
- Written or oral abuse of a sexual nature, sexually degrading or vulgar words.
- The display of sexually suggestive or offensive objects, pictures, posters or cartoons.
- Unwelcome and unwanted comments about an individual’s body, sexual prowess or sexual deficiencies.
- Asking questions about sexual conduct.
- Unwelcome touching, leering, whistling, brushing against the body or suggestive, insulting or obscene comments or gestures.
- Demanding sexual favors in exchange for favorable performance reviews, assignments, promotions or continued employment, or promises of the same.
**Internet and Telephone Harassment:**
Use of technology in such a manner that harasses another or invades the privacy of another. This includes harassing or threatening telephone calls and/or postings on the internet, text messages, in "chat rooms", on social media outlets such as “Facebook” and “Twitter”, or other similar conduct.

**Procedure:**
If a student, faculty member, staff person or administrator believes that he/she has been subjected to any form of harassment, whether by a faculty member, clinical supervisor, a fellow student or any other person with whom he/she comes in contact in connection with his/her function in the program, the student/employee should report the incident immediately to the faculty, Course Coordinator, Associate Director, Director or Vice President for Education.

**Complaint Confidentiality**
The Program makes every effort to release information regarding a complaint or investigation of harassment only on a need-to-know basis. Employees and students should be aware, however, that information must be shared in order for an effective investigation to be conducted and, also, that any manager, supervisor or instructor who receives a complaint of harassment from an employee/student or who otherwise knows or has reason to believe that an employee/student is or has been subjected to harassment is expected to report the incident promptly to the Vice President for Education, Medford campus, for investigation.

**Complaint Procedure**
If an employee/student believes that he or she has been subjected to harassment, whether by a supervisor, co-worker or any other person with whom the employee/student comes in contact in connection with the Program, the employee/student should report the incident immediately to the Vice President for Education, at 781/306-6608 on the Medford campus, or the Manager of Employment and Employee Relations, at Human Resources Department, 781/306-6570. A complaint against a supervisor or someone in a higher position at the Program should be reported directly to the Vice President of Human Resources, Hallmark Health System, Inc.

A prompt and thorough investigation of the complaint will be conducted and confidentiality will be maintained to the greatest possible extent. That investigation will include interviews with all participants and witnesses and signed statements by each person. Upon completion of the investigation, the manager will communicate the outcome of the investigation to the complainant.

An employee/student who believes that he or she has been subjected to harassment may also contact:

**Massachusetts Commissions Against Discrimination (MCAD)**
One Ashburton Place, Room 601
Boston, MA 02108
(617) 727-3990

**Equal Employment Opportunity Commission (EEOC)**
One Congress Street
10th Floor, Room 1001
Boston, MA 02114
1 (800) 669-4000
**Commitment to a Drug & Alcohol-Free Workplace**

**Policy** – See Illness, Injury, or Impairment Policy

**Drug and Alcohol Education Programs**

**Al-Anon and Al-Ateen of Massachusetts**
The Al-Anon and Al-Ateen offer support groups for recovering alcoholics and their families. The meetings are free, confidential and anonymous. Meetings are held throughout the state; please visit their website for dates and times of meetings.

Website: [http://www.ma-al-anon-alateen.org/index.html](http://www.ma-al-anon-alateen.org/index.html)

Office Location: Al-Anon Family Groups of Massachusetts, Inc. 57 East Main Street, Suite 109, Westborough, MA 01581

Phone: 508.366.0556

**Alcohol Answers – Evidence-Based Treatment and Support**

AlcoholAnswers.org is a National Alliance of Advocates for Buprenorphine Treatment (NAABT), Inc. website. NAABT, Inc. was originally formed to educate the public about opioid addiction. The need for education on other addictive disorders has become clear and NAABT, Inc. has expanded to all addictions and evidence-based addiction treatments.


**Foundation for a Drug-Free World**
The Foundation for a Drug-Free World is a nonprofit public benefit corporation that empowers youth and adults with factual information about drugs so they can make informed decisions and live drug-free.

Website: [http://www.drugfreeworld.org/drugfacts.html](http://www.drugfreeworld.org/drugfacts.html)

Phone: 1-888-668-6378

**Massachusetts Department of Health and Human Services**
The Bureau of Substance Abuse Services (BSAS) oversees the substance abuse and gambling prevention and treatment services in the Commonwealth. Responsibilities include: licensing programs and counselors; funding and monitoring prevention and treatment services; providing access to treatment for the indigent and uninsured; developing and implementing policies and programs; and tracking substance abuse trends in the state.


Office Location: Bureau of Substance Abuse Services, Department of Public Health, 250 Washington Street, Boston, MA 02108-4609

Phone: 617-624-5111

**Massachusetts Substance Abuse Information and Education Hotline**

Provides free and confidential information and referrals for alcohol and other drug abuse problems and related concerns. The Helpline is committed to linking consumers with comprehensive, accurate, and current information about treatment and prevention services throughout Massachusetts. Services are available 24 hours a day, 7 days a week.

Website: [www.helpline-online.com](http://www.helpline-online.com)

Phone: 800.327.5050
Narcotics Anonymous (NA)
NA is a community-based association for recovering drug addicts. Membership is open to all drug addicts, regardless of the particular drug or combination of drugs used and provides a recovery process and peer support network that are linked together. There are no dues or fees for membership.
Website: www.na.org
Helpline: 888.624.3578

*Detailed information regarding the specific services provided by the institutions on this page have been copied directly from institutions' websites or acquired materials.*

Judicial Sanctions
The Program has established clear sanctions for violations of its standards of conduct. These sanctions, ranging from warnings and mandatory referral to substance abuse programs to dismissal and/or referral to civil authorities for major and/or multiple offenses, will be applied consistently and fairly.

It is the policy of the Program to remove from the premises any student or employee who is unfit due to being under the influence of alcohol or illegal drugs, for his or her own safety and the safety of others. Any employee found in violation of the standards of conduct may be subject to judicial action up to and including dismissal. Sanctions imposed will be consistent with standard personnel policies and local, state, and federal law. Any student found on the Program premises with alcohol or unlawful substances will be subject to the following sanctions depending on the severity of the violation and the offender’s prior history:

- Judicial warning
- Suspension from the Program
- Dismissal from the Program
- Referral for drug/alcohol counseling and education
- Referral to civil authorities
- Other appropriate alternatives

It is important that all persons understand the health risks, Program Policy, and legal consequences of substance use and abuse.

Health Risks Associated with Alcohol and Drug Abuse
As health-care educators and providers, the Program is concerned with the health of its staff and students. Abuse of drugs or alcohol affects the physical, emotional and social well being of the user and frequently also affect the user’s family, friends and colleagues. Significant health risks are associated with drug and alcohol abuse. These risks vary considerably depending on the nature of the abused substance.

Illicit drug use and alcohol abuse problems have become a national health concern. Drugs and alcohol are chemicals, and any chemical is potentially harmful. Drugs by their very nature cause reactions in the body. When administered by physicians in therapeutic doses, drugs have mostly beneficial effects, though no drug is without its negative side effects. But when a drug is abused or taken in a non-therapeutic dose or frequency, the negative effects of the drug become magnified and could pose a serious threat to the user.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal
can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

**Standards of Conduct**
Consistent with existing local, state, and federal laws, the use, manufacture, sale, purchase, transfer or possession of a controlled substance by any employee or student is prohibited. Being under the influence of illegal drugs or alcohol by any employee or student while performing Program business or while in a Program facility is prohibited. Under no circumstances should an employee or student consume any alcoholic beverage on campus at any time or off campus prior to going to work or class.

Students and employees found in violation of this rule will be subject to judicial action up to and including dismissal. In addition, federal, state and local laws carry significant penalties for alcohol and drug related offenses.

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**Fire Safety**

In the event of an emergency during an examination, i.e., fire or fire alarm, students and faculty must meet at the following designated meeting places:

- For testing at LM/RC – students and faculty will meet at the front entrance to the Hospital
- For testing at Unicorn Park – students and faculty will meet in the parking lot of the 200 Building

**Evacuation Plan**

<table>
<thead>
<tr>
<th>Residence Building:</th>
<th>Exit</th>
<th>Alternate Exit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st floor</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Offices</td>
<td>Center Door</td>
<td>North door to SON lobby</td>
</tr>
<tr>
<td>Library</td>
<td>Center Door</td>
<td>Rear library door</td>
</tr>
<tr>
<td>Center for Academic Support</td>
<td>Center Door</td>
<td>South Door to patio</td>
</tr>
<tr>
<td><strong>2nd floor</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Offices</td>
<td>Center Stairwell</td>
<td>South Stairwell</td>
</tr>
<tr>
<td>Noelle Simulation Lab</td>
<td>North Stairwell</td>
<td>Center Stairwell</td>
</tr>
<tr>
<td>Computer Labs</td>
<td>North Stairwell</td>
<td>Central Stairwell</td>
</tr>
<tr>
<td>Classroom E</td>
<td>Center Stairwell</td>
<td>North Stairwell</td>
</tr>
<tr>
<td>Nursing Lab</td>
<td>Rear Lab Exit to fire escape</td>
<td>Center Stairwell</td>
</tr>
<tr>
<td>SimMan Laboratories</td>
<td>South Stairwell</td>
<td>Center Stairwell</td>
</tr>
<tr>
<td><strong>3rd floor</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Lounge; Study Rooms A, B</td>
<td>Center Stairwell</td>
<td>South Stairwell</td>
</tr>
<tr>
<td>Classroom G</td>
<td>Rear Classroom Exit to fire escape</td>
<td>Center Stairwell</td>
</tr>
<tr>
<td>Study Rooms C, D, E, Rooms 301, 303</td>
<td>South Stairwell</td>
<td>Center Stairwell</td>
</tr>
<tr>
<td>Faculty Offices</td>
<td>Center Stairwell</td>
<td>North Stairwell</td>
</tr>
</tbody>
</table>
Faculty Lounge

**Classroom Building:**

**1st floor**
- Classrooms A & D
  - Lobby Door
  - North door by lockers
- Classrooms B & C
  - North Door
  - Lobby Door
- Conference Rooms D, E
  - Lobby Door
  - North door by lockers

**2nd floor**
- Faculty Offices
  - Front Stairwell
  - Rear stairwell to
    - Lobby
- Unicron Park:
  - Entrance and Fire Exit door located in Classroom B lead to the 4th floor lobby – in the event of a fire/emergency use the stairs.

**Fire Rules**

Fire drills may be held at any time. Participation is mandatory for all persons present in the building. All students are responsible for knowing correct procedure for evacuating the classroom and residence buildings. Exterior fire escape stairs are NOT to be used except in an emergency.

The following are considered fire hazards and are subject to judicial action by the Administrative Committee or the Judicial Committee:

- failure to respond to fire drills
- tampering with fire detection or fire fighting equipment, emergency lights, smoke detectors, or alarm systems
- propping fire doors open
- obstructing or blocking fire exits, corridors or stairways
- using electrical appliances such as hot plates, coffee pots, heating elements, toasters, frying pans, or popcorn poppers outside of the kitchens
- smoking in school, hospital buildings, or anywhere on campus, including parking lots
- burning candles, incense or potpourri

There is a fire detection system installed within the Residence Building, which, in the event of fire, automatically causes the fire alarm to go off, alerts the switchboard, and automatically rings in at the Central Fire Department. There is a fire alarm panel located at the foot of the center stairs on the first floor that indicates the floor the fire is on. If anyone detects a fire, or a suspicion of a fire, that person must follow the acronym, RACER (Rescue, Alarm, Contain, and Extinguish).

**R.A.C.E.**

1. **Rescue:**
   - Remove anyone in the immediate vicinity of the fire.
2. **Alarm:**
   - Sound the nearest fire alarm at once if it has not automatically been sounded.
   - Telephone the switchboard in the hospital by dialing x246 and tell the exact location, type, and extent of the fire.
3. **Contain:**
   - Close the doors and windows of the room where the fire is located and close the doors in the hallway. This will prevent the spread of fire and smoke.
4. **Extinguish:**
   - If it is a small fire, use the nearest fire extinguisher to extinguish the blaze. (Remember the acronym PASS)
     - **P** - Pull the pin out of the extinguisher
     - **A** - Aim the hose at the base of the fire
     - **S** - Squeeze handle of extinguisher
When you are notified of a fire, verbally or by alarm (this can mean a fire or a fire drill), walk quickly to the nearest exit. If this exit is blocked, use the alternate exit.

Students should gather outside of the main door of the classroom building and remain until the all clear is announced.

**It is mandatory for all persons in the Residence or Classroom buildings to participate whenever the alarm is sounded.**

**Smoking: Medford Campus**
The use of tobacco products, including cigarettes, cigars, chewing tobacco, pipes, electronic cigarettes, etc., is prohibited in or on all Hallmark Health owned or leased properties, i.e., Lawrence Memorial and Melrose-Wakefield Hospitals and Unicorn Park). This includes all buildings, grounds, parking garages, parking lots, and vehicles parked on the properties. Smoke odors are not allowed at any time, as these odors may be offensive to patients and their visitors.

**Smoking: Regis College, Weston Campus**
All College buildings are smoke free. Smoking is permitted only in areas away from windows and entryways. Receptacles for the specific disposal of cigarettes are located throughout campus. This policy applies to all faculty members, staff members, students and visitors to the College. Enforcement of this policy and the spirit of this policy is shared by each individual associated with Regis College. Individuals who smoke in restricted areas are subject to judicial sanction.

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**Insurance Coverage**

**Health**
Students are required to be covered by a health insurance plan while enrolled in the Program. All full-time students will be enrolled in the Regis College’s student insurance plan. Students who have other comparable insurance must submit proof of the alternate insurance to the Bursar for a revision of their bill. Students should know the terms of the insurance they have selected. Some insurance plans require referrals; others may require co-payments for each visit or treatment.

**Liability Insurance**
Student nurses acting within the scope of their duties during assigned clinical experiences are protected under Hallmark Health System’s professional liability insurance policy. Students working in other roles (CNA, Nurse Aide, etc.) whether at Hallmark Health facilities or at outside agencies may not be covered by the hospital liability policy. Students may wish to purchase malpractice insurance to insure coverage beyond student clinical experiences. Should a clinical site require student(s) be individually covered by malpractice insurance, the student(s) will be required to obtain individual malpractice insurance prior to attending clinical experiences at that site.
Student Health

Policy: The practice of nursing involves cognitive, sensory, affective, and psychomotor performance requirements. These requirements or essential functions are necessary for participation in the Nursing Program (see Essential Functions of a Nursing Student). If the administration or faculty of the Program believes that a student cannot meet one or more of the essential functions, the student will be referred for evaluation and/or treatment. The student may be suspended pending evaluation.

Students are fully responsible for meeting health and immunization requirements including submission of blood titer results (see Required Immunizations for Students). Free or low cost immunizations may be obtained through local public health departments or health clinics. **Students will not be allowed to start/continue class/clinical experiences without documentation of all health and immunization requirements.** Student health compliance is monitored by Coordinator, Student Health Records.

Should a student have a health problem that interferes with participation in clinical or classroom activities, he/she will be asked to obtain health clearance documentation from the student’s health provider in order to continue in the Program. If the student is unable to continue in the program, he/she will request a leave of absence for health reasons or be administratively withdrawn.

Procedure:

1. Health records including required immunizations and titer results are to be completed and uploaded onto the approved vendor website before the start of classes.

2. Representatives from the approved vendor will inform students of any missing health information.

3. The Coordinator, Student Health Records will maintain and update immunization information lists for each class section and send to Course Coordinator. The policy will be enforced as follows:

   a. For students taking non-nursing courses at Regis College: course faculty will be notified of students not in compliance.

   b. For new students starting nursing courses: once health and immunization requirements and titer results are complete, a class admission ticket will be issued by the Director, Student and Alumni Services and provided to the student for class entry.

   c. For returning nursing students: the Course Coordinator will monitor student compliance. No student will be allowed to start classes until all requirements are met. If blocked from class admission, a student must obtain a class admission ticket from the Director, Student and Alumni Services to gain entry into class.

4. Students whose health record, required immunizations and titer results are not complete before the start of class will not be allowed to start (or continue) classes and may be placed on a leave of absence by the Admission and Progression Committee.

5. Course Coordinators or designee will submit student immunization status reports to clinical facilities as required by contracts.
6. For a student who had health issues or hospitalization that interfered with class or clinical activities, clearance from the health care provider must be submitted to the Course Coordinator or Clinical faculty member who will give the clearance documentation to the Director, Student and Alumni Services. Such documentation will be filed in the student's health record.

**Required Immunizations for Students**

The following evidence of immune status is required for all students to be enrolled in any courses. These are required by Massachusetts General Laws, Chapter 79.s.15D; Massachusetts Department of Public Health (105CMR 220.700), as well as legal contracts with affiliating clinical agencies.

Immunity must be demonstrated through blood tests (titers) for some conditions as noted below. Copy of the complete laboratory report is required for each titer; physician's documentation of "positive titer" is not adequate.

**Tetanus-Diphtheria-Pertussis**

1. Primary series of tetanus-diphtheria immunizations
2. TdaP booster
3. TD booster within last 10 years, unless TdaP was given within past 10 years

**M.M.R. (Measles, Mumps, Rubella)**

1. Titers for Rubeola (Measles), Mumps, and Rubella (German Measles)
2. If any titer is negative, you must have two doses of M.M.R. vaccine (1 month apart)

**Chicken Pox (Varicella)**

1. Varicella titer (IGG) required
2. If varicella IGG titer is negative, two doses of Varicella vaccine required (4–8 weeks apart)

**Hepatitis B**

1. Three doses of Hepatitis B vaccine required unless immunity is demonstrated by Hepatitis B antibody titer (HbSAB)
2. Vaccine schedule:
   - 1\textsuperscript{st} dose: as soon as possible
   - 2\textsuperscript{nd} dose: 1-2 months after 1\textsuperscript{st} dose (minimum of 4 weeks between doses 1 and 2)
   - 3\textsuperscript{rd} dose: 4-6 months after 2\textsuperscript{nd} dose (minimum 8 weeks between doses 2 and 3; overall a minimum of 16 weeks between doses 1 and 3)

Two of the three doses of hepatitis vaccine should be completed prior to enrollment; failure to adhere to time schedule between vaccines may require re-vaccination or titer

**Meningococcal Vaccine**

1. One dose meningococcal conjugate or meningococcal polysaccharide vaccine administered within the last five years

**Flu Vaccine:** Annual flu vaccine

**Polio:** (Strongly advised, but not required; more detailed information provided in Student Health Record)

1. Documented completed series of polio immunizations (In the absence of polio documentation, vaccination is assumed for students who attended school in the US. Students educated outside US may be at risk unless vaccinated)
TB (Tuberculosis): Two-step Tuberculin Skin Test (TST) **required**: two Mantoux tests using tuberculin purified protein derivative (PPD) injections. (Tine and monovac tests are not acceptable). If student has a documented negative PPD skin test within one year of enrollment, a second PPD must be administered and read prior to entering a clinical facility. If the PPD skin test was not done in the 12 month period, two PPD tests must be given. The second is planted 7-21 days after the first.

1. PPD must be “planted” (injected just under the skin) and subsequently “read” (evaluated for induration or “hardness”) 48 to 72 hours after the planting. Reading results as well as the dates of planting and readings must be documented by health care provider or Registered Nurse.

If **positive result or there is a known history of positive PPD**, Chest x-ray is required with result documented. If history of positive tests, Chest x-ray must have been done within 2 years of start of first clinical nursing course; if Chest X-ray is older than this, chest X-ray must be repeated and results documented.

2. If **negative** result, a second TST must be planted. This should occur 7 to 21 days after the first planting and subsequently read 48 to 72 hours later by a health care provider or RN. Results of the second reading must be documented as well as the dates of the second planting and reading.

3. Students are required to have annual Mantoux tests while enrolled to meet clinical agency requirements. Only one two-step is required, however.

**Chicken Pox and Shingles Exposure Policy**

Varicella-zoster, the virus which causes chicken pox and shingles, is believed to be transmitted by the respiratory route and is highly contagious. Incubation period from an exposure to the development of rash is usually 10 to 21 days. The virus is believed to be contagious prior to the onset of rash.

Any student with a negative varicella titer and who has not yet completed the varicella immunizations, who has a known exposure to a patient with active chicken pox or shingles will not be allowed to participate in clinical activities until a 21 day incubation period has passed.

**Guidelines for Protecting Faculty, Students and Patients from Infection Policy**: Faculty and students will comply with current Center for Disease Control guidelines for Standard Precautions in the care of all patients.

In the event of an exposure incident, the faculty member or student will follow the current Hallmark Health Exposure Control Plans for bloodborne pathogens.

**Health Services, Medford Campus**

Student health services, designed to maintain the physical and emotional health of student nurses, are provided by the employee health staff and the physicians in the Urgent Care Center in the hospital. All students may access these services, but should realize that their health insurance will be billed. Some insurance plans require treatment or referrals through their own facilities.

Located via the Emergency Department at Lawrence Memorial Hospital, Urgent Care will provide services seven days a week, 9:00 a.m. to 9:00 p.m. Students wishing to be seen should be registered at least ½ hour before closing time.

The Urgent Care Center is dedicated to providing accessible, high-quality care for patients of all ages. They offer rapid, cost-effective, convenient access to most services with evening and weekend hours, all without needing an appointment.
When Urgent Care is closed, illness and injury services will be provided in the Emergency Department for situations that cannot wait until Urgent Care is open. Services will be billed to the student’s insurance plan.

Health Services, Weston Campus
Health services are located in Maria Hall (rear entrance) and are available to students who are covered by the Regis College student insurance plan. Students are seen by appointment. Blood tests, strep screens and urine tests are done at Health Services and sent to a local laboratory. Students are referred to a local hospital for after-hours care.

Students must have a complete health record on file, including health history, physical exam, and immunization record to receive treatment at the Health Service, except for emergencies. Health records submitted to LM/RC may be shared with Health Services on the Weston campus for students enrolled in the Regis College student insurance.

HIV-Post Exposure Prophylaxis Procedure
HIV exposure is a possibility if you have had a body fluid exposure either by “needle” stick, mucous membrane splash or skin wound. The job of the employee health department is to intervene as quickly as possible to lower your risk of acquiring any of the blood born infections, particularly HIV, Hepatitis B and Hepatitis C.

It has been shown to be particularly important, in the case of HIV, to begin preventive medications as early as possible, preferably within the first two hours of exposure to an infected body fluid. Because it takes about 72 hours to get back blood test results, which will show whether or not the patient whose body fluid you were exposed to actually has HIV, we start off by treating every student/employee as if you were actually exposed to an HIV positive patient. You will be given a five day supply of either two or three HIV suppressive medications by the employee health or emergency department physicians, depending on the type of exposure you have had. These will come with specific instructions and an informed consent package. You will be asked to begin these drugs immediately, to assure you the best available protection against acquiring HIV.

The source patient will be screened for HIV as well as Hepatitis B and Hepatitis C. When the source has been determined to be HIV negative (in about three to five days), the employee health physician will contact you with instructions to stop the medications. If the source is HIV positive, medications will be continued for 30 days. For your ongoing protection, you will continue to get HIV screening over a 12-month period, even if the source is HIV negative, since most people become HIV positive within 12 months of an HIV exposure. Even if a source patient is HIV positive, the risk of acquiring HIV from needle stick is about 3 in 1,000 and from skin or mucous membrane exposure about 1 in 1,000.

Because HIV, Hepatitis B and Hepatitis C can all be transmitted during pregnancy, breast feeding and sexual relations (including oral and anal), you will be counseled to practice safe sex and to avoid trying to get pregnant or breast feeding while the source patient is being screened for these infections. You will also be advised against blood, semen and organ donation, for 24 months.

You will have blood work done to make sure you do not already have HIV, Hepatitis B or Hepatitis C. If you have had the Hepatitis B vaccine series, your immune status will be verified by blood work.

A tetanus shot will be updated if appropriate.

The employee health nurses and physicians are available to answer any questions that you may have at any time.

Reporting Illnesses
1. If a student is absent on a class day and attendance is required, the student must notify the Course Coordinator before the scheduled class time.
2. If the absence is on a clinical day, the student must notify the clinical area before the scheduled clinical time.

3. If a student is absent for several days and will miss non-nursing courses, the Regis Office of Academic Affairs should be notified at (781) 768-7162.

**Required Health Maintenance Activities**

1. Evidence of immunity (titer results and vaccines as necessary) to Rubella, measles, mumps and varicella.

2. Evidence of Hepatitis B vaccine series or positive titer.

3. PPD tests for Tuberculosis exposure are required every year. Enrolled students may have this done at no charge by their local Dept. of Public Health or from their health care provider and upload documentation of results to the following provided instructions: www.certifiedprofile.com.

4. Documented immunizations for polio, tetanus, diphtheria, pertussis, meningitis and annual flu vaccine.

**Student Health Records**

Students' health records are maintained by Castle Branch, the approved vendor for this information. For students covered under Regis College student insurance, a copy of the health record is also maintained in Health Services, Weston campus and is provided to them by the student.

Immunization records are shared with faculty for clinical facilities requesting such information. Otherwise, all student health records are confidential and information is not released without signed authorization from the student. Urgent Care physicians may discuss pertinent health problems, as deemed necessary, with the Vice President for Education or her Directors. Students are responsible for sharing personal health information that may affect safety and/or performance in the classroom and clinical areas.

Student health records are stored electronically on the Castle Branch website.

**Student Responsibilities**

1. Students are responsible for maintaining currency in immunization status. Failure to do this may result in being denied entrance or continued attendance in class or clinical experiences.

2. Students are responsible for knowing the provisions of their own insurance plan. Students covered by the Regis College insurance plan should get referrals to be seen outside the health services, Weston campus.

3. Students are fully responsible for carrying out prescribed treatments and medications. The Program cannot be held legally responsible if students fail to do so.

4. After prolonged absence students should submit to their Course Coordinator clearance to return to class/clinical from their health care provider.

5. Students planning elective surgery, including dental surgery, should do so to avoid conflict with course responsibilities. Plans must be approved by current course instructor(s). Upon return, the student must submit a physician’s report of treatment and clearance to return to program to the Course Coordinator.

**Treatment of Illnesses and Accidents**

See *Illness, Injury, or Impairment* policy
Academic Advisement
Policy: All full-time nursing faculty members will serve as academic advisors after one semester in their role. This responsibility includes clarification, direction and support of students in their academic endeavors. The students/faculty advisement relationships are established upon student enrollment in their respective nursing courses and therefore, the student’s faculty advisor will change as the student progresses in the Program. A folder will be created for each student by the Course Coordinator or designee and documentation of all advisement interactions is kept in the advisee’s folder until graduation. Students enrolled only in the non-nursing courses are mailed a list of names and numbers to call for specific questions.

Student responsibilities in the advisement process include communication with the advisor at least once each semester in order to share progress/problems and anticipated needs. Faculty advisor responsibilities include clarifying the goals, curriculum plan, requirements for the degree and communicating with assigned students at least once each semester. The faculty advisor will monitor the progress of assigned students and work in cooperation with the respective Associate Directors and Course Coordinators; the Director, Student and Alumni Services and the Registrar, Medford campus. A student or faculty member may request a change in the advisor assignment if such a change will improve the advising situation.

Registration of students for courses within the Program is managed by the Registrar, Medford campus in concert with the Director, Student and Alumni Services.

Academic Advisement Guidelines
Academic Advisement is a goal-directed, shared responsibility. Students are responsible for communicating with their advisor at least once each semester. The faculty advisor is responsible for communicating with the student at least once a semester to review the advisee’s curriculum plan, requirements for the degree and to clarify goals. Documentation of advisement will be maintained until the student graduates from the Program.

Purposes-
- To establish a caring environment for students where attention to their unique/individual and diverse learning styles are supported
- To facilitate and monitor student progress within the Program
- To help students gain independence and to encourage them to take responsibility for their educational future
- To assist students in removing barriers to achievement of their academic goals
- To counsel students who have placed on academic warning and/or have failed one nursing course

Academic Failure
Policy: A student may fail and repeat only one course within the entire curriculum.

A student who fails any clinical nursing course may repeat the failed course on a space-available basis. A student who fails NU 102, NU 201, or NU 202 may progress in the curriculum pending testing results according to the Validation Testing policy. There is no validation testing for NU 101.
If the failed course is prerequisite to another course(s), it must be passed before the student can take the requisite course(s). A student who is not enrolled in any course in the curriculum is automatically placed on leave of absence for that period.

A student, who fails more than one course or fails the same course twice, whether taken at Lawrence Memorial/Regis College or elsewhere, is administratively withdrawn from the Program. A student who failed two (2) nursing courses, or the same nursing course twice, will not be considered for readmission for at least one (1) semester.

A student who withdraws from a course or takes a leave of absence and is failing or on clinical warning at the time of withdrawal will have this course counted as a failure. Withdrawn/Failing (WF) will be noted on the transcript for the course.

**Academic Integrity**

**Policy:** Enrolled students are expected to maintain integrity in all academic pursuits including the writing of papers, examinations, assignments, records and other details relating to the assessment of student performance. In addition, enrolled students are expected to uphold the ethical standards of the nursing profession by demonstrating responsibility, accountability for safe clinical practice, and protection of the rights of the patient. Any dishonesty is subject to disciplinary action, which may extend from a failing grade in the work in question to dismissal from the Program.

Academic dishonesty includes:
- Accessing an exam without a faculty member present
- Opening a window or application while taking an exam or during an exam review
- Inventing data, quotes, or citations for reports
- Lying about reasons for absences or requests for extensions or rescheduling of exams
- Copying or sharing answers on exams or bringing “cheat sheets” to closed-book examinations, or using any electronic device in an exam for unapproved purposes, especially to access or transmit assistance on the exam
- Discussing what is/was on a specific examination with someone who has not yet taken it
- Copying or sharing answers on assignments without faculty permission
- Falsifying records, transcripts, recommendations, or other documents indicative of student qualifications
- Submitting the same paper in more than one class without prior permission
- Presenting someone else’s ideas or words (including internet sources) as your own in written work, PowerPoint presentations, or other assignments
- Deception in the provision of patient care

The initial responsibility for resolving situations of academic dishonesty lies with the faculty member and student. Should there be a need, the matter is referred to the Course Coordinator and/or Associate Director and/or the Judicial Committee.

**Academic Probation**

**Policy:**
A student who is not in good academic standing is placed on academic probation. This is a serious warning that the student’s level of achievement is unsatisfactory. To be in good academic standing, a student must have a cumulative grade point average (GPA) of at least 2.0 (75%). A student, who shows no signs of improvement at the end of the academic probation semester, will be placed on a mandatory leave of absence for at least one (1) semester. The student may return to the Program the following semester if the student can produce evidence that he/she would benefit from the opportunity of continuing the Program. The student may petition the Director, Student and Alumni Services, in writing for re-entry to the Program.
Students Returning from Leave of Absence on Academic Probation
A student planning to return from a mandatory leave of absence must submit a written petition to the Director, Student and Alumni Services at least eight (8) weeks before the start of the semester. This petition should address the issues which led to the probation status and the remediation/changes which have occurred ensuring that there is a reasonable chance of success. The Director, Student and Alumni Services will make a recommendation to the Admission and Progression Committee concerning the student’s return to the Program. The Admission and Progression Committee will make the final decision and will notify the student in writing.

Academic Standards
Policies for Passing Courses:
1. Students are evaluated at the end of each course. The student is responsible for achieving the established student learning outcomes in each course.
2. The passing grade for all nursing courses is 2.3 (78% or C+). In order to pass nursing courses, the final examination must be passed in addition to attaining the course grade of 2.3 (78% or C+).
3. All clinical nursing courses are composed of theoretical and clinical components. Students must achieve a 2.3 (78% or C+) theory grade, pass the final examination, and pass the clinical component to successfully complete nursing courses. The course grade is the theory grade which includes a pass or fail clinical grade. Clinical performance is graded through self-evaluation and faculty evaluation.
4. A minimum course grade of 2.0 (C or 75%) is required for all non-nursing courses.

Policies for Honors and Awards:
1. Students who attain a grade of 3.5 or higher in a nursing course(s) will be designated as receiving nursing honors for that semester. Nursing honors will appear on the transcript for that semester.

Policies for Promotion and Graduation:
1. In order to be promoted from one semester to the next, a student must have successfully completed all prerequisite courses for the upcoming semester.
2. The student who does not attain a cumulative grade point average (GPA) of 2.0 (C) after each semester will be placed on academic probation.
3. A student may fail and repeat only one course within the entire curriculum. (See Academic Failure policy)
4. In order to receive the Associate of Science in Nursing degree, the Advanced Placement (AP) student must successfully complete a minimum of two nursing courses as well as required non-nursing courses in the curriculum.
5. A student directly admitted to nursing courses must complete the curriculum within three years. A student directly admitted to non-nursing courses must complete the curriculum within four and a half years.
6. In order to be eligible for graduation, a student must have successfully completed all courses within the curriculum with a cumulative GPA of 2.0 (C), fulfilled financial obligations, and completed all program exit requirements.
7. A student may participate (walk) in the graduation ceremony if he/she has successfully completed all the nursing courses in the curriculum and all but one of the required non-nursing courses. The student must complete the outstanding course by the end of August following the ceremony.
8. A student who achieves a final cumulative average of 3.45 or above at the end of the program graduates with honors. College honors are based solely on the courses taken within the LM/RC Nursing Program curriculum.

College honors are based on the following grade point average criteria:
- 3.90 summa cum laude
- 3.70 magna cum laude
- 3.45 cum laude

A transfer student must achieve a cumulative GPA of 3.45 or above on courses used for transfer of previous nursing education (LPN/LVN) in order to be eligible for honors.

**Academic Warning**
**Policy:** The passing grade in all nursing courses is 2.3 (78%). Students are placed on academic warning when they are in danger of failing clinically or have a theory average of 2.3 (78%) or below.

**Administrative Withdrawal**
**Policy:** Applicants who do not complete their admission process through two enrollment periods will have their applications administratively withdrawn. Accepted students who do not begin classes will be administratively withdrawn. Students on leave of absence or who have requested an admission deferral who do not confirm their intent to begin classes by the date specified by the Admission and Progression Committee may be administratively withdrawn from the Program. Enrolled students who fail to attend classes/clinical for two weeks and do not contact the school may be administratively withdrawn from the Program.

**Annual Disclosure to Students**
**Policy:** As required by U.S. Department of Education, Lawrence Memorial/Regis College annually provides a notice directly to all enrolled students describing the following consumer information and its location:

1. General financial aid information
2. General Information about the school
3. Availability of employees for information dissemination
4. Program’s retention rate
5. Drug and Alcohol abuse prevention information
6. Program’s completion or graduation rate
7. Placement of and types of employment obtained by graduates of the Program
8. Clery Act (campus security)
9. Family Rights and Privacy Act (FERPA)

**Attendance: Non-Nursing Courses**
**Policy:** Students are expected to attend all classes and class-related activities. Attendance and class participation are contributing factors in the faculty’s determination of the student’s course grade. It remains a student’s responsibility to make up any class work that has been missed.

**Attendance: Nursing Courses**
**Policy:** Attendance is required at all clinical experiences, clinical conferences, examinations and program activities (see addendum). If a student is absent for an examination and fails to notify the course
faculty or follow the Examinations policy and procedure, the highest grade the student can achieve is 2.3 (78%). Class attendance is strongly encouraged.

The student may be required to show evidence of medical clearance after an absence and prior to returning to the program. A student will be placed on academic (clinical) and/or judicial warning when absenteeism interferes with the student’s ability to demonstrate clinical competencies within a course. The student learning outcomes of the course that are not being met will be specified in the action plan developed by the faculty member placing the student on warning. The student must be placed on Academic Warning for clinical absences prior to requiring clinical make-up time. Clinical make-up time may be offered at the completion of a nursing course if a student is unable to demonstrate student learning outcomes, meet course requirements, or the faculty is unable to evaluate the student because of absence due to extenuating circumstances. A fee is charged for clinical make-up time.

Should the Lawrence Memorial/Regis College Nursing Program be officially closed and classes or clinical are cancelled, notice will be announced on the designated television and radio stations. In the event of stormy weather and Program closure has not been announced, the decision as to whether or not to go to the assigned clinical affiliation is left to the best judgment of the student. While clinical attendance is mandatory, if the student believes that driving to clinical would pose an unacceptably high risk of harm/accident, the student must notify the assigned clinical site and the Course Coordinator or clinical faculty member as with any clinical absence. If during the day, inclement weather starts after students are at clinical sites, the faculty member may dismiss the students early as clinical responsibilities allow.

Faculty must document class and clinical attendance so that last date of attendance can be established in the event that a student leaves a course prior to the end of a semester.

Procedure:
In the event of clinical absence, the following procedure must be followed:

The student must notify the clinical area before the scheduled clinical time and note the name of the person contacted regarding their telephone call.

If a student cannot attend or must leave a community placement for any reason, the student must notify the responsible clinical faculty member immediately.

The student must notify course faculty if unable to attend scheduled clinical conferences.

The student must meet with the clinical faculty on the day of return to the program to discuss missed clinical experience.

If the student is not meeting the clinical student learning outcomes, a clinical Academic Warning (clinical) and/or a Judicial Warning is issued.

At the end of the course, if the student is still not meeting student learning outcomes because of absence due to extenuating circumstances, the Course Coordinator will confer with the appropriate Associate Director and arrangements for clinical make-up experience(s) may be planned.

The Course Coordinator will notify the Bursar of the make-up time so that the fee is billed.

In the event of absence from program activities.
The student should notify Associate Director, Course Coordinator, or other appropriate person before the scheduled activity and make arrangements for completion. A fee established by the Administrative Committee will be charged if special arrangements are needed to complete the activity. The fee is billed by the Bursar, Medford campus.

**Canceled Classes**
Should inclement weather force the cancellation of all classes, official notice will be given on local radio and television stations.

The College is committed to the safety of its community members and recognizes that individual commute times and distances do vary. In short, students, faculty and staff are advised to use their own best judgment regarding their personal safety when inclement weather conditions exist.

Each campus makes its own decision regarding class cancellation. Cancellation of one campus does not necessarily result in cancellation at the other campus. Students should listen for both announcements.

All students are encouraged to listen to the listed station(s) and not to call the Hospital or Program switchboards or secretaries.

In the event storm conditions are not better the next day, please follow the same procedure.

**Medford Campus**
Nursing class cancellation notices are made on Channels 7 and 56 News. Decisions regarding closure will be made as early as possible so that they will air between 5:00 - 5:30 a.m. for the Day Division and possibly the Evening/Weekend Division as well, depending on circumstances. If the announcement is for both divisions, the word “CLOSED” will be used; if for the Day Division only, the words, “NO DAY CLASSES” will be used. If class is in session during the day and it is decided later to close the Evening/Weekend Division, the decision will be made between 1:30 - 2:00 p.m. and the words “NO EVENING PROGRAM” will be used.

On weekends when the Evening/Weekend Division has either class or clinical during the daytime, again a decision to close will be made between 5:00 - 5:30 a.m. and the word “CLOSED” will be used.

Channels 7 and 56 carry Regis College, Weston campus and Lawrence Memorial, Medford campus closing announcements.

**Weston Campus**
Occasionally, inclement weather will require the College to cancel classes, delay the start of classes, or close the school. The decision to close the College due to inclement weather for all or part of day, or to have a delayed opening, is made as early as possible, but is often affected by rapidly changing conditions. In general, decisions regarding all day closings and delayed openings are made by 6 a.m. and decisions affecting evening classes are made by 3 p.m. Announcements will be made on the following radio and television stations:
- WBZ Channel 4 and News Radio 1030/AM
- WCVB Channel 5
- WRKO Channels 7 and 56
- WFXT FOX 25

In cases in which the college has sufficient advance notice of an instructor’s inability to meet a class, a class cancellation will be posted on the Academic Dean’s bulletin board outside College Hall 216.

If an instructor is absent from a class that has not been officially canceled, students should wait for 15 minutes, and then a member of the class should report to the Academic Dean, who will dismiss the class.
Change of Division for Enrolled Students

Policy: Enrolled students may request to change from the Day Division to the Evening/Weekend Division and vice versa. Requests for change of division must be submitted using the Change Division Request Form (available from the Registrar’s office or online). Completed form must be received by December 20th for the Spring semester and by May 20th for the Fall semester. Division changes will not be made after the start of a semester. Space will not be reserved in incoming classes for such changes. Requests may be placed on file until enrollment numbers are known.

Procedure:
1. A student considering a division change must submit a completed Change of Division Request Form to the Director, Student and Alumni Services in keeping with deadlines for such requests.
2. Requests are presented to the Admission and Progression Committee for decision.
3. The student will be notified in writing of the decision of the Committee after the above deadline dates.

Class/Clinical Entry

Policy: Prior to class and/or clinical entry, students must meet all health and immunization requirements, pay all tuition and fees, and enroll in a health insurance plan. Evidence of completion/enrollment in prerequisite/corequisite courses is also required for class and clinical entry. In addition, current American Heart Association BLS certification at the Health Care Provider level is required for clinical participation. Furthermore, students may be blocked from class and clinical entry at any time for failure to comply with Program policies or, in certain instances, until judicial proceedings are completed.

Procedure:
1. Bills are to be paid to the Bursar or an on-line payment plan established to be cleared for course entry.
2. Student Health Record form including required immunizations is to be completed before entrance.
3. Course Coordinators will regularly verify health requirement status of students and will notify students of incomplete health requirements. If requirements are not met in a timely manner, the Course Coordinator will block the student(s) from class/clinical.
4. Students must enroll or waive health insurance on-line annually.
5. Verification of American Heart Association Healthcare Provider BLS certification will be done by Course Coordinators at the beginning and, when necessary, during each nursing course.
6. The Registrar will monitor receipt of evidence related to prerequisite and corequisite courses and will notify student and appropriate Course Coordinator if evidence is not received.
7. Students will not be allowed to start/continue class/clinical experiences without the appropriate documentation.

CLEP (Exemption by Examination)

Policy: CLEP (College Level Examination Program) may be used for the prerequisite high school courses: Algebra, Biology and Chemistry. The minimum acceptable score is that recommended by the American Council on Education.

CLEP or national Advanced Placement Examinations may be used for exemption from certain non-nursing courses within the curriculum. The acceptable passing grade for CLEP or national Advanced Placement
Examinations is that established by the appropriate department of the College. Exemptions by examination within the curriculum count toward the maximum of the six exemptions allowed.

**Procedure:**
1. Students wishing to use CLEP or national Advanced Placement Examinations for exemption must contact the Registrar, Medford campus.
2. Students are responsible for making all arrangements for taking the appropriate examinations and having the results sent directly to the Registrar, Medford campus.

**Clinical Evaluation**

**Policy:** Theory content and clinical experiences must be completed concurrently to provide an accurate assessment of learning. Each course “Clinical Evaluation Tool” (CET) demonstrates progressive expected levels of achievement (ELAs), which, in turn, guide the student toward the attainment of course and curriculum learning outcomes. The clinical evaluation tool is graded on a “met, needs improvement, unmet” system and all of the course student learning outcomes must be met by the end of the course. The final clinical grade, a component of the course grade, is expressed as either “pass” (P) or “fail” (F).

A formative student/faculty conference is required after each clinical rotation and documented on the *End of Rotation Evaluation Summary Sheet*. Additionally, at the end of each of the first three nursing courses, faculty and students complete an *End of Course Evaluation of Clinical Performance Summary Sheet*, which identifies the achievement of the course student learning outcomes. The *NU 202 Evaluation of Clinical Performance Summary Sheet* is utilized only when a student fails the course. For graduating students, a *Final Summary* is written documenting achievement of the curriculum student learning outcomes.

**Procedure:**
1. The Clinical Evaluation Tool is passed electronically between students and faculty through the course management system.
2. After each clinical week/weekend, the student completes a self-evaluation utilizing the online Clinical Evaluation Tool (CET) that includes anecdotal comments.
3. After student completion, the CET is uploaded to the course management system for respective clinical faculty to provide feedback by documenting the level of student achievement for each course student learning outcome, including anecdotal comments.
4. The tool is again uploaded with clinical faculty feedback to the student. The document is cumulative.
5. The student will review faculty feedback for course student learning outcomes prior to the next clinical week.
6. Conference may be initiated at any time by either the student or the faculty. The date(s) of the conference(s) are documented on the Clinical Evaluation Tool comment section for that week. A faculty/student conference is conducted at the end of the course to review and sign the written evaluations.
7. Evaluations will be filed in the student record until graduation from the program. The Final Summary is retained ad infinitum.

**Confidentiality**

**Policy:** Information regarding patients, faculty, staff, students and clinical site personnel is considered confidential. Confidentiality is defined as safekeeping of data and/or information that is restricted to individuals who have need, reason and permission for access. Preserving confidentiality is a requirement by law and a basic foundation of the nursing profession. As future healthcare providers, students have a legal
and ethical responsibility to safeguard patient and employee information. Furthermore, student information is protected under the Family Education Rights and Privacy Act (FERPA).

All students and faculty are expected to respect and reserve the confidential nature of all information related to patients to the extent required by the Health Information Technology for Economic and Clinical Health (HITECH) Act of 2009. Protected Health Information (PHI), whether in a medical record, electronic data, or as information shared verbally with co-workers is confidential and may be disclosed only to those with a need to know. Employees or other authorized users have a responsibility to safeguard all medical and personal information about patients and their families. Students receive detailed information regarding Health Insurance Portability and Accountability Act (HIPAA) of 1996 at the start of nursing courses and must adhere to all provisions of this Act.
Student information, whether in a student record, program database or as information shared verbally among administrators, faculty and staff is confidential and may be disclosed only to those with need to know. Administrators, faculty and staff have a responsibility to safeguard all academic and personal information about students. Administration, faculty and staff receive detailed information regarding FERPA at the start of employment and must adhere to all provisions of the act.

The indiscriminate or unauthorized review, use, or disclosure of personal information, medical, educational or otherwise, regarding any patient, faculty, staff, student and clinical site personnel is strictly prohibited. Violation of confidentiality may be grounds for disciplinary action, up to and including dismissal/termination. Legal action, including fines and/or imprisonment may be imposed under federal and state law.

**Guidelines**

1. Individuals with access to information about patients, employees, students or business matters may only obtain information that is necessary for patient care or educational purposes. Data access must not occur simply to satisfy a curiosity. Regardless of the format in which information is obtained, i.e., verbal, written, electronic, etc., it must be treated with the same level of confidentiality.

2. Access of information other than what is required in the care of patients or teaching of students is a violation of HIPAA, even if you don’t tell anyone else.

3. Taking photographs or video of patients, employees or students without written permission is strictly prohibited. Photographs of patients and employees require additional written agency permission.

4. **Verbal Communication**
   a. Patient and student information should not be discussed where others can overhear the conversation, e.g., in hallways, on elevators, on the “T”, at restaurants, at social events, etc. It is not okay to discuss clinical or student information in public areas, even if a name is not used. This can raise doubts with patients, students and others about our respect for privacy and maintenance of confidential information.
   b. Telephone conversations or dictation of patient or student information should not occur in locations where others can overhear.

5. **Written Information**
   a. Students are strictly prohibited from printing patient information from any computer at any clinical agency.
   b. Printing patient information from Meditech is strictly prohibited at all Hallmark Health campuses. Printing will be monitored by Information Services.
   c. Confidential papers, reports, and computer printouts should be kept in a secure place.
   d. Information about patients and students must always be protected. Any patient or student identification information must be deleted. Communication about patients, faculty, staff, students and clinical site personnel over social networks, (e.g., Twitter, Facebook, on other social networks; e-mail; text messaging) is strictly prohibited.

6. **Computer Information**
   a. Do not share passwords.
   b. Passwords should not be written down where others can find and/or use them.
   c. Do not log on and let someone else use a computer under your password.
   d. Log off the computer system when leaving a workstation.
Copyright Compliance

Overview and Guidelines: The Lawrence Memorial/Regis College Nursing and Radiography Programs Copyright Compliance Policy refers to copyright and fair use in the course management system and classrooms. Information in this policy derives from and adheres to the Regis College Copyright Compliance Policy, available at http://regiscollege.edu/library/copyright_policy.cfm and provides practical advice and guidance to LM/RC faculty, staff, students, and others on appropriate and inappropriate use of print and electronic resources under US Copyright law. It is not a substitute for legal advice which should be obtained, when necessary, as the law has many gray areas.

In addition, The Higher Education Opportunity Act (HEOA) of 2008 includes provisions to combat the unauthorized distribution of copyrighted material through illegal peer-to-peer distribution of intellectual property and requires all institutions participating in Title IV, HEOA programs, to have a plan in place to combat such distribution.

Policy: Faculty, staff and students are expected to be compliant with the U.S. Copyright Act (Title 17, U.S. Code and HEOA) as relates to the use of print and electronic copyright-protected works in educational settings including peer-to-peer file sharing. In addition, faculty, staff and students are required to demonstrate knowledge of copyright laws by participating in those learning activities required by the Lawrence Memorial/Regis College Nursing and Radiography Programs.

Copyright-related questions should be directed to the designated copyright advisor (Librarian) in the Hallmark Health System Fahey Health Sciences Library.

Annual Disclosure, Education, and Consumer Information

The LM/RC Copyright Compliance policy, which includes HEOA information, is posted:
- On the LM/RC student web site as part of the Student Handbook
- In the community section of the MOODLE courseware system
- In the LM/RC Student Handbook

In addition, HEOA-specific information is prominently displayed by the public-access computers in the Fahey Health Sciences Library.

General Information about Copyright Infringement

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work.

A work is protected by copyright from the moment it is fixed in any “tangible medium of expression,” i.e., paper, film, computer disk/memory, even if it does not contain a formal copyright notice such as the word “copyright” or the © symbol.

This means that virtually any creative work - including books, magazines, journals, newsletters, maps, charts, photographs, graphic materials, and other printed materials; unpublished materials such as analysts' and consultants' reports; non-print materials including electronic content, computer programs and other software, sound recordings, motion pictures, video files, sculptures, and other artistic works – is almost certainly protected by copyright. Copyright law does not protect ideas, data, or facts. Works created by the US federal government are in the public domain and can be used freely unless otherwise designated.

All LM/RC-produced materials (print or digital) are copyrighted unless a written statement by the work’s creator (faculty or staff) is included or posted granting permission to use including any specific restrictions/circumstances.
Copyright Rules Depending on Type of Use of Material(s)

- **Classroom Handouts**: Based on fair use analysis, classroom handouts fall into two categories – one that requires permission and one that does not. If the handout (e.g., journal article, newspaper article) is a new work for which the individual could not reasonably be expected to obtain permission in a timely manner and the decision to use the work was spontaneous, they may use that work without obtaining permission for that one time. However, if the handout is planned in advance, repeated from semester to semester, or involves works that have existed long enough that one could reasonably be expected to obtain copyright permission in advance, permission must be obtained to use the work.

- **Coursepacks [Print and Electronic]**: All articles, chapters and other individual works in any print or electronic coursepack require copyright permission. Copyright permission is usually granted for only the academic period the coursepack is in use, e.g., if a faculty member asks permission to use an article for a course in Spring 2010 and permission is granted, they cannot use that article in a coursepack in Fall 2010 without requesting permission again. Faculty should request permission for the ENTIRE PERIOD the material(s) is to be used in class.

- **Course Management Systems (e.g., MOODLE)**: One may not post any type of files electronically in course management system sites. Faculty may post the link (when available) through which the article, image, chapter, etc. can be retrieved or post the citation to it and have people retrieve it on their own.

- **Reserves**: If the library owns a copy of a publication or work, the library may place that copy on reserve without obtaining copyright permission. If the library wishes to reproduce additional copies of a work and place them on reserve for students to review, either in paper or electronic format, it must obtain copyright permission. This rule also applies to faculty members’ personal copies they wish to place on reserve. If permission is required, it is valid for one semester only.

- **Photocopying by Students**: Faculty cannot request students to photocopy. Students can be told that they will be responsible for information in the article. Faculty cannot leave articles for students to copy, nor can they give them folders of articles. They will need to put them on reserve at the library for students to access. Students may make a **single photocopy of a portion** of a copyright-protected work such as one article from a scientific journal.

   Photocopying all the assignments from a book recommended for purchase by the instructor, making multiple copies for distribution to classmates, or copying material from consumable workbooks all require copyright permission.

- **Peer-to-Peer File Sharing**: Downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

- **Obtaining Copyright Permission(s)**: The copyright advisor is available to provide copyright clarification or information on whether or not copyright permission is needed, but it is the responsibility of the individual to obtain the permission.

- **Alternatives to Illegal File Sharing**: Educause provides and maintains a list of alternatives for legally downloading copyrighted materials at [http://www.educause.edu/legalcontent](http://www.educause.edu/legalcontent). This link is also available in the LM/RC student web site.

- **Technology-Based Deterrents**: Illegal file sharing is prevented by the Hallmark Health System (HHS) IS Department (of which the LM/RC computer network is a part) via the use of Websense, a web security filtering tool. The HHS Technical team also monitors for inappropriate file sharing activity on a regular basis.
**Summary of Penalties**

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information see the Web site of the U.S. Copyright Office at: [http://www.copyright.gov](http://www.copyright.gov).

In addition, the Lawrence Memorial/Regis College reserves the right to use Judicial Warning or convene the Judicial Committee should any student be found to be in copyright infringement.

**Periodic Review of Effectiveness**

The plan will be reviewed every five years in accordance with the LM/RC Policy Review administrative policy. The following criteria may be used in assessing plan effectiveness:

- Periodic review and update of disclosure and education information for clarity, relevance, and accuracy.
- Periodic review of other institutions’ practices to determine if there may be different approaches applicable to the LM/RC environment.
- Review results of student acknowledgments regarding their awareness of copyright obligations under the law.
- Monitor/track judicial warnings and actions related to copyright infringement incidents.

**Criminal Background Check**

**Policy:** A Criminal Background Check will be required of every accepted applicant/student prior to enrollment in nursing courses and thereafter in keeping with relevant Massachusetts regulations and policies* and if required by an assigned clinical agency. The Program may also request a Criminal Background Check on a student at any other time during enrollment. All students will be informed that a Criminal Background Check will be required. If requested, a copy of the Criminal Background Check policy will be provided. All enrolled students must disclose immediately to the Vice President for Education if they have been charged and/or convicted of any criminal offense in Massachusetts or any other state or jurisdiction at any time during enrollment. The fee for the Criminal Background Check is paid on-line by the student directly to the vendor selected by the Program. If an additional background check is required because of a clinical placement assignment, the student will pay on-line directly to the vendor and the cost will be credited to his/her tuition bill.

Unless otherwise provided by law or regulation, a criminal record will not automatically disqualify a student. Students whose Criminal Background Check results indicate potential inability to hold a nursing license or who meet the discretionary disqualification or the lifetime presumptive disqualification of Massachusetts regulations and policies will be notified. Said students will be interviewed to elicit further information and informed of the possibility that they may not be allowed to continue enrollment in the Program, sit for the NCLEX-RN or be issued an RN license by the Commonwealth of Massachusetts Board of Registration in Nursing. An agency may refuse to accept a student as a result of a Criminal Background Check and Lawrence Memorial/Regis College assumes no obligation to locate an alternative site and cannot guarantee the completion of degree requirements. Certain specified criminal convictions result in permanent ineligibility for licensure as a Registered Nurse in Massachusetts. Students with such criminal convictions will be administratively withdrawn from the Program.

All personnel receiving Criminal Background Check results will be authorized to receive such information.

Criminal Background Check reports are kept on a password protected computer by the Coordinator, Student Health Records. Positive Criminal Background Check reports will be shared with the Vice President for Education who will maintain them in either a password protected computer or in a locked file. Criminal Background Check reports and records are removed/destroyed three years after the student graduates or leaves the Program.
Procedure:
1. The Vice President for Education will provide information regarding Criminal Background Check information to all entering students.

2. Students will submit their Criminal Background Check request and payment on-line to the vendor prior to class entry.

3. Criminal Background Check results are reviewed by the Vice President for Education. If a positive criminal record is received, the Vice President for Education will closely compare the record provided by the vendor with the information in the student database and any other identifying information provided by the student to ensure that the record relates to the student. After review, positive Criminal Background Check results are shared with designated program administrators who have been approved to receive such information.

4. If the Criminal Background Check results indicate a record, the student is notified immediately and interviewed for further information by the Vice President for Education. The student is provided with a copy of the Criminal Background Check record and policy; is informed of potential RN licensure issues or necessity for withdrawal from Program; and is given an opportunity to dispute the accuracy and relevance of the record.

5. A student who wishes to challenge the accuracy of the Criminal Background Check shall be provided information on how to correct a criminal record. If the Criminal Background Check record provided does not exactly match the identification information provided by the student, the designated program administrators will make a determination based on a comparison of the Criminal Background Check record and documents provided by the student.

6. If the designated program administrators reasonably believe the record belongs to the student and is accurate, a determination of suitability for the student role in the Program and future professional licensure will be made. Factors considered in determining suitability may include, but not be limited to the following:

   a. Relevance of the crime to the student role and potential for licensure
   b. Nature of the work to be performed
   c. Time since the conviction
   d. Age of the candidate at the time of the offense
   e. Seriousness and specific circumstances of the offense
   f. The number of offenses
   g. Whether the student has pending charges
   h. Any relevant evidence of rehabilitation or lack thereof
   i. Any other relevant information, including information submitted by the candidate or requested by the Program or its clinical affiliates

7. The Vice President for Education or designee will inform the student of the decision and the basis for the decision in a timely manner.

8. The student may be placed on a leave of absence to allow time for a complete a thorough investigation of the Criminal Background Check findings.

*105 CMR 950.000 Criminal Offender Record Checks; 105 CMR Department of Public Health 115 CMR Department of Mental Retardation; 115 CMR 11:00 Criminal Offender Record Checks; Policy #97-2 Criminal Offender Record Information Policy for DMH and vendor employees, volunteers and students Licensure Policy #00-01, Initial Nurse Licensure by Examination or by Reciprocity: Determination of Good Moral Character, MA Board of Registration in Nursing
Cross-Division Enrollment in Non-Nursing Courses

Policy: Students in one division may take non-nursing courses in another division on a space available basis. Changes in division may not be made after a course has started. Course changes must be in keeping with the Prerequisite/Corequisite policy.

Procedure:
1. A student wishing to enroll in a non-nursing course in another division must make a request to the Registrar stating the course and the division desired.
2. Each request is considered on an individual basis and will be granted only if it does not adversely affect enrollment in either of the involved courses.
3. The student will be notified of the decision by the Registrar.
4. Courses taken at Regis College within the curriculum, regardless of the division in which they are taken, are not considered exemptions.

Cumulative Grade Point Average (GPA)

Policy: The cumulative Grade Point Average (GPA) begins with the original date of enrollment. Averages are computed using only the grades of the courses that are taken at Lawrence Memorial/Regis College. Exempt courses are those courses taken elsewhere. These courses appear on the transcript, but are not computed in the cumulative grade point average.

The College uses the standard academic hour (50 minutes in length) to define a clock hour of instruction. Such hours are equivalent to course credits as follows:
- One hour of classroom instruction/week = 1 course credit
- Two-three hours of non-nursing course laboratory hours/week = 1 course credit
- Three hours of nursing course clinical laboratory experience/week = 1 course credit

If a student repeats a course, the highest grade is used in determining the GPA. The student's transcript will show both grades with a notation that the course was retaken.

Procedure:
List courses taken during enrollment in the Lawrence Memorial/Regis College Nursing Program.

The Grade Point Average (GPA) is computed on the SONIS computer system.

Disabilities and Educational Accommodation

Policy: Lawrence Memorial/Regis College is committed to ensuring the full participation of all students in its programs. Students with previously documented disabilities that interfere with the student’s ability to learn and to meet course and clinical student learning outcomes must disclose their disability in order to request accommodations. Students, who feel they may have a disability, but have never been tested or diagnosed, should contact the Director, Student and Alumni Services to request information regarding outside testing services. Testing and completion of disability documentation is the responsibility of the student.

Upon receipt of all required documentation, the student with disabilities will be provided with reasonable educational accommodations. No accommodations will be made without completed documentation submitted to the Director, Student and Alumni Services. Accommodations are not retroactive; therefore, students are advised to seek disabilities services as early as possible.

The most recent copy of the educational accommodation plan remains a part of the student's academic
record. An accommodation plan may be modified at any time after meeting with the Director, Student and Alumni Services, and mutually agreeing on changes. Students must see the Director, Student and Alumni Services each semester to review/modify their educational accommodation plan to maximize their success in the Program. It is the student's responsibility to share and review the educational accommodation plan with the Course Coordinator for each course in order for the plan to be implemented.

Educational accommodations do not guarantee success in the program, but are intended to guide the student and faculty members in ways to assist student learning.

Although accommodations will be made while in the program, the student/graduate must request accommodations for the professional licensing examination from the appropriate licensing board.

**Procedure:**
1. Student must disclose their disability to the Director, Student and Alumni Services, in order to request accommodations.
2. Students who believe they have a disability may request testing information from the Director, Student and Alumni Services.
3. The student must meet with the Director, Student and Alumni Services for an intake interview.
4. Disability documentation, submitted to the Director, Student and Alumni Services, must include a self-report and full assessment and testing results from a licensed professional as described in the guidelines for documenting disabilities.
5. Documentation must be current and post high school (within the past three to five years).
6. The Director, Student and Alumni Services will develop an individual educational accommodation plan based on the intake interview and all documentation received.
7. The student will meet with the Director, Student and Alumni Services to review and accept the plan. The plan is signed by both the student and the Director, Student and Alumni Services.
8. Copies of the plan are shared as follows:
   a. 1 copy to the student
   b. 1 copy to the Registrar to be filed in the student academic record
   c. 1 copy retained by the Director, Student and Alumni Services

9. Student meets with the Course Coordinator or Program Director and provides a copy of the plan. The plan is reviewed together and implementation of the plan is discussed.

10. Student must meet with the Director, Student and Alumni Services prior to the start of each semester to review and edit the plan as needed.

11. After completion of the curriculum, if the student applies for accommodations from the licensing board, the student notifies the Director, Student and Alumni Services in writing. Student is notified that the request for accommodations from the licensing board must be made prior to taking the exam.

12. The Director, Student and Alumni Services provides documentation to the licensing board as required.

**Dress Code**

**Policy:** Students are representatives of the nursing program that includes Regis College and Hallmark Health System. They are expected to maintain a professional image both in and outside the hospital. In clinical areas, a neat and clean professional appearance is important for safety/infection control and to confirm patient’s expectations that they are cared for by professional staff. Any student who does not adhere to the dress code may be asked to leave the class or clinical area until properly dressed/groomed.

**Clinical areas:**
In the clinical area while caring for patients, students wear the approved program uniform. This consists of a regulation scrub top and pants, lab jacket, solid colored socks and nurse shoes. Professional rubber-soled shoes and/or sneakers are appropriate and can be solid white or black in color. Open toe shoes may not be worn. Students may wear a maroon or white short or long sleeved t-shirt under the scrub top in keeping with clinical agency policy. Student name pin and photo ID badge must be worn visibly above the waist while on patient units. All students must have with them a watch with a sweep second hand or digital with the ability to count seconds, bandage scissors, a penlight with pupil gauge, a stethoscope with bell and diaphragm capability, and a mobile device. All uniform clothing, name pin and accessory items (except mobile device) are available through the Program’s approved vendor.

When in the clinical area researching patient assignments, but not providing care, students must wear photo ID and a uniform lab coat over appropriate street clothes. Jeans and other denim attire of any color, spandex, sweatsuits and sweatshirts, tee shirts, cargo pants, and other casual clothing are not considered professional or proper dress. In addition, women who are wearing skirts or dresses must be sure that the length is in keeping with a professional image (no miniskirts) and that tops cover the midriff. Low cut tops or blouses are inappropriate, as are undergarments that can be seen through one’s clothing. All clothing must be in good repair. In the clinical areas where the school uniform is not worn, students are expected to dress in business casual attire (no jeans) and, when required, wear a lab coat.

Jewelry must be simple and basic and not interfere with patient care. Only 1-2 simple rings and one pair of stud earrings worn in the ear are allowed. Other visible piercings (including facial and tongue jewelry) are not acceptable in the clinical setting and visible tattoos are to be covered. Perfume, heavy scents and fragrances are not allowed in patient areas and, in non-clinical areas, any fragrance should be mild and considerate of others’ intolerance or allergies. Make-up, if worn, must not be excessive. Nails should be short and neatly trimmed; artificial nails are not allowed due to infection control standards. If polish is used, it should be in appropriate shades that are conservative.
Students are expected to be neat and clean. Hair should be neat, clean and conservative in style and color. For example, blue, green or bright shades of purple etc. are not acceptable. When caring for patients, hair must be worn away from the face and off the shoulders. Beards and mustaches must be neatly trimmed. Basic hygiene practices should be followed to avoid offensive breath, body odor, or smoke odor. Chewing gum is not allowed in the clinical setting.

Non-clinical areas including classrooms:
Clothing must reflect a neat and clean appearance. Transparent or revealing attire is not acceptable; midriffs should be covered and low necklines avoided.

**Dropping or Withdrawing from a Non-Nursing Course**

**Policy:** A student may drop or withdraw from a non-nursing course, within the specific time published by Regis College, only if it is being taken before it is required in the curriculum as a co-requisite course. A student may not drop or withdraw from a non-nursing course if it is being taken as a co-requisite with a nursing course.

A course dropped during the first two weeks of the semester will be deleted from the student’s record. A course dropped from the third through the ninth week of the semester will remain on the student’s record and be recorded as WP or WF. Once a student is registered for a course, the student must officially withdraw or will automatically receive an F.

**Procedure:**
1. A written request (e-mail acceptable) to drop or withdraw from the course is to be submitted to the Registrar, Medford campus.
2. The Registrar, Medford campus, will approve or deny the request in writing after conferring with the Director, Student and Alumni Services.
3. If approved, the Registrar, Medford campus, notifies the Bursar and Financial Aid Administrator. The Registrar, Weston campus, is also notified of the withdrawal.
4. If the request is approved, the last date of attendance will be used to calculate the amount of financial aid the student is eligible to receive and the tuition refund.
5. A student who is not enrolled at Regis College in any course in the LM/RC curriculum is automatically placed on a leave of absence for the semester.

**Dropping or Withdrawing from a Nursing Course**

**Policy:** A student may request to drop a nursing course before it begins or withdraw from a nursing course at any time thereafter. A student who withdraws from a nursing course and is not enrolled at Regis College in any other course in the LM/RC curriculum is automatically placed on a leave of absence for the semester. The last date of attendance will be documented by the Course Coordinator and this date will be used for any refunds.

A student who withdraws from a nursing course and is failing theory or on clinical warning at the time of withdrawal will have this course counted as a failure.

A student who has dropped or withdrawn from a nursing course must verify in writing (e-mail acceptable) to the Registrar the intent to return by May 15th for Fall enrollment or by December 15th for Spring enrollment. Failure to confirm return may result in being placed on a leave of absence or withdrawal from the Program.

Prior to re-enrollment in nursing courses, a student who has successfully completed or exempted out of any prior nursing courses may be required to validate previous nursing knowledge (see Validation Testing)
A student who withdraws failing and wishes to repeat the course in the next semester will be placed in the course on a space available basis, if eligible. If there is no space, the student will be placed on a leave of absence, if eligible, or withdrawn from the Program if ineligible to take further leaves of absence.

**Procedure:**

1. A written request (e-mail acceptable) to withdraw from a nursing course must be submitted to the Registrar and must include the reason for the request.

2. The Registrar will notify the Financial Aid Administrator, the Bursar and the Chair of the Admission and Progression Committee of the drop or withdraw request.

3. If the request is approved, the last date of attendance will be used to calculate the amount of financial aid the student is eligible to receive and the tuition refund (see Costs, Billing and Refunds policy).

4. The student will be notified in writing or via e-mail after the Admission and Progression Committee has processed the drop or withdrawal of the nursing course.

5. A student who drops a nursing course before the course begins will have no notation on the transcript.

6. A student who withdraws from a nursing course after the course begins and is passing at the time of withdrawal will have WP noted on the transcript. A student, who is failing the course at the time of withdrawal, will have WF indicated on the transcript.

7. A student who has dropped or withdrawn from a nursing course will be placed in the course on a space-available basis after completion of any required validation testing, if applicable.

8. A student planning to repeat a dropped or withdrawn course must contact the Registrar to arrange validation testing, written and clinical, well in advance of the anticipated return date. All testing must be completed by dates stipulated in the Validation Testing policy.

**Drug Screening Policy:** Students will be asked to volunteer to undergo drug screening if it is required by an assigned clinical agency prior to clinical placement. Students will be informed in advance of clinical that a drug screening is required. Students have the right to refuse placement at this clinical site if they do not wish to undergo drug screening.

Drug screening reports are kept on a password protected computer by the Coordinator of Health Records. Positive drug screening reports will be shared with the Vice President for Education who will maintain them in either a password protected computer or in a locked file with access limited to the Coordinator of Health Records, the Vice President for Education. Drug Screening reports and records are removed/destroyed three years after the student graduates or leaves the Program.

**Procedure:**

1. The Course Coordinator will request student volunteers to undergo drug screening. Information regarding the drug screening procedure will be provided to students.

2. The names of the student volunteers will be shared with the Vice President for Education for tracking purposes.

3. Drug screening results will be reviewed by Vice President for Education. If a positive drug screen is received, Vice President for Education will share this information with those program administrators who have been designated to receive such information.

4. If the drug screening results are unsatisfactory, the student will be notified immediately and interviewed for further information.
5. If a drug screen is found to be positive or unsatisfactory for any reason, the following will ensue:
   o For legally prescribed drugs: The student will be required to submit a letter from their health care
     provider clearing them to attend clinical.
   o For illegal drugs: The program’s “Illness, Injury, and Impairment Policy” will be followed.

End of Course Evaluation
Policy: By the end of each course, students will complete course and instruction evaluation tools, which will
remain confidential until grades have been submitted to the Registrar.

Procedure:
1. Students will be provided with course and instruction evaluation methods prior to the completion of each
   nursing course.
2. The completed evaluations, if written, will be collected and placed in a sealed envelope and turned in to
   the Associate Directors.
3. Confidentiality will be maintained for written or electronic evaluations.
4. Evaluations will be distributed to course faculty. Completed electronic evaluations will be accessible.

Examinations: Nursing Courses
Policy: The number of examinations for each nursing course are specified in the course syllabus. All nursing courses
will have a minimum of 87% of the student grade based on objective testing. The weighting of each examination
is determined by the faculty teaching the course and is based on the type of content and complexity of the
student learning outcomes. A comprehensive final examination will be given in all nursing courses. All nursing examinations
throughout the curriculum will include at least one drug dosage calculation question.

If a student is absent for an examination and fails to notify the Course Coordinator or follow the Attendance policy
and procedure prior to the start of the exam, the highest grade the student can achieve is a 2.3 (78%). A pattern of absenteeism
from examinations may result in a judicial warning. Examination grades will be made available as determined by course faculty. Grades for
each examination will be finalized at a time period determined by course faculty. Testing accommodations may be made for those students who have an education accommodation plan on file.

If a student is passing the course going into the final examination and they fail the final examination, bringing their nursing course grade below 2.3 (78%), they will be offered the opportunity to take an alternate final examination. The alternate final examination must be taken between one day and one week after the original final examination and/or at the discretion of the faculty. The alternate exam grade will be used to calculate the final grade; however, the highest grade that will be recorded is a 2.3 (78%) for the final exam.

Failure to take examinations by the end of the semester will result in an incomplete grade. A student who receives an incomplete grade will schedule a completion date with the Course Coordinator. All examinations must be completed within two weeks after course completion. Failure to meet this completion date will result in the conversion of the incomplete grade to an F (0.0) grade by the Course Coordinator, which will be submitted to the Registrar, Medford campus.
Exemption by Examination

**Policy:** CLEP (College Level Examination Program) may be used for the prerequisite high school courses: Algebra, Biology and Chemistry. The minimum acceptable score is that recommended by the American Council on Education.

CLEP or national Advanced Placement Examinations may be used for exemption from certain non-nursing courses within the curriculum. The acceptable passing grade for CLEP or national Advanced Placement Examinations is that established by the appropriate department of the College. Exemptions by examination within the curriculum count toward the maximum of the six exemptions allowed.

**Procedure:**
1. Students wishing to use CLEP or national Advanced Placement Examinations for exemption must contact the Registrar, Medford campus.

2. Students are responsible for making all arrangements for taking the appropriate examinations and having the results sent directly to the Registrar, Medford campus.

Exemption from Non-Nursing Courses

**Policy:** Students may be exempted from six non-nursing courses if they have completed equivalent, approved courses, appropriate CLEP or national Advanced Placement Examinations in keeping with the Prerequisite/Corequisite policy. If a student, prior to acceptance, has satisfactorily completed more than six transferable courses, the person may petition the Registrar, Medford campus for consideration of one additional exemption. To be considered for exemption, the course grade must be 2.0 (C) or better. Courses taken at Regis College will not be counted as exemptions.

Equivalent courses in Anatomy and Physiology and Microbiology will be accepted for exemption if they have been taken within the past seven (7) years. An equivalent Human Development course must have been taken within the past seven (7) years. There is no time limit on other equivalent required courses. Students who have taken equivalent physical science courses beyond the time limits may be eligible to take approved review courses. CLEP or national Advanced Placement examinations are acceptable for certain courses. Course work leading to an attained bachelor’s degree will be evaluated on an individual basis.

A non-nursing course which is canceled must be taken in keeping with the Prerequisite/Corequisite policy and, if taken at another college, will not be counted toward the six allowable course exemptions.

**Procedure for accepted applicants:**
1. Accepted applicants must have an official transcript(s) and CLEP or national Advanced Placement Examinations results, if applicable, sent from the college, university or test center to the Registrar, Medford campus.

2. The applicant must request exemption(s) by completing the Request for Exemption form and submit it to the Registrar, Medford campus. A catalog and/or course description for the course involved may be requested from the applicant to confirm that the course(s) taken are comparable to those in this Program.

3. Exemption materials of an accepted applicant will be reviewed by the Registrar, after the deposit has been paid. Applicants who have not provided the necessary materials will be notified and will not be exempted until the required documentation is received and approved.

4. All courses will be reviewed for equivalency by the Registrar. Consultation will be sought when necessary with appropriate College personnel.

5. If exemption is granted, written documentation will be placed in the student’s permanent record. The Registrar will notify the student of exemption status.
6. Pertinent information on exempt courses will be recorded on transcripts.

7. Exempt courses are not computed in cumulative average.

**Procedure for currently enrolled students:**

1. A student wishing to take a non-nursing course for exemption will submit a written request with the name of the college and the course name and number to the Registrar, Medford campus. A catalog and/or course description for the course involved may be requested from the student to confirm that the course(s) taken are comparable to those in this Program.

2. Requests for taking a non-nursing course for exemption during summer sessions must be submitted by May 1st; for the Fall Semester by July 15th; and for the Spring Semester must be submitted by November 15th.

3. If the course is deemed equivalent for exemption, the Registrar will notify the student. If the Registrar determines that the course is not equivalent, the student will be notified by the Registrar.

4. An enrolled student who takes a non-nursing course at another college without following the above exemption process may not be exempted from the course.

5. A student who fails a course is not bound by the above deadlines. A course, which is repeated due to failure, will not be counted as one of the six allowable exemptions.

6. A student taking a course at another college due to cancellation of a course is not bound by the above deadlines.

7. An official transcript of the completed course and grade must be submitted to the Registrar, Medford campus for exemption to be registered on the transcript.

8. Pertinent information on courses accepted for exemption will be recorded on transcripts.

9. A student wishing to use CLEP or national Advanced Placement Examinations for exemption(s) must see the Registrar. The student is responsible for all arrangements for taking appropriate tests and for having results sent directly to the program.

10. Grades earned in courses accepted for exemption are not computed in cumulative average.

**Exit Interview Prior to Graduation**

**Policy:** Students in NU 202 will have an exit interview with an assigned member of the Administrative Committee to share their evaluation of the Program and make recommendations for improvement.

All written and verbal data collected is confidential and will be reported in the aggregate.

**Final Summary**

**Policy:** A final summary is written at the completion of the program describing each student’s attainment of the curriculum student learning outcomes.

**Procedure:**

1. The faculty responsible for the student’s last clinical evaluation will write the final summary using the curriculum student learning outcomes as a guide.

2. The final summary is approved by the appropriate Associate Director and is signed by appropriate faculty, the student, Associate Director and Vice President for Education.
3. Honors/Awards will be noted at end of final summary.

4. The final summary remains as part of the graduate’s record ad infinitum and is used as a basis for references.

Financial Assistance
Policy: Financial assistance may be available to students experiencing unanticipated financial hardship.

Procedure:
1. Student requesting financial hardship completes the Request for Financial Assistance Form. This form is available in the office of the Financial Aid Administrator.

2. The student obtains required financial information from the Financial Aid Administrator who also signs the form. The completed form is submitted to the Director, Student and Alumni Services.

3. The Director, Student and Alumni Services meets with the Vice President for Education to determine student’s eligibility.

4. The Financial Aid Administrator notifies the student regarding the decision.

5. For amounts over $500, a no-interest promissory note will be signed by the student.

Grade Calculation
Grading Nursing Courses
The nursing course grade consists of a theory grade and a clinical grade. The clinical grade is documented as pass or fail and must be passed in order to pass the course. The theory grade indicates the extent to which the student has achieved the student learning outcomes of the course. Students must achieve a 2.3 (78% or C+) theory grade, and pass the clinical component to successfully complete nursing courses. Percentages are used to compute theory grades at the completion of the course. All theory work is weighted as determined by the Course Coordinator and faculty teaching the course. The total weight for all theory evaluation methods in each course must equal 100%. A pass or fail standard is used to grade the clinical component of nursing courses and is based on a consistent pattern of achievement of course student learning outcomes. Courses not completed are recorded as incomplete (I), withdrew/pass (WP), or withdrew/fail (WF). All course work must be completed within two weeks after the end of the course. Failure to meet this completion date will result in the conversion of the incomplete grade to an F grade by the Course Coordinator and this grade will be submitted to the Registrar, Medford campus. A student will receive the number grade earned for the theory portion of the course. A grade below 78 will have an asterisk (*) on the transcript indicating the grade is failing for the nursing program. If a student fails clinical, the grade will be recorded as a failure (F).

Grading Non-Nursing Courses
Non-nursing course grades are determined by a combination of class work and examinations. A minimum course grade of 2.0 (C) is required in all non-nursing courses. Courses taken at other colleges also require at least a 2.0 (C) for course exemption.
Procedure:

**Grading Nursing Courses**

1. All theory work is graded and recorded on a percentage basis rounded to the hundredth (second digit after the decimal place):

   To round to the nearest hundredth, look at the number in the thousandth’s place (just to the right of the hundredth).

   Examples:  
   - 77.459 = 77.46  
   - 77.449 = 77.45

2. Each grade is multiplied by its percentage of worth, e.g., an exam worth 15% of the theory grade would be calculated as follows:

   - 77.50 x .15 = 11.625 = 11.63 (a product)
   - 74.30 x .15 = 11.145 = 11.15 (a product)
   - 77.20 x .15 = 11.582 = 11.58 (a product)

3. The final theory grade is the products added together, rounded, and recorded as a whole number:

   To round to a whole number, the first number ONLY after the decimal place is considered.

   Examples:  
   - below 77.5 rounds down to 77
   - 77.5 and above rounds up to 78

4. The grades are then submitted to the Registrar, Medford campus, to be recorded on the student’s transcript and for determination of grade point average (GPA) and awards.

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>95 – 100%</td>
<td>4.0</td>
<td>A</td>
</tr>
<tr>
<td>90 – 94%</td>
<td>3.7</td>
<td>A-</td>
</tr>
<tr>
<td>86 – 89%</td>
<td>3.3</td>
<td>B+</td>
</tr>
<tr>
<td>83 – 85%</td>
<td>3.0</td>
<td>B</td>
</tr>
<tr>
<td>80 – 82%</td>
<td>2.7</td>
<td>B-</td>
</tr>
<tr>
<td>78 – 79%</td>
<td>2.3</td>
<td>C+</td>
</tr>
<tr>
<td>73 – 77%</td>
<td>2.0</td>
<td>C</td>
</tr>
<tr>
<td>70 – 72%</td>
<td>1.7</td>
<td>C-</td>
</tr>
<tr>
<td>66 – 69%</td>
<td>1.3</td>
<td>D+</td>
</tr>
<tr>
<td>63 – 65%</td>
<td>1.0</td>
<td>D</td>
</tr>
<tr>
<td>60 – 62%</td>
<td>0.7</td>
<td>D-</td>
</tr>
<tr>
<td>59 and below</td>
<td>0.0</td>
<td>F</td>
</tr>
</tbody>
</table>

5. Letter grades are recorded on transcripts

6. Courses not completed are recorded as

   - I - Incomplete
   - WP - Withdrew/Pass
   - WF - Withdrew/Fail
Grading Non-Nursing Courses

The quality of a student’s course work is indicated by grades with the following significance:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0 (superior)</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0 (better than average)</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0 (satisfactory)</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0 (less than satisfactory)</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrew/Pass</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrew/Fail</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
</tbody>
</table>

Grievance
Policy: Through Grievance Committee students have an opportunity to resolve academic and non-academic conflicts when other means have not resulted in satisfaction. The Grievance Committee shall be established as an ad hoc Committee of the Faculty Organization when a written grievance is submitted to the Vice President for Education. All information related to the Grievance Committee proceedings is strictly confidential.

The duties of the Grievance Committee are:

1. Provide students an opportunity to resolve academic and non-academic conflicts when other means have not resulted in satisfaction.
2. Provide students with an easily accessible and fair means of being heard.
3. Insure a mechanism for prompt and equitable response.
4. Contribute in a positive way toward the development of mutual respect and trust between students and faculty through communication and ultimate reconciliation.

The membership of the Grievance Committee is selected by the Vice President for Education and shall include:

1. Four nursing faculty members (not involved in the grievance or participating in the same course as the grievant), two from the Day Division and two from the Evening/Weekend Division; no two from the same course.
2. Four student representatives (not involved in the grievance), two from the Day Division and two from the Evening/Weekend Division. All four nursing courses must be represented, if possible.
3. A mediator who is not associated with the program.

Meetings will be held as follows:

1. The ad hoc Grievance Committee is established by the Vice President for Education whenever the need arises.
2. The Vice President for Education is responsible for calling a preliminary meeting within two weeks from the time a written grievance is received and will notify the members of the committee in writing.
Procedure:
1. Student(s) may initiate the grievance procedure by submitting a written grievance to the Vice President for Education. The Vice President for Education will establish the Grievance Committee. Student(s) filing a grievance will be referred to as the grievant(s).

   a. The grievance must be a well-defined written statement of the grievance. Factual evidence and background information must be included.
   b. The name(s) of the person(s) against whom the grievance is filed must be included. This person(s) will be referred to as the respondent(s).
   c. Group grievances should be prepared and submitted by representatives selected by the group. The signatures of all those being represented must be included.

2. All written communication between the committee and the grievant or group grievance representative(s) and respondent(s) shall be sent by registered mail or e-mail.

3. The Vice President for Education will schedule a preliminary meeting within two weeks of receiving the grievance to determine if there is justification for the grievance. At the preliminary meeting, an orientation to the policy and procedures of the committee will be provided.

   a. Notification will be sent at least three days in advance to committee members.
   b. The grievant or group grievance representative(s) will be notified of the date of the meeting and should be available to the committee in the event that clarification is needed.
   c. A faculty committee member will be elected by the Grievance Committee to serve as Chairperson.
   d. A faculty committee member shall be appointed secretary by the Chairperson.
   e. If the committee finds no justification for the grievance, the grievant or group grievant will be notified in writing of the reason for such a finding within two weeks of the preliminary meeting. The Chairperson will also notify the Vice President for Education that the grievance will not be pursued by the committee and the reason for such a finding.
   f. If the committee finds justification for the grievance, the committee will proceed with steps 4 through 13.

4. When there is justification for the grievance, the Chairperson notifies the grievant or group grievance representative verbally and in writing that the grievance will be heard within two weeks.

5. The Chairperson will schedule a subsequent meeting within two weeks of the preliminary meeting and will send written notification at least three days in advance to:
   a. Committee members
   b. Grievant or group grievance representatives(s)
   c. Respondent(s)

6. Both parties may be accompanied by a support person who will remain silent during the proceedings unless called as a witness. Legal representation is not allowed.

7. At this meeting, both respondent(s) and a grievant or group grievance representative(s) will be present and the nature of the grievance and evidence leading to the grievance will be shared by the Chairperson.

   a. Both parties will be given full opportunity to present factual evidence and witnesses that are relevant to the issue at hand.
   b. The Committee is not bound by legal rules of evidence. It relies on reasonable evidence and application of program policies. It is mindful of due process as it is the responsibility of the committee to determine if evidence presented does or does not validate the grievance.

8. Voting
   a. A quorum (2/3), representing an equal student/faculty ratio, is required for voting.
   b. A majority vote is required for determining justification of a grievance and for committee decisions on a grievance.
c. The mediator may only vote to break a tie.
d. Voting is done by written ballot.
e. The mediator counts the ballots and destroys them.

9. Minutes of meetings relating to a grievance
   a. The secretary will record accurate minutes for all meetings related to a grievance.
   b. The minutes must be signed by the Chairperson and the secretary of the committee.
   c. To assure accurate record keeping, a tape recorder may be utilized.
   d. Minutes and tapes will be locked in a designated place determined by the Committee.
   e. Minutes and tapes will be made available to members of the Grievance Committee for the purpose of review.

   To maintain confidentiality, the submitted written grievance, minutes and tapes will be locked upon resolution of the grievance and will be kept for five years by the Vice President for Education. After five years, this information will be destroyed by the Vice President for Education.

10. The decision of the committee will be delivered by the Chairperson in writing to the respondent(s) and grievant or group grievance representative(s) within two weeks following the committee decision. The Vice President for Education will be notified of the committee decision at this time.

11. If the grievance is validated, the Vice President for Education will initiate the appropriate action.

12. If the respondent is the Vice President for Education, and the grievance is validated, the selected mediator will confer with the Vice President for Education and together they will initiate the appropriate action.

13. If the committee decision results in dissatisfaction, either party may seek appeal, through a written statement to the Vice President for Education (or the mediator, if the respondent is the Vice President for Education) within two weeks of notification of the committee finding. Appeals will be heard on issues of due process only. The decision of the Vice President for Education or Vice President for Education and mediator is final.

Identity Theft Prevention
Policy: In order to detect, prevent and mitigate identity theft, the following procedures will be followed in keeping with the Federal Trade Commission (FTC) “Red Flag Rules” regulation of the Fair and Accurate Credit Transactions Act (72 FR63718, Sections 114 and 135). A Red Flag is a pattern, practice or specific activity that indicates possible identity theft. Red Flags include:

- Name discrepancies
- Address discrepancies
- Presentation of suspicious identification or other documents that may have been altered or forged
- Photograph on identification documents that do not match the appearance of the person presenting the documents
- Notification from student, employee or a service provider that a security breach may have occurred

Instances of suspected identity theft must be reported immediately to the Registrar and to the Director, Student and Alumni Services for full investigation. This Identity Theft Prevention policy will be reviewed/revised at least every four years.

Procedures:
Detection:
1. Application to the Nursing Program requires the applicant’s full name. Names on all supporting materials (transcripts, certificates, test scores, financial aid applications) must match names on application. In cases where names do not match, the applicant will be requested to provide verification (marriage license, court record of name change).

2. Official transcripts from previously attended high schools and colleges are required as part of the
application to the Nursing Program.

3. International students are required to send official transcripts from foreign schools to an approved documentation service for translation and verification. Prior education assessment reports are sent directly from the translation service company to the Admissions Office.

4. International students must present original documents related to their legal status within the United States and must keep the Vice President for Education appraised of any change in status. The Director, Student and Alumni Services and the Vice President for Education are trained to detect document forgery and alteration.

5. All students must have a Criminal Background check prior to clinical nursing courses (see Criminal Background policy for details).

6. Registered Nurse Faculty and LPN applicants will have the validity and currency of professional licenses verified on-line via the Massachusetts Board of Registration in Nursing website (See RN and CPR certification verification policy).

Prevention:
1. All students are required to complete a student information form at the start of each semester to ensure information is current including name, address, telephone number, cell phone number with cell service provider, and e-mail. This information is updated each semester in the student database system.

2. Student academic, financial and health records are maintained electronically on the vendor site. Access to student records is limited to those who require access in the performance of job responsibilities per the Student Record policy. Offices and files are locked when offices are not attended.

3. Access to the web-based programs are limited to administrators, faculty and staff whose job responsibilities require access. Access is further restricted by individual password protection.

4. The student management database is hosted at a secure off-site facility through a contracted service provider. Details of the database security protection are included in the vendor contract located in the office of the Director, Student and Alumni Services.

5. Student identification numbers are randomly assigned by the student management database system. Social security numbers are not used as identification numbers and are classified as non-directory student data.

6. Service providers involved in billing and collection of tuition and loans must have written security processes that comply with federal government requirements including the “Red Flag Rules.” The only information that is shared with service providers is information required to perform credit checks, perform address searches and properly bill and collect payments. Such student information includes student name, address, telephone numbers, social security number and date of birth.

7. Administrators, faculty and staff whose job responsibilities require access to student/employee records are trained in Family Educational Rights and Privacy Act (FERPA) and no student/employee information is provided to others without documented permission of the student unless compelled by law.

Mitigation:
1. Reports of suspected identity theft will be investigated by the Director, Student and Alumni Services to determine if there has been a security breach.

2. If a breach is detected, action will be taken to prevent further identity theft breaches. The targeted student/employee will be notified of the breach. Additional actions may be taken including disciplinary
actions and notification of the attempted fraud to law enforcement.

Illness, Injury, or Impairment
The intent of this policy is to minimize/control risks and to assist students who are ill, injured, or impaired.

ILLNESS/INJURY
Policy:
Students who become ill or injured in the classroom or clinical setting will report to the faculty responsible for the student to determine the appropriate course of action.

Procedure:
1. In the event of student accident/injury on the Medford campus
   a. The student is to report the illness/accident/injury to the faculty. In non-emergency situations, the student is directed to LMH Urgent Care or for illness, the student may choose to see their own primary care provider.
   b. In an emergency situation faculty member will call 911. The student or faculty must fill out an incident report on the online patient safety reporting system (RL6).

2. In the event of illness or injury at a clinical site, the ill/injured student, is directed per the policy of the agency to appropriate level of care. In acute/emergency situations, the policy of the agency is followed for accessing care urgently. Reporting of the event is to be completed per the agency policy. Associated medical and hospitalization charges not covered by insurance are the responsibility of the student.

During clinical learning experiences in the hospital(s), students are not employees, and thus, are not covered by Workman's Compensation. Accident/injury care expenses will be billed to student’s health insurance plan.

DRUG/ALCOHOL USE
Policy:
The Lawrence Memorial/Regis College Nursing Program (Program) is committed to maintaining an environment free of drugs and alcohol for all members of the Program community and is committed to meeting its obligations under the Drug-Free Schools and Communities Act Amendment of 1989 and Drug and Alcohol Abuse Prevention Regulations (1990). The Program’s policy is to assure a safe and efficient environment free from the effects of drug and/or alcohol abuse. All current and future students shall be given a copy of this drug and alcohol policy. Students may be asked to volunteer for drug screening if it is required by an assigned clinical agency.

Drug and alcohol use/abuse affects performance and the safety of employees, students and patients. The Program prohibits the unlawful manufacture, transfer, purchase, possession, or use of alcohol or any illegal drug by employees or other members of the Program community, whether on or off its premises, while working for or representing the Program. Students found in violation of this statement of a drug and alcohol-free workplace will be subject to judicial action up to and including dismissal.

It shall be a condition of enrollment that each person abide by the terms of this statement, and must, under federal law, notify the Program of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The Program will notify the federal contracting agency or granting agency within ten (10) days after receiving actual notice of a criminal drug statute conviction occurring in the clinical setting.

The Program may discipline the student up to and including dismissal.

Procedure
1. When a student is found to have a positive drug screen for illegal drugs, the student will be subject to the Judicial Process policy of the Nursing and Radiography Programs.
2. Confidential Program counseling services will be offered to the student.

3. When a student is suspected of being under the influence of alcohol and/or drugs
   a. The responsible faculty will assess the student in person to verify suspicion.
   b. If it is concluded that the student does not appear to be under the influence of alcohol or drugs and
      if the student is able to perform clinical duties, the student will return to his/her clinical
      responsibilities.
   c. If there is reasonable cause to believe that the student is under the influence of alcohol, drugs, or
      both or the student admits to being under the influence, the faculty should:
         i. On the Medford or Melrose campus: remove the student from the department, classroom, or
            unit and inform the student of their observations and concerns.
         ii. At non-Hallmark clinical sites: follow the substance abuse policies of the clinical facility.
         iii. The faculty should assist the student to obtain safe transportation home and initiate Judicial
             Process policy of the Nursing and Radiography Programs.

4. Alert Program administration about the situation.

Insufficient Course Enrollment
Courses with insufficient enrollment may not be offered. The Program will notify all affected students and will
guide them in seeking similar courses at other institutions.

Judicial Process
Policy: The faculty reserves the right to discipline with or without a judicial warning any student whose
conduct, pattern of tardiness/absenteeism, breach of academic integrity, or unsafe clinical practice may
make it inadvisable for the student to remain in the Program. All information related to the Judicial
Committee proceedings is strictly confidential.

Participation in an illegal act is grounds for immediate dismissal from the Program.

The ad hoc Judicial Committee will make decisions regarding status of a student in case of:

1. Illegal acts
2. Unsafe clinical practice (e.g., serious errors potentially affecting patients’ life or safety)
3. Breach of academic integrity (see Academic Integrity policy)
4. Inappropriate conduct (e.g., breach of patient confidentiality)
5. Pattern of tardiness or absenteeism

The membership of the Judicial Committee shall include:

1. Vice President for Education, Chairperson
2. Associate Director, Evenin Division
3. Director, Student and Alumni Services
4. Associate Director, Day Division
5. One uninvolved faculty member appointed by the Chairperson
6. In the event that one of the members initiates the judicial procedure, the Chairperson will appoint an
   alternate, uninvolved faculty member
7. In the event that one of the members is unable to attend the meeting of this Committee, the
   chairperson will appoint an alternate, uninvolved faculty member.

Procedure:
1. A faculty member who is involved in the issue requests the Vice President for Education to convene a
   meeting of the Committee.
2. The Committee must convene within a reasonable period of time after the request for a meeting has
   been initiated. However, if the student under consideration wishes more time prior to the meeting, the
student may petition, in writing, the Vice President for Education, who will try to establish mutually satisfactory arrangements.

3. The student will be notified of the charges and may be suspended by the Vice President for Education from class and/or clinical assignments until the Committee reaches a decision.

4. The student may have a non-participating support person/advisor present. Legal representation is not allowed.

5. The Vice President for Education will appoint a secretary to tape, record or keep minutes of the proceedings up to the time of committee deliberation. These records will be kept by the Vice President for Education. Confidentiality of the records will be maintained by following the same procedure used by the Grievance Committee.

6. Both the person initiating the judicial proceedings and the student involved will present their side of the case in each other’s presence to the Committee. The Committee may question both parties after they have presented their case. The student may question or comment to the person(s) making the allegations. Neither party may be present during deliberation of the Committee.

7. There will be a formal motion and a vote taken -- the votes, pro and con, to be recorded. All members will be required to be present and a concurrence of at least four (4) pro votes are necessary for whatever decision the Committee deems appropriate, up to and including dismissal.

8. The student will be verbally informed of the decision of the Committee and counseled by the Vice President for Education.

9. Written notification will be sent to the student.

10. If dismissed, an Exit Summary will be completed by the Course Coordinator and include the reason for dismissal.

Judicial Warning
Policy: Students are placed on judicial warning when professional conduct in class or clinical, breach of academic integrity, pattern of tardiness/absenteeism in clinical, or unsafe clinical practice may make it inadvisable for the student to remain in the Program. Absences occurring due to a verified health problem are addressed in the policy, Student Health.

If the behavior for which the student was placed on judicial warning continues, any faculty may request to convene a meeting of the ad hoc Judicial Committee.

Procedure:
1. The faculty member, intending to place a student on judicial warning, will confer with the immediate supervisor and Associate Director prior to issuing the judicial warning.

2. The Vice President for Education will be informed and sign all judicial warnings before they are issued.

3. The faculty member has a conference with the student who is being placed on judicial warning. Both faculty member and student sign the warning. This copy is retained in the student record in the Registrar’s office.

4. Electronic copies of the Judicial Warning and are distributed as follows:
   1 copy to the student
   1 copy to the Vice President for Education
   1 copy to the appropriate Associate Director
   1 copy to the appropriate Course Coordinator
   1 copy to the student’s Faculty Advisor
1 copy to the Director, Student and Alumni Services

5. Judicial Warning notices are removed from a student’s record when the student successfully completes the program.

**Leave of Absence (LOA)**

**Policy:**

**Voluntary LOA**
A student may be granted a leave(s) of absence for a period(s) not to exceed one year in total. Students may be allowed two leaves of absence (each for one semester) or one leave of absence for one year. Students directly admitted to non-nursing courses must complete the curriculum within four and a half years. Students directly admitted to nursing courses must complete the curriculum within three years.

**Involuntary LOA**
- A student who is not enrolled in any course in the curriculum at Regis College is automatically placed on a leave of absence for the semester.
- A student who withdraws from a nursing course and is not enrolled in any other course in the curriculum is automatically placed on leave of absence.
- A student on Academic Probation who shows no improvement and GPA remains below 2.0 by the end of the next semester will be required to take a leave of absence (see Academic Probation policy).
- The Judicial Committee may also require a student to take a leave of absence.

A student who takes or is placed on a leave of absence and is failing theory or on clinical warning in a nursing course at the time the leave is granted will have the course counted as a failure.

A student on a leave of absence must confirm in writing his/her intent to return by the date stipulated in the written message or letter granting the leave. A student who does not respond by the stipulated date may be administratively withdrawn from the Program.

A student returning from a leave of absence who has successfully completed or exempted out of any nursing course(s), may be required to validate previous nursing knowledge (see Validation Testing policy).

A Background check is required prior to returning from a leave of absence. The cost for the background check will be billed to the student.

A student returning from a leave of absence due to health issues or hospitalization must receive clearance from their health care provider and submit documentation to the Vice President for Education prior to returning from the leave of absence.

**Procedure:**

1. A Leave of Absence Request Form is available from the Registrar.

2. Student must complete Leave Of Absence Request form and submit to Registrar.

3. Registrar contacts appropriate course coordinator to determine the following information: Last date of class/clinical attendance; student’s academic standing at time of Leave (passing or failing).

4. Registrar updates SONIS system to reflect student’s Leave of Absence request; start and estimated end of leave; posts grade as WP or WF.

5. Registrar notifies the following Student Services coordinators via the SONIS system activities feed, of the student’s grade at time of LOA request, whether leave is a 1st/2nd leave, date of request and
determination of final date of actual attendance: Financial Aid Administrator, Bursar, Admissions & Progression Chair, and Admissions Coordinator.

6. Financial Aid Administrator will calculate the regulatory “Return to Title IV” (R2T4) and return funds to the federal programs as required. Loan counseling will be conducted as appropriate.

7. Bursar will send bill for any remaining balance after R2T4 calculation has occurred.

8. Leave of Absence requests are reviewed by the Admission and Progression Committee and are tracked on an individual basis.

9. The student will be notified in writing of the Admission and Progression Committee review and the college’s approval of the LOA.

10. The student must confirm in writing, to the Registrar, by the date stipulated in the written message or letter granting the leave that he/she intends to return to the Program. Failure to respond in writing regarding return date or failure to comply with a requested background check may result in administrative withdrawal from the Program.

11. A student planning to return from a leave of absence who needs validation testing must contact the Registrar to arrange testing (written and clinical evaluation) well in advance of the anticipated return date. All testing must be completed by the dates stipulated in the Validation Testing policy.

12. In the event that a student does not return at the time stipulated by the Admission and Progression Committee, the student may be administratively withdrawn from the Program.

LIBRARY OVERDUE MATERIALS

Policy:
As borrowers, students are responsible for the safekeeping and timely return of all library materials signed out to them. If borrowed materials are not returned to the Fahey Health Sciences Library by the date due, overdue notices will be sent as reminders that the material is due back to the library and prompt return of the material is expected.

Procedure:

1. Notices of overdue materials are distributed by library staff to students on a regular basis.

2. Outstanding materials are to be returned upon receipt of the overdue notice.

3. If a third notice has to be sent it will be assumed after this that the material has been lost and a notice of replacement, including the cost, will be issued to the student.

4. Prompt payment is expected from the student so that a replacement copy can be purchased and processed back into the collection in a timely manner.

5. If after the replacement notice has been sent the student fails to either return the outstanding material or pay for its replacement, the cost of the item will be added to the student’s bill in the current semester.

6. Until such time as the material itself has been returned or payment for its replacement has been received by the Information Specialist, no other library materials will be signed out to the student.
**Medication Dosage Calculation Requirements throughout the Curriculum**

**Policy:**
1. Students are expected to achieve, maintain and demonstrate a consistent pattern of accuracy in dosage calculation throughout the curriculum.

2. Students must pass medication dosage calculation examinations with a grade of 90% or better. This grade is not calculated as part of the theory grade. Students exhibiting a pattern of difficulty in medication dosage calculation will be referred for remediation.

3. Medication dosage calculation examinations will be given:
   a. At the completion of the pharmacology/medication dosage calculation content in NU 101
   b. At the beginning of each nursing course, starting with NU 102

4. Students may repeat alternate medication dosage calculation examination(s) until a grade of 90% or better is achieved. Students may not administer medications in any course until the requisite medication dosage calculation examination is passed. Academic warning and/or course failure will result if a student does not demonstrate a pattern of safe medication administration behaviors.

**Medication: Student Administration of Intravenous Solutions and Intravenous Medications**

**Policy:** IV solutions/medications are to be administered according to the policies and procedures of the Program and each clinical agency. Students may not accept a verbal or telephone order for any IV solution/medication. The role of the student in the nursing care of the individual with IV therapy is as follows:

**NU 101** - The student is not responsible for IV solutions/medications.

**NU 102, 201 and 202** - The student is responsible for the assessment and maintenance of the IV infusion in progress and may administer selected IV medications, hang IV solutions, change IV lines and flush Intermittent Venous Access Devices (IVAD) under the direct supervision of faculty in accordance with agency policy.

**Preparation**
The student is expected to be familiar with the purpose, action, dosage/rate, possible interactions, side effects, compatibilities, and nursing considerations prior to administration of a prescribed IV solution/medication. All IV solutions/medication preparation for administration must be done under the direct supervision of nursing faculty or the clinical teacher, Dedicated Education Unit (DEU). Students must correctly calculate divided doses of medication.

**Supervision of the Preparation and Administration**
The administration of IV solutions/medications to the patient must be done under the direct supervision of nursing faculty or clinical teacher (DEU).

Students and faculty or clinical teacher (DEU) administer medication according to agency policies and procedures. Safe administration of IV solutions/medications is a clinical requirement of the NU 102, 201 and 202 nursing courses. Inability to do so will result in a student being placed on academic or judicial warning and/or being brought before the Judicial Committee.

A student may not administer an IV solution/medication when the medication renewal time has expired, the patient does not have proper identification (according to agency protocol) or the solution/medication was prepared by another person. The only exception to this is IV solutions/medications prepared and labeled by the pharmacy staff.

**Documentation**
Faculty or clinical teacher (DEU) will review and scan/co-sign all IV solutions/medications administered by students according to agency protocol.

If an IV solution/medication variance is noted, faculty and when possible, the student must notify appropriate agency representative(s) regarding a variance report.

**Procedure:**
1. The student should verify each IV solution/medication to be administered with the physician’s order prior to administration time along with the rate of flow prescribed.
2. The student should assess necessary baseline parameters prior to administration, e.g., lab values including IV drug levels, vital signs, time of last administered dose, urine output, allergies, etc.
3. IV solutions/medications will be given according to the “Six Rights” for administration of medications:
   - Right Drug
   - Right Dose
   - Right Route
   - Right Patient
   - Right Time
   - Right Documentation
4. IV solutions/medications should be prepared, scanned and administered to one patient at a time under the direct supervision of faculty or clinical teacher (DEU).
5. All IV solutions/medications are to be prepared and administered under the direct supervision of faculty or clinical teacher (DEU).
6. Patient identification should be confirmed using at least two identifiers according to agency policy prior to the administration of IV solutions/medications.
7. The patency of the IV line and site should be assessed prior to and during the administration of the IV solution/medication.
8. All IV solutions/medications should be labeled according to agency protocol.
9. The student will verbally review IV medications with the patient before administration, when appropriate.
10. The patient will be observed regularly to determine response/side effects to IV therapy and IV medications.
11. Students and faculty or clinical teacher (DEU) will scan/document IV solutions/medications and will document on intake and output record according to agency protocol.

**Medication: Student Administration of Non-Intravenous Medications**

**Policy:** Medications are to be administered according to the policies and procedures of the Program and each clinical agency. Students may not accept a verbal or telephone order for any medication.

**Preparation**
The student is expected to be familiar with the purpose, action, dosage, possible interactions, side effects, and nursing considerations prior to administration of a prescribed medication. All medication preparation for administration must be done under the direct supervision of nursing faculty or the clinical teacher, Dedicated Education Unit (DEU). Students must correctly calculate divided doses of medication.
**Supervision of Administration**

The administration of medications to the patient is at the discretion of faculty; however, all medication administration of controlled substances and all parenteral medication requires *direct* faculty or clinical teacher (DEU) supervision.

Students and faculty or clinical teacher (DEU) administer medication according to agency policies and procedures. Administering medications safely is a clinical requirement of all nursing courses. Inability to do so will result in a student being placed on academic or judicial warning and/or convening a judicial hearing.

A student may not administer medication when the medication renewal time has expired, the patient does not have two identifiers (according to agency policy) or the medication was prepared by another person. Exceptions to this include medications prepared and labeled by the pharmacy staff or reconstituted multiple dose vials that are labeled with the name of the medication, patient, concentration of solution and diluent, date and time mixed, date of expiration and the name of the person who prepared the solution.

**Documentation**

Faculty or clinical teacher (DEU) will review and scan/co-sign all medications administered by students according to agency policy. If a medication variance is noted, faculty and when possible, the student must notify appropriate agency representative(s) regarding a variance report.

**Procedure**

1. The student should verify each medication to be administered with the physician’s order prior to administration time.

2. The student should assess necessary baseline parameters prior to administration, e.g., lab values, vital signs, time of last administered dose, allergies, etc.

3. Medication will be given according to the “Six Rights” for administration of medications:
   * Right Drug
   * Right Dose
   * Right Route
   * Right Patient
   * Right Time
   * Right Documentation

4. Medications should be prepared, scanned and administered to one patient at a time under the direct supervision of faculty or clinical teacher (DEU).

5. All medications are to remain in original packaging until scanned into medication administration system.

6. Patient identification should be confirmed using at least two identifiers according to agency policy prior to the administration of medications.

7. The student should verbally review all medications with the patient before administering, when appropriate.

8. The student must observe the patient take the medication. Medications may not be left at the bedside.

9. If the patient does not take the medication the student should follow agency policy regarding disposition of the unused medication.

10. Students and faculty or clinical teacher (DEU) should scan/document medications according to agency policy.
Medication Administration Guidelines for Barcode Scanning (Addendum to Medication Policy)
The following guidelines represent a procedure for safe medication administration using barcode scanning technology. The order of the steps may vary according to the medication administration technology available at the agency.

1. Make any pre-administration assessments
2. Verify medication to be administered with the provider's order
3. Verify any history of allergies.
4. Wash hands.
5. Obtain medication record from electronic medication administration system.
6. **Identify medication to be given and remove it from the medication administration system, checking each medication with the system as it is removed. Follow the Six Rights (first check).**
7. Check expiration date on each medication.
8. **Compare each medication to the medication administration system. Follow the Six Rights (second check).**
9. At patient’s bedside, identify patient according to agency protocol and scan patient’s armband barcode.
10. **Scan each medication and verify each with the medication administration system. Follow the Six Rights (third check).**
11. Assist patient to proper position for medication administration.
12. Explain name, purpose and action of each medication to be given.
13. Administer medication. Stay with patient until all meds are taken.
14. After administration assist patient to a position of comfort.
15. Assess patient’s response to medication(s) within the appropriate amount of time.

**PLEASE NOTE:** The bold items represent the principle of three (3) safety checks of each medication.

Mobile Device Usage
**Policy:** All enrolled students are required to have a mobile device (PDA/Smartphone) prior to beginning nursing courses. Specific software must be purchased from the Program’s selected vendor (as specified in individual nursing courses). Therefore, student mobile devices must be compatible with our selected vendors for required software. Specific vendor information is sent to students prior to the start of the first nursing course with details for ordering.

Students are responsible for the repair or replacement of their mobile device (PDA/Smartphone) if it is non-operational, lost, or stolen.

**Classroom Usage**
No electronics are allowed during any exams. Students may not be able to see/hear/feel these devices during exams [devices are to be left in purses/backpacks, no devices on any person]. If faculty allow a calculator for an exam, the calculator will be provided by the Program.

**Clinical Usage**
Mobile devices are to be used in the clinical areas, and for lab activities and classroom exercises as directed by faculty. Use of portable electronic devices in clinical is regulated by the clinical agencies, local, state and federal regulations and laws. All students are fully responsible for following all regulation of the Health Insurance Portability and Accountability Act (HIPAA) guidelines and when using their mobile device in clinical or other settings.

No patient data with Personal Health Identifiers (PHI) may be collected on their mobile device. Additionally, students will use a password to protect access to information on their mobile device. Infection control precautions must be maintained when using mobile devices in patient care areas. Students must adhere to professional standards for all communication including maintaining confidentiality, proper conduct for communication and communicating appropriate material.
Mobile device telephone and camera functions must be turned off during clinical and lab sessions by placing devices in “Airplane” mode [see below for instructions to place phones in “Airplane” mode]. Students are fully responsible to ensure that they adhere to all regulations at all times whether at school, at clinical, on break, or anywhere else. Use of mobile device is prohibited in patient rooms.

With the exception of specified course-required activities, sending or receiving text or other messages on the mobile device during class, clinical, or lab is not permitted. Using the internet for personal, non-school-related functions is strictly prohibited. Inappropriate mobile device use or violation of HIPAA guidelines may be cause for termination from the Program.

Using Airplane Mode – [iPhone]
A. Go to “Settings”
B. Tap “Airplane mode” ON
C. Tap “WiFi” ON
D. Students will not be able to receive phone calls/text messages online. Students will be able to get online clinical application.
E. If students need to give a number to family members for contact, give the facility number provided in the syllabus.

Handheld Device Hygiene
A. Wash hands before using handheld device.
B. Avoid using device with contaminated gloves; plan ahead for procedures.
C. Wipe down handheld device using solution ONLY recommended by manufacturer.
D. Avoid areas that can possible contaminate device, e.g., laying device on bedside table or patient bed.
E. Avoid, if possible, taking device into isolation rooms. Help minimize transmission of organisms by placing device in sealed Ziplock lab specimen bag or leaving device with instructor outside of isolation room.
F. Think before using in clinical setting. Remember handheld device will be brought home and used with family and friends.

Nursing Honors
Policy: A student who receives a grade of 3.5 or higher in any clinical nursing course is eligible for nursing honors. Nursing honors are noted on student’s transcript for the semester in which the student qualified. Students receiving nursing honors are recognized at Award Ceremonies.

Procedure:
1. Registrar insures that transcript notes “Nursing Honors” after each semester in which a student receives a grade of 3.5 or higher in a clinical nursing course.
2. Registrar notifies Vice President for Education of students who qualify for nursing honors after receiving nursing course grades from nursing Course Coordinators.
3. Vice President for Education invites each qualifying student to the Honor & Awards Ceremony held the semester following student(s) attainment of honors in a clinical nursing course.
Personal References

Policy: References for students and graduates are prepared using the program reference form or a letter. A form supplied by an agency (school, workplace, etc.) may also be used.

Procedure:
1. A student or graduate submits a written request to faculty or staff to prepare a reference.
2. If confidential, the student or graduate must sign a written release for the reference to be sent, indicating the name and address of the recipient. Students must submit a stamped, addressed envelope with each confidential request.
3. If not confidential, one copy should be given to the student or graduate, which may be duplicated.
4. The faculty or staff preparing the reference should retain a copy of the reference and the release in their personal files.

Prerequisites/Corequisites in the Curriculum

Policy: Prerequisites must be successfully completed before enrolling in the requisite courses. Corequisites must be taken concurrently with requisite courses, if not successfully completed in advance. All courses must be completed prior to graduation.

<table>
<thead>
<tr>
<th>Requisite Course &amp; No.</th>
<th>Prerequisite Course &amp; No.</th>
<th>Corequisite Course &amp; No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 105 Anatomy &amp; Physiology I</td>
<td>None</td>
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<tr>
<td>BI 108 General Microbiology</td>
<td>None</td>
<td></td>
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<tr>
<td>NU 101 Foundations of Nursing Practice</td>
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<td>BI 105 A&amp;P I</td>
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<td></td>
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<td>BI 108 Micro</td>
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<tr>
<td>BI 106 Anatomy &amp; Physiology II</td>
<td>BI 105</td>
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<tr>
<td>PS 233 Introduction to Human Development</td>
<td>None</td>
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<tr>
<td>NU 102 Adult Nursing Practice</td>
<td>NU 101</td>
<td>BI 106 A&amp;P II</td>
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<td></td>
<td>BI 105 A&amp;P I</td>
<td>PS 233 Human Develop</td>
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<tr>
<td></td>
<td>BI 108 Micro</td>
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<tr>
<td>+NU 404 Concepts &amp; Challenges for Professional Practice</td>
<td>NU 101</td>
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<td></td>
<td>NU 102</td>
<td></td>
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<tr>
<td>++ID 304 Exploring Ethics</td>
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<tr>
<td>NU 201 Family-Focused Nursing Practice</td>
<td>NU 101</td>
<td>ID 304 Exploring Ethics</td>
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<td>NU 102</td>
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<td>PS 233 Human Develop</td>
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<td>Requisite Course &amp; No.</td>
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<td>Corequisite Course &amp; No.</td>
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<tr>
<td>NU 202 Comprehensive Nursing Practice</td>
<td>NU 101</td>
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<td>NU 102</td>
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<td>NU 201</td>
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<td>ID 304 Exploring Ethics</td>
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<td>*SO 201 Introduction to Sociology</td>
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<td>*EN 105 Writing Seminar</td>
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<td>*EN 106 Critical Reading, Thinking &amp; Writing</td>
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<tr>
<td>*MA 210 Statistics</td>
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</tbody>
</table>

Note: 
+NU 404 may be taken at anytime after the completion of the NU 102 nursing course. 
++ID 304 must be taken prior to or concurrent with NU 201. 
*SO 201, *EN 105, *EN 106 and *MA 210 may be taken at any time prior to graduation.

Program Exit Policy:
A Final Summary is written on every student who graduates from the Program. An Exit Summary is written on any student who is withdrawn or dismissed from the Program. These summaries remain in the student’s academic record ad infinitum.

To exit the Program, all student obligations must have been met including the return of all library books; receipt of all required transcripts; all financial obligations are met; financial aid exit interview completed and student ID badge returned. Failure to complete all required obligations will result in a hold on transcripts until all requirements are met. In addition, for all graduating students, a hold will be placed on obtaining the required signature of the Vice President for Education or other required documentation for the NCLEX-RN application. Graduating students must also have completed an approved NCLEX-RN review course and all standardized testing. Additional requirements for graduating students are in the Academic Standards policy.

Procedure: Graduating Students
1. Student clearance information will be posted and dated on the shared drive (Program Exit tracking document) by the Bursar, Financial Aid Administrator, Librarian, Registrar, and NU 202 Course Coordinator after each student has completed the respective graduation requirements.

2. After completion of the NCLEX-RN Review course, each student submits documentation of review course completion to the appropriate NU 202 Course Coordinator.

3. Student ID badges will be collected by the Administrative Assistant for the Vice President for Education who will review posted clearances. If not yet cleared by the Bursar, Financial Aid Administrator, Librarian, Registrar, and NU 202 Course Coordinator, the student will be informed to see the appropriate person to be cleared.
4. The completed application to take the NCLEX-RN examination is submitted to the Administrative Assistant for the Vice President for Education.

5. The Administrative Assistant for the Vice President for Education reviews the on-line Program Exit tracking document to confirm all graduation requirements have been met.

6. Student receives NCLEX-RN application form signed by the Vice President for Education or other required documentation from the Administrative Assistant and submits the completed application with required photographs and fee to register for NCLEX-RN examination.

**Procedure: Withdrawn/Dismissed Students**

1. A student wishing to withdraw from the Program must submit a written request including the reason to the Registrar (e-mail acceptable).

2. If a student is dismissed from the Program, the Vice President for Education as chairperson, ad hoc Judicial Committee, will notify the Director, Student and Alumni Services.

3. The Registrar notifies the student's Course Coordinator, Bursar, Financial Aid Administrator and the Chair of the Admission and Progression Committee of the withdrawal or dismissal.

4. The Director of Student and Alumni Services obtains required signatures designated on the Program Exit Form to document that all obligations including bills paid, financial aid exit interview completed (if applicable), library books returned and student ID returned. This form is returned to the Registrar.

5. The student’s Course Coordinator completes an Exit Summary Form at the request of the Director, Student and Alumni Services. The Exit Summary Form is signed by the Course Coordinator, the Director, Student and Alumni Services, and later, by the student. The Director, Student and Alumni Services writes the Exit Summary for those students who have only taken non-nursing courses and no Course Coordinator signature is required.

6. The Exit Summary Form is given or mailed to the student for signature. A copy of the Exit Summary Form is retained in the student’s file until the original signed summary is returned.

7. The Exit Summary Form remains as part of the student's record ad infinitum.

8. Within three (3) months of a student’s withdrawal from the Program, an e-mail will be sent requesting completion of the on-line Student Attrition Tool to determine reasons for leaving and suggestions for program improvement.

**READMISSION OF STUDENTS to Lawrence Memorial/Regis College School of Nursing**

**Policy:**
Readmission policies are designed to encourage the reenrollment of academically qualified students. The applicant will be readmitted if, after review by the Admission and Progression Committee, and the Vice President for Education, there is a belief that the applicant has a reasonable expectation of successful completion of the Program.

Students who leave the program due to two (2) academic failures will not be considered for readmission for at least one (1) semester and must provide explanation for previous failures with evidence of effective interventions for change.
Prior to re-enrollment, a student who has successfully completed or exempted out of any clinical nursing course(s) will be required to validate previous nursing knowledge (see Validation Testing policy). All nursing courses completed more than 15 months prior to reapplying must be repeated.

A student will be re-enrolled upon successful completion of written and clinical validation testing and space availability. A readmitted student who had any past course failures within the prior LM/RC enrollment will be considered to have had one course failure upon re-admission. Another failure after readmission will be cause for withdrawal from the program for academic failure. No student will be readmitted more than once.

For a re-admitted student class attendance is mandatory in all nursing courses.

Procedure:

1. Applicants for readmission must submit a new application, including references and application fee as well as a written explanation for previous failure(s) with evidence of effective interventions for change.

2. If the applicant attended a nursing course, one group faculty reference is required from the current, most recent, nursing course.

3. The Admissions and Progression Committee will decide to either recommend for/or against readmission or to have the student come before the Committee for further evaluation.

4. The Admission and Progression Committee will present the application and the Committee’s recommendation to the Vice President of Education for action. The Vice President of Education will make the final decision on readmission.

5. Each applicant will be notified in writing by the chair of the Admission and Progression Committee of the decision of the Vice President of Education.

6. An applicant who is readmitted must contact the Registrar to arrange validation testing well before established deadline dates. Placement in the Program will be based on the applicant’s results on validation testing (see Validation Testing policy) and on space availability.

7. A readmitted student is required to submit a non-refundable $500 readmission deposit fee to reserve a place in the class. The fee is credited towards tuition upon enrollment.

Returned Check

Policy:
The return of a check (electronic or paper) issued to Lawrence Memorial/Regis College will result in a $25.00 returned check fee being placed on the account of the student on whose behalf the check was presented for each returned check, no matter the reason.

Each account will be allowed two (2) returned checks after which payment by check will not be accepted. This includes returned electronic payments. Written notification on how to resolve the returned check will be sent to the person whose account was affected. A hold will be placed on the
account affected until the returned check has been redeemed.

**Important Note:** A returned check may automatically result in a hold on the account affected, which may preclude participation in any or all of the following activities: further check writing privileges, class registration, receipt of grades, issuing transcripts and/or diplomas.

**Returned Check Payment Methods**

7. **Cash.** Pay in person at the Bursar’s Office. Obtain a cash receipt for your records. DO NOT MAIL CASH.

8. **Certified Funds.** Make cashier’s check, money order, or other certified funds payable to Lawrence Memorial/Regis College. Include your name, current address and phone number on the face of the check.

9. Deliver in person or mail certified funds to:

   Lawrence Memorial/Regis College  
   Attn: Bursar’s Office  
   170 Governors Avenue  
   Medford, MA 02155

**Simulation Models, Human**

**Policy:** Full body, adult or pediatric manikins allow the simulation of basic and advanced life support skills. They are available for all faculty and students at the Lawrence Memorial/Regis College Nursing Program and the Hallmark Health Nursing Education Department. Anyone who operates simulation manikins must follow the “Guidelines for Use of Simulation”. Instruction and guidance in the use of this equipment is under the auspices of the Nursing Laboratories & Clinical Placement Coordinator and/or designee(s) with an approved level of training.

**Social Media Usage by Students**

**Policy:** Students have a responsibility to understand the benefits and consequences of participating in social media. As health care providers, students must exercise good judgment and the highest degree of professionalism and confidentiality concerning patient, organization and colleague information in all on-line communication.

Students contribute to the global image of their profession and represent the profession through intended and unintended outcomes of social media usage. Photographs, videos and any other digital media should demonstrate professionalism and be consistent with the mission and values of Lawrence Memorial/Regis College.

Students carry the responsibility of adhering to privacy and confidentiality standards. They should be familiar with the Health Insurance Portability and Accountability Act (HIPAA), which protects patient privacy by establishing how individually identifiable information may be used, including any information relating to the physical or mental health of an individual, or any information that may be used to identify an individual. Inadvertently or intentionally breaching patient confidentiality/privacy can occur through a variety of situations and circumstances. Students breach confidentiality or privacy by posting information through social media tools, such as: commenting on someone else’s post that displays any information that may identify a patient; referring to patients or their care; or posting videos or photos of patients or anything that may identify a patient.
Students have a responsibility to promptly report an identified breach of confidentiality or privacy to school administration, faculty, or staff. Failure to adhere to the Social Media policy may result in judiciary action.

Definitions
Social media is defined as web-based and mobile platforms for user generated content that create interactive and highly accessible, and often public, dialogues.

Types of Social Media
Social media platforms may include, but are not limited to, the following:
- Blogging – Blogger, LiveJournal, Xanga
- Microblogging – Dailybooth, Foursquare, Google Buzz, Posterous, Tumblr, Twitter
- Postcasting – Blubrry
- Social networking – Bebo, Facebook, Google+, LinkedIn, MySpace, Orkut
- Social news sharing – Digg, Reddit
- Social bookmarking/social tagging – Delicious, Diigo, Google Reader, StumbleUpon
- Video hosting – Vimeo, YouTube

Guidelines
- Students should be cognizant of the potential impact of each post made, with the understanding that patients, classmates, instructors, employers, and other personal or professional contacts may view an individual's online activity as a reflection of the individual's career as well as the health care profession in general.
- Students should stay informed about the privacy settings of the social media sites they utilize, as privacy settings often change.
- Students who utilize social networking sites should actively maintain an awareness of how their professionalism may be affected by friends' and peers' usage of the same sites.
- Students should maintain a separation of their personal lives from their professional lives.
- Students should not share, post, or otherwise disseminate any information, that can identify a patient, or in any way violate a patient's rights or privacy. Limiting access through privacy settings is not sufficient to ensure privacy of patients.
- Students should never refer to anyone in a disparaging manner, even if the person cannot be identified with the information stated.
- Students should not make threatening, harassing, sexually explicit, or derogatory statements regarding any person’s race, ethnicity, gender, age, citizenship, national origin, sexual orientation, disability, religious beliefs, political views, or educational choices.
- Students should not make disparaging remarks about Regis College, LM/RC, or any health system including students, faculty, staff, administrators and health system employees.
- Students should not post content or otherwise speak on behalf of Regis College, LM/RC, or any health system unless authorized to do so.

Adapted from: National Student Nurses’ Association, Inc., Recommendations for: Social Media Usage and Maintaining Privacy, Confidentiality and Professionalism
Standardized Testing Program

Policy:
All students will participate in standardized testing selected and provided by the nursing program. All mandatory standardized tests must be completed prior to graduation from the program.

Procedure:

1. Standardized Test(s) will be administered using a secured, proctored environment.

2. Students may take “practice” unsecured tests via the internet site.

3. Students are encouraged to remediate in order to direct their learning (See Standardized Examination Testing and Remediation Schedule and Standardized Program Guidelines).
   a. Use of the “Focused Review Tools” is suggested in all courses. Some courses may require students to hand in their “transcript”, which shows the total composite time spent reviewing as proof.

4. Faculty and students may access results of the test(s) via the internet site provided by the testing company.

Standardized Testing Program (Assessment Technologies, Inc.- ATI) Guidelines

During the nursing program curriculum, students will be using a standardized testing package. By student’s participation in this testing service, students will be able to measure their achievement levels against national norms that have been researched by the company. The complete package includes: (1) a combination of proctored, secured “web” examinations, (2) “unsecured, web tests” for practice, (3) review module booklets for each student.

Students will need to go on line to the ATI web site: www.atitesting.com, register and create a password. The first of the assessments/examinations may be taken online: the “Self-Assessment Inventory” to determine students learning style. Students will also see an indicator for the Nurse Logic program which will assist students with critical thinking and problem-solving skills while learning how to be comfortable with test questions.

During the last month of NU 101, students will take one proctored test: Fundamentals of Nursing. During the last month of 102, students will take one proctored test: Medical-Surgical Nursing. When students complete NU 201, the two proctored examinations students will take are: Nursing of Children and Maternal/Newborn Nursing. In the last nursing course, NU 202, students will take Leadership half way through the course and two Comprehensive RN Predictor exams; one near the beginning and one near the end of the course. One other optional test is recommended: Mental Health Nursing. There are also optional “online”, unsecured tests that we recommend students take. Students may access these unsecured tests as many times as students wish for practice. The course coordinator can provide the test ID needed to access all unsecured exams.

Some advantages of the ATI testing package include extensive analysis and feedback about student’s achievement levels in content areas. Also, students can access test results through the company’s internet site immediately after the tests are taken. Books that are focused on the content of the exam are supplied and can be used to study prior to exams.

It is important to recognize that the primary purpose of the secured testing in NU 101 and NU 102 is to help direct students’ learning. Some of the material on the exams may not have yet been covered in class. Students are asked to answer each question to the best of their ability and use the individualized...
focus review to study. As outlined by the course overview for NU 101 and NU 102, students who remediate using the “focus review tool” on the ATI website, regardless of their initial achieved score, will not be graded below a 80%.

The purpose of grading in NU 201 and 202 is to evaluate knowledge retention and readiness for NCLEX. Students are encouraged to use the “focus review tool” supplied as part of each secured test to increase their knowledge. Scores are outlined in the Standardized Testing Policy and the course overviews.

Also, the “online” practice tests with rationales for correct answers will assist students in preparation for the NCLEX-RN examination. The proctored, secured examinations will be given as an entire class (see the course syllabus for dates) as “scheduled testing”.

Participation in secured standardized testing is a MANDATORY expectation. Also, we strongly encourage students to take all of the “optional online” tests and use the “focus review” tools. Please share the results and concerns regarding testing with the nursing course coordinator. ALL SECURED TESTING must be completed by specified deadline dates and prior to graduation from the Program.

Student Records
This policy is in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended in 2001. This is also identified as Public Law 93-380 and 107-56; DCL April 12, 2002. This policy is also in compliance with the Health Information Privacy and Accountability Act (HIPAA) of 1996 which is Public Law 45CFR Part 160, Part 162 and Part 164.

Policy:
All records are maintained under the supervision of the Vice President for Education. Records are confidential and are only accessible to those persons noted in this policy. The Program only discloses personally identifiable information from a student’s record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Education Record:
Information is not released without a signed authorization from the student. Authorization must include the record(s) that may be disclosed, the purpose of the disclosure and the party or class of parties to whom the disclosure may be made. Information released to prospective employers or educational institutions may include academic achievement and evaluation of clinical performance. No materials will be sent unless all financial obligations have been met.

Rights accorded to parents of students are transferred to a student who is 18 years of age, or is attending an institution of post-secondary education, therefore, permission or consent is required of the student only to have access to records or to release information. If requested by a parent or eligible student, the Program must provide him or her with a copy of the records disclosed and if the parent of the student who is NOT an eligible student, so requests, the Program must provide the student with a copy of the record disclosed. The written consent may include a record and signature in electronic form that identifies and authenticates a particular person as the source of the electronic consent and the person’s approval of the information contained in the consent.

All students have a right to inspect their own academic records within 45 days of a written request and to challenge them.

Directory information including student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance may be disclosed without specific consent unless the student, or parents (for minor children), has requested that such information not be disclosed.

Declination of disclosure of directory information must be made each year. In an emergency in which there is an immediate threat to the health or safety of the student or others, personally identifiable information from a student’s record may be disclosed to appropriate individuals.
A record is maintained in the student’s file listing to whom personally identifiable information was disclosed and the legitimate interest the parties had in obtaining the information (does not apply to program officials with a legitimate educational interest or to directory information).

Health Record:
Students’ health records are confidential and maintained on the Certified Background secure website. They are accessible to the Director, Student and Alumni Services and the Vice President for Education. Copies of student health records for students covered by the college health insurance plan are maintained in the student health office, Weston campus. Pertinent health problems may be discussed when necessary, with the Vice President for Education. Immunization status information is available electronically to Nursing Course Coordinators and may be shared as required with affiliating agencies. The Program follows the requirements for privacy of health records according to HIPAA.

If an educational accommodation record is used to make a decision in regard to a student’s education program, this record may be construed to be an education record. The normal FERPA provisions for safeguarding the record apply.

Financial Record:
The financial records are confidential and are in the office of the Financial Aid Administrator. They are accessible to the Vice President for Education; Director, Student and Alumni Services; Financial Aid Administrator; Bursar; Student Services Secretary; Financial Aid Clerk; and federal government and internal auditors.

Criminal Background Check Information:
Criminal Background Check records are maintained in the office of the Vice President for Education. They are accessible to the Vice President for Education and the Student and Alumni Services Director, all of whom must be authorized.

The following information is maintained in the students’ records at various times during the admission process and during enrollment/graduate status:

A. Education Record
   Discarded when student enters program
   1. References
   2. Interview form
   3. Miscellaneous informal communication with prospective applicant

   Discarded when student successfully completes program*
   1. Application for Admission
   2. Acceptance letter
   3. Status letters (LOA, Change of Division, etc)
   4. Exemption Notices
   5. Clinical Evaluation Summaries
   6. Academic Warning Notices
   7. Judicial Warning Notices
   8. Academic Probation Notices

   *For students who leave the Program prior to graduation, these items may be discarded after four years.

   Retained ad infinitum
   1. Official complete high school transcript or GED
   2. Official complete post-secondary transcript(s), if applicable
   3. Official English language proficiency score, if applicable
   4. Final official transcript
   5. Final Summary or Exit Summary
   6. Individual Education Plan, if applicable
B. Health Record -- returned to student when student completes or leaves the Program.

C. Financial Record -- retained at least four years

D. Counseling Records -- discarded when the student completes/leaves the program

E. Criminal Background Check Information -- discarded three (3) years after student completes/leaves the Program

Procedure for Transcript Request:
1. Transcripts must be requested in writing and addressed to the Registrar, Medford campus. A Transcript Request Form may be downloaded from the Program’s website; additional forms are available in the Registrar’s office.
2. Transcript requests must be accompanied by the fee established by the college.

Procedure for Record Review:
1. A student wishing to review his/her record(s) writes to the Vice President for Education and identifies the specific record for review.
2. The Vice President for Education will review the request and make arrangements for the student to have access to the requested record within 45 days of receipt of the written request.
3. The student will be notified of the time and place where the record(s) may be reviewed.

Procedure for Record Amendment:
1. A student wishing to have a record amended must write to the Vice President for Education and clearly identify what part of the record they want changed and specify why it is inaccurate.
2. The Vice President for Education will either amend the record or will notify the student of the decision and advise the student of the right to a hearing.
3. The student may request a formal hearing by writing to the Vice President for Education.
4. The Vice President for Education will arrange for a hearing by an official of Regis College who does not have a direct interest in the outcome.
5. A student who is dissatisfied with the results of a hearing may submit an explanatory statement for inclusion in the record.

Procedure for Declining Directory Information Disclosure:
1. Student or parents (for minor children) must notify the Director, Student and Alumni Services in writing of their desire not to have directory information disclosed within one (1) month of the start of the first academic semester each year.
2. The Student and Alumni Affairs Director, or designee, will note no directory disclosure in the student database for that academic year.

Complaints regarding FERPA compliance may be made to:
Family Policy Compliance Office; U.S. Department of Education
400 Maryland Ave., S.W.; Washington, DC 20202-4606
Phone: 202-260-3887 Website: www.ed.gov/offices/OM/fpcbo

Transcripts
Policy: Transcripts are maintained on all students who have been or are currently enrolled in the Program. A final official transcript is retained in the student and/or graduate record ad infinitum.

College transcript paper is utilized for both official and unofficial transcripts. The transcript is official if stamped by the Registrar and imprinted with the Program seal. An official transcript may only be released to the student in a sealed envelope, which is signed across the closure and labeled with “official transcript enclosed.” Transcripts that are not official are stamped “unofficial” or “issued to student.”

The initial transcript is issued at no charge; additional copies are issued for a fee established by the College. Transcripts are not released if there is any outstanding indebtedness to the Program.
Procedure:
1. Final grades are recorded in letters.
2. Cumulative grade point averages are automatically calculated at the end of each grading period.
3. Official transcripts are signed or stamped by the Registrar, Medford campus.

Use of Program Name/Logo
Policy: No person or group shall use the name/logo of Lawrence Memorial/Regis College Nursing Program, unless approved and authorized by the Vice President for Education or designee. The name/logo of the Program may not be used for unauthorized commercial purposes.

Validation Testing
Policy:
Validation of previous nursing knowledge is done to verify adequate knowledge and skills prior to placement in nursing courses. Validation testing consists of two components:
- A written test
- Clinical evaluation in the simulation laboratory (≤ 3 hours)

Testing is required for students who:
- Are seeking advanced placement (LPNs and transfer students)
- Have not successfully completed a clinical course in the previous six months.

Any student who received a grade less than 78% in a nursing course or withdrew failing (WF) from a nursing course and who has met the clinical student learning outcomes for that course, may have the clinical evaluation component of the validation testing waived by the Vice President for Education if the time elapsed for re-entry into the Program is less than six (6) months.

There are fees charged for each written test and clinical evaluation. The fee schedule can be found in the Student Handbook under “Tuition & Fees”.

A student, who does not pass validation testing, either written or clinical, will not be allowed to progress in the curriculum. The student may repeat the course which was not failed or withdraw from the Program.

To be enrolled in nursing courses, all validation testing must be completed by the dates shown below:

<table>
<thead>
<tr>
<th>Desired Enrollment</th>
<th>Completed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall semester:</td>
<td></td>
</tr>
<tr>
<td>Written validation</td>
<td>June 15th</td>
</tr>
<tr>
<td>Clinical validation</td>
<td>July 15th</td>
</tr>
<tr>
<td>Spring Semester:</td>
<td></td>
</tr>
<tr>
<td>Written validation</td>
<td>November 15th</td>
</tr>
<tr>
<td>Clinical validation</td>
<td>December 15th</td>
</tr>
</tbody>
</table>

**Exception:** Validation testing (written and clinical) completion date is extended to January 4th prior to the start of Semester II for a student who fails a nursing course in the fall semester.
Successful validation expires after twelve months. A student who fails or withdraws failing near the end of a course may be unable to progress in nursing the next semester. A student will be re-enrolled on a space available basis after successful completion of written and clinical validation testing.

Procedure:
1. Students returning from a leave of absence (LOA) seeking validation may contact the Registrar to obtain the validation testing dates, the contact information of the Nursing Laboratories Coordinator and an explanation of the testing process.

2. A student who fails a nursing course will be contacted by the Registrar and given the validation testing dates, the contact information of the Nursing Laboratories Coordinator and an explanation of the testing process.

3. Payment for validation testing is due on or before the testing date(s).

4. Scheduling of the written test is done by contacting the Nursing Laboratories Coordinator.

5. Completed validation tests are reviewed and graded by a member of the faculty.

6. Successful completion of written testing is required prior to scheduling the clinical evaluation in the laboratory.

7. The Nursing Laboratories Coordinator will notify the student of testing results within two (2) weeks.

Validation Testing Schedule:

<table>
<thead>
<tr>
<th>To place into:</th>
<th>Validation exam for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NU 102</td>
<td>NU 101</td>
</tr>
<tr>
<td>NU 201</td>
<td>NU 102</td>
</tr>
<tr>
<td>NU 202</td>
<td>NU 102 and 201 combined</td>
</tr>
</tbody>
</table>
Tuition & Fees

Bursar
All payments for tuition bills and fees are to be made to the Bursar, Medford campus, whose office is located on the first floor of the Residence building. The Bursar’s hours are Monday & Thursday, 8:00 a.m. to 4:00 p.m. and Wednesday, 8:00 a.m. to 12:00 p.m. Appointments may be scheduled outside office hours. Check office door for posted hours, if changed.

Tuition & Fees 2016-2017

<table>
<thead>
<tr>
<th>Non-Nursing Courses</th>
<th>NU 101</th>
<th>NU 102</th>
<th>NU 201</th>
<th>NU 202</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Tuition:</em> $1,760 per 3 or 4 credit course</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science review courses $1,000/course</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Clinical Nursing Courses</th>
<th>NU 101</th>
<th>NU 102</th>
<th>NU 201</th>
<th>NU 202</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Tuition:</em> at $815/credit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NU 101</td>
<td>$7,335</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NU 102</td>
<td>$8,150</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NU 201</td>
<td>$8,150</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NU 202</td>
<td>$8,965</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Clinical Nursing Course</th>
<th>NU 404</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Tuition:</em></td>
<td></td>
</tr>
<tr>
<td>NU 404</td>
<td>$1,985</td>
</tr>
</tbody>
</table>

Fees

<table>
<thead>
<tr>
<th>Comprehensive Fee (NU101,201,201)</th>
<th>$515 / semester (Fall/Spring only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive Fee (NU202)</td>
<td>$1335 / semester</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$50 / semester (Summer)</td>
</tr>
<tr>
<td>Science Course Lab Fee</td>
<td>$150 / science course</td>
</tr>
<tr>
<td>NSNA Membership Fee</td>
<td>$35 / per academic year</td>
</tr>
</tbody>
</table>

Other charges

| Criminal Background Check         | $35 paid on-line directly by student yearly |
| Health Immunizations Tracking     | $35 paid on-line directly by student one-time |
| Health Insurance                  | $2,123                                      |
| Validation Testing                | $50 / written test                        |
| Lab/Clinical Skills Validation Testing | $200 / clinical validation               |
| Supplemental Lab                  | $50 / hour                                 |

Fees and other charges are non-refundable.
Tuition charges are refundable depending on date of drop or withdrawal. Please refer to the program’s Refund Policy.

The above tuition, fees and other charges are subject to change. Lawrence Memorial/Regis College reserves the right to change the above amounts and will notify students in a timely manner of changes as they occur.
Costs, Billing and Refunds

Costs and Billing:
Students will be billed for tuition and fees prior to each semester/summer session in which they are enrolled. Bills are payable before the first day of each semester/summer session. The discharge of all financial obligations is prerequisite to class entry, promotion and graduation. Students will not be considered enrolled in the Program until tuition and fees are received or a payment plan contract is in place.

Students may pay tuition and fees through a payment plan with the Program approved outside vendor. Payment plan information is available through the Bursar. Late fees may be charged if payments are not received when due and the student may be blocked from class/clinical until payment and late fees are paid.

Students are required to purchase uniforms from the designated uniform company before entrance to the program. Accessory items, including stethoscope, watch, scissors, penlight with pupil gauge and nurse’s shoes may be purchased through the uniform company or independently.

Students are required to have their own mobile device to access required reference software. Whether using a currently owned mobile device or purchasing a new device, the device must be compatible with our selected vendors’ required software.

Textbooks and required software for nursing courses may be ordered on-line each semester. Payment must be made at the time the order is placed. Books for non-nursing courses may be purchased at the Regis College bookstore.

In addition to published fees, graduates will be required to pay for the cost of the licensure examination and pinning and graduation attire.

Costs are subject to change without notice.

Refunds:
Tuition and selected other fees are refundable according to the following conditions. Notice of withdrawal must be made in writing to:

Registrar
Lawrence Memorial/Regis College
170 Governors Avenue
Medford, MA 02155

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>% Tuition Charged</th>
<th>% Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to start of classes</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>Within first two weeks</td>
<td>20%</td>
<td>80%</td>
</tr>
<tr>
<td>Third week</td>
<td>40%</td>
<td>60%</td>
</tr>
<tr>
<td>Fourth week</td>
<td>60%</td>
<td>40%</td>
</tr>
<tr>
<td>Fifth week</td>
<td>75%</td>
<td>25%</td>
</tr>
<tr>
<td>After fifth week</td>
<td>100%</td>
<td>0%</td>
</tr>
</tbody>
</table>
No refunds allowed after 5th week or before the student has completed all obligations including the return of all library books; receipt of all required transcripts; all financial obligations are met; financial aid exit interview completed and student ID badge returned. The student who is withdrawing/withdrawn must obtain required signatures on the Program Exit Form demonstrating all obligations have been met.

The Weston Campus Residence Fee is refundable according to the above schedule for each semester.

Return of Title IV Refund Policy (for Financial Aid recipients)

Federal regulations require Title IV federal financial aid funds to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws from all courses for any reason, including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A pro-rated schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. Once 60% of the semester is completed, a student is considered to have earned all of his/her financial aid and will not be required to return any funds.

Note: there is no correlation between the College’s Withdrawal/Refund Policy and the Return of Title IV Refund Policy.

The following fees are non-refundable:
- Comprehensive
- NSNA
- Orientation fee
- Background Check fee
- Validation Testing

The program pin, graduation, and NCLEX-RN Review Course fees are refundable only for students who do not complete the Program.

Miscellaneous
- Non-nursing courses are required unless equivalent courses have been taken and exemptions granted.
- Students are required to purchase uniforms from McGill’s, Inc., Manchester, NH, before entrance at a cost of approximately $125. Accessory items, including stethoscopes, watch, scissors and nurses’ shoes may be purchased through McGill’s or another store.
- Students order nursing texts either online or directly from a suggested textbook distributor. Books for non-nursing courses are purchased separately at the Regis College Bookstore, Weston campus.
- Students are required to be covered by a health insurance plan and are enrolled in the Regis College plan unless proof of comparable insurance coverage is provided to the Bursar.
- Meals may be purchased on both campuses and at most clinical sites. Students are expected to make provisions for their own meals when scheduled for learning experiences away from the school.
- Students are responsible for arranging their own transportation.
- Bills are payable before the first day of each semester. The discharge of all financial obligations is prerequisite to class entry, promotion and graduation. Students will not be considered registered in the program until tuition is received.
- Students will be billed twice per academic year. One billing will be in July for Semester I costs, and one billing will be in December for Semester II costs. Summer sessions are billed separately.
- Costs are subject to change without notice.
- Graduates will be required to pay for the cost of the licensure examination, approximately $450, and cap and gown, approximately $50.
Tuition Discount for Lawrence Memorial/Regis College Nursing Program

Policy: A 25% discount on nursing courses only is available to eligible Hallmark Health System employees and their immediate family members (spouse and children). To qualify, the employee must have worked for Hallmark Health at least 22 ½ hours per week for a period of six months or more and must continue employment (at least 15 hours/week) during the enrollment period.

Procedure:
1. Upon acceptance into the Program, the eligible student may apply to the Human Resources Department for the tuition discount program. The employee’s work status will be verified with the Human Resources Department by the Bursar to determine eligibility.

2. The Bursar will apply a 25% discount to the nursing tuition bill each semester after verifying eligibility.

Employees continue to be eligible for tuition reimbursement for non-nursing courses in accordance with health system policy. Tuition reimbursement questions should be forwarded to the Human Resources Department.

Federal Work Study Opportunities
Listed below are part-time positions available to students. Students must apply for financial aid and have demonstrated financial need to qualify. Payment for hours worked is made through the hospital payroll department. Checks are issued weekly. Complete job descriptions are available from the Financial Aid Administrator.

- Community Tutor
- Faculty/Staff Assistant
- Nursing Laboratory & Technology Aide
- Tutor (Private and Open Session)
Award ceremonies are held twice a year to honor students with particular academic achievement. Award recipients are expected to attend when notified. Award ceremonies are open to all students. In addition, several awards are given at the pinning ceremonies.

*Awards and scholarships will be given based on available funding. A student who has been placed on judicial warning at any time in the curriculum may not be eligible for any scholarship or award.

**Academic Achievement**

**Amy L. R. Bean Scholarship** for excellence in Foundations of Nursing and Medical-Surgical Nursing.

A candidate for the Amy L. R. Bean Memorial Scholarship must be in the top 20% of the class and demonstrate clinical excellence in the first two nursing courses of the curriculum. The recipient, selected by the faculty responsible for the course, must meet the following criteria:

- Demonstrates excellence in utilizing nursing process in the care of the medical-surgical patient
- Advocates consistently to improve quality of care for patients
- Seek resources to facilitate patients’ adaptation to the community setting
- Demonstrates exceptional performance in all aspects of the student nurse role

This scholarship is given twice each year at the Honor & Awards Ceremony.

**Grace M. Nichols Memorial Scholarship** for excellence in Family Nursing

A candidate for the Grace M. Nichols Memorial Scholarship for excellence in family nursing must achieve a minimum of a 3.0 theory grade in NU 201 Family-Focused Nursing Practice. The recipient, selected by faculty responsible for the course, must also meet the following criteria:

- Exhibits a sincere and genuine caring for families
- Demonstrates a family-centered approach in the clinical area by assisting the family to optimal physical, developmental and psychosocial health
- Demonstrates enthusiasm for learning by independently seeking new knowledge that can be utilized to enhance the promotion of well being in the child and family, and sharing that information with co-workers

This scholarship is given twice a year at the Honor & Awards Ceremony.
**Eleanor Dickson Memorial Award** for excellence in Mental Health Nursing

A candidate for the Eleanor Dickson Memorial Award for excellence in mental health nursing must achieve a minimum of a 3.0 theory grade in NU 202 Comprehensive Nursing Practice. The recipient, selected by faculty responsible for the course, must also meet the following criteria:

- Utilizes the self to promote and maintain optimal physical, developmental and psychosocial health for patients and families
- Participates with an interdisciplinary team in assessing, planning, implementing and evaluating patient care and advocates for patients when necessary
- Seeks new knowledge beyond the required to enhance professional growth

This award is given twice a year at the Pinning Ceremony.

**Annie D. Castrucci Memorial Award** for excellence in Critical Care Nursing

A candidate for the Annie D. Castrucci Memorial Award for excellence in critical care nursing must achieve a minimum of a 3.0 theory grade in NU 202 Comprehensive Nursing Practice. The recipient, selected by faculty responsible for the course, must also meet the following criteria:

- Advocates to protect the critically ill patient’s personal integrity, identity and dignity
- Provides effective nursing care to the critically ill patient which is based on theoretical knowledge, technical proficiency and correlation of significant data
- Provides emotional support for the critically ill patient and significant others
- Selects with a patient, significant others and health team, the appropriate services which will maximize capabilities and enhance acceptance of any limitations

This award is given twice a year at the Pinning Ceremony.

**Dr. Wallace J. Nichols Memorial Award** for excellence in the last two nursing courses

This award is presented to a student who is in the top 20% of the graduating class and demonstrates clinical excellence in the last two nursing courses in the curriculum. The recipient, selected by faculty responsible for the courses, must also meet the following criteria:

- Portrays dignity and respect when interacting with and administering care to patients and families
- Exemplifies compassion for all people
- Utilizes knowledge of community health nursing, public health policy and cultural diversity in the care of the patients and families

This award is given twice a year at the Pinning Ceremony.
**Phyllis A. Moore Memorial Award** for excellence in Medical-Surgical Nursing throughout the curriculum.

A candidate for the **Phyllis A. Moore Memorial Award** for excellence in the three medical-surgical nursing courses throughout the curriculum (NU 101 Foundations of Nursing Practice, NU 102 Adult Nursing Practice and NU 202 Comprehensive Nursing Practice) must be in the top 20% of the graduating class. The recipient, selected by faculty responsible for the courses, must also meet the following criteria:

- Demonstrates excellence in utilizing the nursing process in caring for patients with complex medical-surgical problems, respecting unique needs of each patient’s family
- Advocates consistently for the welfare of the patient and family
- Demonstrates caring and accountability in all interactions with patients, families and the health care team
- Collaborates with the health team to maximize the recovery and/or support of the patient and family in a variety of community settings

This award is given twice a year at the Pinning Ceremony.

**The Student Excellence Award** for overall excellence throughout the curriculum†

This award is given to the student who has the highest final cumulative average and clinical excellence at the end of the curriculum. To be eligible for this award, the student must have completed all four nursing courses within the Lawrence Memorial/Regis College Nursing Program curriculum.

This award is given twice a year at the Pinning Ceremony.

†In addition to grades, faculty affirmation that the student excels clinically, as well as academically, is required.

**Regina Petterson Wennerstrom AS Nursing Student Scholarship:**
This scholarship recognizes academically outstanding students who have demonstrated high scholastic achievement in their previous education. Awards provide tuition support to selected full-time students and are granted on a competitive basis to nursing students who are accepted into the Lawrence Memorial/Regis College Nursing Program.

Initial criteria for selection
- High school grade point average of 85% or higher or GED scores higher than 450 in each area and/or college grade point average of 3.3 or higher required only if graduated or completed GED within the past five (5) years
- Must be enrolled in at least nine (9) nursing credits
- Complete scholarship application including required essay

Application deadline: July 15th for Fall Semester entry and December 15th for Spring Semester entry

Renewal criteria:
- Grade point average of 3.3 or higher in Lawrence Memorial/Regis College Nursing Program
- Evidence of continued enrollment in nursing courses
- Written statement regarding last completed nursing course experience

Renewal deadline: July 15th for Fall Semester and December 15th for Spring Semester
Regina Petterson Wennerstrom RN to MS Student Scholarship:
This RN to MS scholarship recognizes academically outstanding graduates who have demonstrated high scholastic achievement in their previous nursing education at Lawrence Memorial/Regis College.

Initial criteria for selection:
- Grade point average of 3.3 or higher in Lawrence Memorial/Regis College Nursing Program
- Must be accepted/matriculated into the RN to MS Nursing Program at Regis College
- References from two (2) Lawrence Memorial/Regis College nursing faculty members
- Complete scholarship application including required essay

Application deadline: July 1st for Fall Semester start

Renewal criteria:
- Prior semester grade point average of 3.3 or higher at Regis College
- Evidence of continued enrollment in MS program at Regis College
- Written statement regarding last completed semester’s educational experience

Renewal deadline: May 15th for Fall Semester and December 15th for Spring Semester

Academic Achievement and Financial Need
The following awards are based on academic achievement. However, only students who have documented financial need qualify.

Krystle Campbell Education Award
A candidate for the Zonta Club of Medford Scholarship in memory of Krystle Campbell must meet the following criteria:
- Be a female student enrolled in the second year of nursing courses
- Have demonstrated financial need
- Be in good academic standing in both nursing theory and clinical practice
- Reside in Medford or the surrounding communities

This scholarship will be given twice each year at the Honor & Awards Ceremony.

Nancy Cipriano Memorial Scholarship for excellence in NU 101 Foundations of Nursing Practice
A candidate for the Nancy Cipriano Memorial Scholarship for excellence in NU 101 Foundations of Nursing Practice must achieve a minimum of a 3.0 in the course. The recipient, selected by faculty responsible for the course, must also meet the following criteria:
- Achieves clinical excellence
- Demonstrates an awareness of their responsibility for professional growth
- Communicates effectively with patients and the health team
- Shares knowledge with peers and assists them in their academic endeavors

This scholarship is given twice a year at the Honor & Awards Ceremony.
**Nataline Barrile Davis Memorial Scholarship**
This scholarship is given to a student with financial need who has the highest cumulative average at the completion of NU 102 Adult Nursing Practice in each division.

It is given twice each year at the Honor & Awards Ceremony.

**Helen Buss Towle Memorial Scholarship**
This scholarship is given for excellence in the following:

- NU 101 Foundations of Nursing Practice and NU 102 Adult Nursing Practice
- NU 101 Foundations of Nursing Practice, NU 102 Adult Nursing Practice and NU 201 Family-Focused Nursing Practice

It is given twice each year at the Honor & Awards Ceremony.

**In addition to grades, faculty affirmation that the student excels clinically, as well as academically, is required.**

**James L. Marnell Memorial Scholarship** for excellence in medical-surgical nursing

A candidate for the James L. Marnell Memorial Scholarship for excellence in medical-surgical nursing must achieve a minimum of a 3.0 theory grade in NU 101 Foundations of Nursing Practice and NU 102 Adult Nursing Practice. The recipient, selected by faculty responsible for the courses, must also meet the following criteria:

- Demonstrates caring and compassion in the delivery of nursing care to patients and their families
- Exhibits commitment to the nursing profession
- Collaborates with the health team to maximize the patient’s recovery process

In addition to grades, faculty affirmation that the student excels clinically, as well as academically, is required. This scholarship is based on academic achievement; however, only students who have documented financial need qualify.

This scholarship is given twice a year at the Honor & Awards Ceremony.

**Elizabeth D. Tate Memorial Award** for excellence in medical-surgical nursing

A candidate for the Elizabeth D. Tate Memorial Award for excellence in Medical-Surgical Nursing must achieve a minimum of a 3.0 grade in NU 102 Adult Nursing Practice. The recipient, selected by the Faculty responsible for the course, must meet the following criteria:

- Demonstrates a caring and compassionate approach to meeting the nursing needs of medical-surgical patients and their families
- Uses humor therapeutically in clinical practice
- Demonstrates support for medical-surgical patients and families
- Advocates for patients experiencing physical or psychosocial distress
- Teaches appropriate health promotion and health maintenance activities to medical-surgical patients and families
- Extends self in care of medical-surgical patients and families

This award is given twice each year at the Honor & Awards Ceremony
Special Awards

Mary D. Brown Award for Leadership and Professionalism

Candidates must be nominated by any member of the faculty. A candidate must meet all of the following criteria:

- Exhibits a warm and caring attitude
- Acts with consideration for others
- Exhibits enthusiasm and willingness to learn
- Has held class, student organization office, or committee membership
- Participates willingly in and supports school and class activities
- Volunteers for community programs
- Maintains harmonious interpersonal relationships
- Is self-motivated and is able to motivate others
- Relies on others appropriately
- Values honest behavior
- Demonstrates a sense of fairness and respects the opinion of others
- Finds self-respect in fulfilling obligations and accepting responsibility

The recipients will be selected by majority vote of the Faculty Organization.

This award is presented twice each year at the Pinning Ceremony.

Student Organization Award for Participation in Student Organization and Program Activities

Candidates are nominated/elected by the graduating class and class officers in Student Organization and must meet the following criteria:

- Generally active in Student Organization and its activities throughout their years in the Program
- Personifies the meaning of a Lawrence Memorial/Regis College graduate:
  - respects his or her peers as individuals and treats them accordingly
  - interacts to promote effective group relations by using communication and interpersonal skills
  - demonstrates commitment to the Program, Student Organization activities
  - takes on responsibilities fairly consistently involving Student Organization activities/program activities
- Is helpful and supportive to peers, especially underclasspersons, when necessary

This award is presented twice each year at the Pinning Ceremony.

The Student Organization Book Award

A candidate for the Student Organization Book Award is in the final nursing course. The award will be presented to a student who has made a substantive contribution to classmates and whose leadership, support and determination is yet to be acknowledged. The award is for one who has demonstrated leadership and support skills with fellow students in all nursing courses. Their classmates select recipients. The Vice President of the class presents the award at the Pinning Ceremony.

The following criteria must also be met:

- Demonstrates exceptional performance in all aspects of the nursing student role
- Exhibits a sincere and genuine care for classmates
- Demonstrates enthusiasm for learning by independently seeking new knowledge that can be shared with classmates
- Shows initiative by assisting classmates in the any setting
- Demonstrates respect, caring and sensitivity, in all interactions
- Exhibits commitment to the nursing student role
- Demonstrates a professional, optimistic and positive attitude
- Students must have completed all four nursing courses within the Lawrence Memorial/Regis College Nursing Program

This award is presented twice each year at the Pinning Ceremony.

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**Student Services**

**Academic Advisement**

**Policy:** All full-time nursing faculty members serve as academic advisors after one semester in their role. This responsibility includes clarification, direction and support of students in their academic endeavors. The students/faculty advisement relationships are established upon student enrollment in their respective nursing courses and therefore, the student's faculty advisor will change as the student progresses in the Program. A folder is created for each student by the Course Coordinator or designee and documentation of all advisement interactions is kept in the advisee’s folder until graduation. Students enrolled only in the non-nursing courses are mailed a list of names and numbers to call for specific questions.

Student responsibilities in the advisement process include communication with the advisor at least once each semester in order to share progress/problems and anticipated needs. Faculty advisor responsibilities include clarifying the goals, curriculum plan, requirements for the degree and communicating with assigned students at least once each semester. The faculty advisor will monitor the progress of assigned students and work in cooperation with the respective Associate Directors and Course Coordinators; the Director, Student and Alumni Services and the Registrar, Medford campus. A student or faculty member may request a change in the advisor assignment if such a change will improve the advising situation.

Registration of students for courses within the Program is managed by the Registrar, Medford campus in concert with the Director, Student and Alumni Services.

**Computer Services**

Use of technology is ever increasing in the Nursing field and the Program mirrors this by infusing technology into all aspects of the curriculum. Textbooks on student mobile devices allow students to get needed information at them patient’s bedside, in class and at home. The student course management system, MOODLE, can be accessed from home for student convenience. Computer labs on the Medford campus are available 24 hours a day, seven days a week. In addition a computer lab that can accommodate full classes is located at Unicorn Park, Building, Montvale Avenue, Stoneham.

Smaller computer labs are available for student use on the 2nd floor of the Residence Building, as well as computers in the Library. Library computers tend to focus on research and on-line searches and subscriptions, while labs allow students to write papers, create presentations, access e-mail and our course management system, MOODLE. Wi-Fi is available everywhere in the school. There is also a computer in the Student Lounge, 3rd floor Residence Building.

Simulated mannequins that breathe, talk and have heart beats provide lifelike clinical experiences that complement actual clinical placements. Mannequin technology can produce videos that allow students and
faculty to evaluate student performance. Videos created by the program, also enhance clinical and academic learning.

On-line sites support other aspects of school. Our on-line curriculum tool, MOODLE, offers quick access to learning materials, quizzes, grades, assignments, schedules and the like. An extensive student web site (www.lmregis.org) provides a school directory with photos; financial, lab and library information; links to resources; access to videos and more.

With the extensive use of technology, the school provides various support services, especially for immediate needs. A Multimedia Specialist is available to address technical problems throughout the school, answer questions and to assist students in labs, classrooms or even from home. On-line resources assist with technical issues, so students can solve technical problems they encounter at any time, day or night.

Due to copyright laws and computer virus concerns, students may not install, remove, or otherwise inappropriately manipulate any of the software in any of the computers (with the exception of their own documents). On line videos created by our school are for use by our current faculty and students and should not be distributed outside our school. Violation of these rules or other misuse of computers, other AV equipment or software may result in loss of lab privileges, judicial action, or legal implications.

Disability Services/Educational Accommodations
Lawrence Memorial/Regis College is committed to ensuring the full participation of all students in its programs. If you have a documented disability (or think you may have a disability of any nature) and, as a result, need reasonable academic accommodation to participate in class, take tests, or benefit from the Program's services, then you should speak with the Director, Student and Alumni Services, for a confidential discussion of your needs. This should be done at the earliest possible time in the semester to maximize your academic success. See Disabilities and Educational Accommodations policy for full details and procedures. Please note that academic accommodation will not be provided unless appropriate documentation is submitted. Educational accommodations are not retroactive.

Financial Aid
A comprehensive financial aid program is administered by the Program. Detailed information is contained in a separate Financial Aid Handbook, published annually and distributed to all enrolled students. Please refer to the Financial Aid Handbook for further information. Questions regarding Financial Aid may be directed to the Financial Aid Administrator.

Policy: Tutorial Programs
Purpose: To provide academic support to Lawrence Memorial Students

Policy: Tutoring is available to students (including certificates) at Lawrence Memorial /Regis College. Students requesting a tutor may apply at the Center for Academic Support (CAS). Those students who have a grade at or below 80% at mid-term will be counseled by faculty to seek assistance in CAS for assistance/tutoring sessions. There are three types of assistance/tutoring:

1. Test taking strategies are available to all students.
2. Open tutoring sessions available to all students. These sessions are offered at scheduled times throughout the semester. The times for these sessions will be posted at CAS and on MOODLE.
3. Private tutoring is available to students with a grade point average at or below 80%, students unable to pass the Dimensional analysis test and/or students who have failed a clinical course.

Students may receive up to 30 hours of private tutoring per semester. Any additional hours must be approved by the Associate Director/ Director of the student’s program.

Tutors may be current or graduate students with a Grade Point Average at or above 3.0 with good standing in the nursing program. Good academic standing for graduates is based upon their performance while students in the program. Students or graduates may not have any disciplinary action in their record to qualify to be a tutor. The Coordinator of CAS will interview and mentor the tutors and be available to answer their questions during scheduled CAS open times.

Procedure for Private Tutoring:

1. Student applies for private tutoring. Applications are available on MOODLE, from the course coordinator, or at the CAS.
2. The Coordinator of CAS will assign a tutor.
3. The tutor will contact the student to provide times of availability.
4. Student and Tutor will sign the application and return it to the coordinator of CAS.
5. Students will sign an attendance sheet prior to each tutoring session. This attendance record will be returned to the Coordinator of CAS by the tutor.
6. Students will complete an evaluation of the tutoring sessions at the end of the semester.

Procedures related to Open Tutoring Sessions:

1. Students interested in attending open tutoring sessions should check the posted schedule of sessions for time(s) and place(s).
2. Students must sign an attendance sheet for each session.
3. Tutoring student(s) will return the signed attendance sheet to the Coordinator, CAS

Procedure for Conducting Open Tutoring Sessions:

1. Students or graduates interested in serving as tutors for open tutoring sessions should review the position description for eligibility and responsibilities.
2. The current cumulative GPA to tutor must be an 83-85% (3.0) or better.
3. A student requesting to be a tutor for open tutoring sessions must complete the appropriate application.
4. The tutor(s) must establish and post a planned schedule of sessions for attendance one or both of the Day and Evening/Weekend Division students.
   • Circulate an attendance sheet for each tutoring session and submit to Coordinator, Center for Academic Support.

Payment for All Tutors:

For all tutors (Current students, Graduates & Work Study)
   • Scheduled tutoring hours, dates and signed attendance sheets are submitted to the Coordinator, Center for Academic Support who will then forward the time card to the Financial Aid Administrator for processing and payment.

Facilities

All facilities, with the exception of the Simulation laboratories, are accessible to students 24 hours a day, seven days a week. Students must use their identification cards to access these areas.

Classrooms
Four fully equipped classrooms (Classrooms A, B, C & D) are located on the first floor of the Classroom building. Two more classrooms are located in the Residence building; Classroom E is on the second floor and Classroom G in on the third floor. Two classrooms are located off campus at Unicorn Park, 300 Building, Montvale Avenue, Stoneham, MA

Computer Labs
Two computer labs, located on the second floor of the Residence building, provide 24 hour computer access. In addition, a large computer lab is located off campus at Unicorn Park, 300 Building, Montvale Avenue, Woburn.

Nursing Laboratory
The Nursing Lab, located on the second floor of the residence building, is equipped with a hospital-like patient care unit, equipment and realistic training mannequins. Students use this lab to practice and review skills and to be qualified for certain assigned nursing skills before clinical experiences. The lab is open 24 hours a day. A lab coordinator and laboratory assistants are available to assist students during posted afternoon, evening and weekend hours when school is in session.

Simulation Laboratories
State-of-the-art Simulation Laboratories located on the second floor of the Residence building provide interactive realistic mannequins for faculty-supervised student instruction and practice. Through sophisticated computer programming, the simulation mannequin’s condition can instantly change; such
changes are displayed on the cardiac monitor and blood pressure and pulses of the “patient” change as well. Video practice scenarios of students working with mannequins allow students to evaluate their nursing care and responses to the patient’s clinical condition. Practice scenarios are reviewed by faculty and students together to enhance student learning. Students must have a faculty member present to use these labs.

Libraries
Robert J. Fahey Health Sciences Library, Medford Campus
All faculty and students are encouraged to use the library for borrowing, research and study purposes. The library is located on the first floor of the Residence Building and is accessible to students 24 hours a day, seven days a week. It is staffed by a professional Librarian from 8:30 a.m. - 4:30 p.m., Monday through Friday and by an Associate Librarian from 5:00 - 10:00 p.m., Monday through Thursday. During summer vacation, it is available during regularly staffed hours, 8:00 a.m. - 4:00 p.m., Monday through Friday. The library circulation policies are as follows: Books in the circulating collection may be checked out for three week periods and may be renewed if they are not in demand. References and Reserve books do not circulate. Journals do not circulate. The Librarian will send out overdue notices when necessary.

Reference services and bibliographic instructions are provided to students. However, as part of the educational experience, students are expected to perform their own literature searches with the assistance of the library staff. A copy machine, utilizing a debit-card system, is available to students. Debit cards can be purchased from the library staff. A copyright notice is prominently displayed in the library in accordance with the Copyright Law. The library is not responsible for copyright infringement by an individual. Materials not available in the library’s book and journal collection can be obtained by the Librarian through interlibrary loan. Sufficient lead time must be given to the Librarian.

Computers are available for searching the nursing literature on the internet. Training in computer searching is provided in the second semester/year of the program. In addition, one computer is available for word processing only. Students should schedule the use of library computers in advance to insure availability. Additional word processing computers are available in the computer laboratories, located on the second floor of the residence building. Accessing adult web sites is inappropriate and contrary to the educational goals of the library and the program. Students may not use school computers for this purpose.

Students are encouraged to make suggestions regarding the purchase of new materials for the library. Recommendations will be evaluated by the Librarian and may be purchased, budget permitting.

The library is a place for quiet study and talking should be kept to a minimum at all times. Study groups should utilize the conference rooms available on the third floor. Noisy patrons may be asked to leave the library, if necessary. Food and drinks are not allowed in the library.

Regis College Library, Weston Campus
Students have full access to the Regis College library with approximately 130,000 volumes and over 1,270 current periodical subscriptions. Online databases include Searchbank with its access to General Reference Center, Expanded Academic Index ASAP, Health Reference Center, and General Business File ASAP and FirstSearch, a service which provides access to over 68 databases in a variety of subject areas. CD-ROM databases include CINAHL, ERIC, PsychLit, LawDesk and Sociofile. A terminal dedicated to the Internet is available for academic research in the Reference Room.

The library staff is here to help. If you can’t find something — just ask!

Lockers
Lockers, located on the first floor of the classroom building, are available for students. Interested students should see the Director, Student and Alumni Services to be assigned a locker. Students provide their own locks. All lockers must be emptied and locks removed before leaving for summer break.
**Student Lounge / Study Rooms**
A lounge on the third floor of the residence is available to all students. This lounge is equipped with a TV and comfortable seating for student convenience. At one end is an efficiency kitchen with refrigerator, microwave, sink and a dining area. Study rooms are also available on the residence third floor. Students utilizing this space are reminded to be respectful and conscientious of the rooms. Please be sure to be gentle with the furniture, clean up any spills, use the trash receptacles and return the space to good condition when leaving by replacing the furniture, if moved from its original placement.

**Vending Machines / Microwave**
Vending machines (food and drink) as well as a microwave are located across from Classroom C for students’ convenience.

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**Parking**

**Parking, Medford Campus**

**Policy:** All students must register their cars with Security on the Medford campus. Students are responsible for knowing and adhering to parking policies to facilitate the operation of the hospital in order to best serve patients, visitors, staff and students. Failure to comply may result in the student being blocked or removed from class and/or clinical experiences, fines assessed, loss of campus parking privileges and/or booting or towing of the car. The student may also be placed on judicial warning. All fines must be paid to the Bursar prior to completing the course during which the fine(s) were assessed. Students whose fines remain unpaid at the end of the course will not be allowed to progress into the next course(s) and may lose their space in the class.

During the day, students are required to park in nearby designated off campus areas (see below) and are to use regularly scheduled shuttle buses to and from the Lawrence Memorial and Melrose-Wakefield hospitals. **Students are not permitted to park on streets in the hospitals' neighborhoods.**

During the evening, students may park on the Medford campus only in the upper lot after 4:00 p.m. and before 7:00 am. On weekends, students may park on the hospitals’ campuses at any time.

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**Off-Campus Parking Locations**

**Lawrence Memorial Hospital**
Off-campus parking for LMH is located at the former Boston Regional Medical Center site, 3-5 Woodland Road, Stoneham, in designated areas.

**Melrose-Wakefield Hospital**
Off-campus parking for MWH is located in the Square One Mall (Route 1 South in Saugus) in designated areas. Students are not allowed to park in the Deering Street, Melrose parking lot.

**Procedure:**
1. Shuttle bus schedules are posted on student bulletin boards from LMH Security.

2. All students must register their cars with LMH Security Dept. Time is provided during orientation week, otherwise see Security Office, ground floor LMH near Urgent Care.
3. Stickers must be affixed to the car as directed by Security.

4. Students park cars in designated areas in off-campus sites as noted above during the day Monday – Friday.

5. Students parking on-campus between 4:00 p.m. and 7:00 a.m. must park only in designated areas on each hospital campus.

6. A student who has been blocked or removed from class or clinical due to a parking violation and required to move the car must submit proof of parking compliance (form from shuttle bus driver) to the Director, Student and Alumni Services prior to returning to class/clinical.

7. Students needing medical accommodation for onsite parking must obtain a physician’s note on letterhead that indicates the nature of the medical condition, expected duration of the ailment, date of visit, and physician signature. The medical request will be reviewed by Hallmark Health System Occupational Health Departments and then forwarded to the appropriate Parking Committee for possible approval.

Shuttle Service in Inclement Weather
In general, Hallmark Health System tries to ensure that shuttle and parking services are maintained at normal levels. In the event that weather prohibits this, there is an Inclement Weather & Shuttle Bus Information Line that will be updated if there is any change to parking and shuttle procedures. Security, under the direction of the Administrator-On-Call, will update this line as needed throughout the day providing up-to-date information for travel and parking requirements until normal operations have resumed.

Weather and Shuttle Bus Line numbers:
781/306-6666 (Lawrence Memorial campus)
781/979-6000 (Melrose-Wakefield campus)

Bicycle Parking
Bicycles may be parked in the bicycle rack in front of the hospital, by the Urgent Care entrance, or may be placed outside under the fire escape in the rear of the Residence. Bicycles may NOT be brought inside the school or hospital buildings and must not block building entrances, exits, or walks.

Parking Violation Penalties
It is the prerogative of the security department of each hospital to boot or tow cars parked in violation of policies. Designated fines apply for removal of the boot or payment of the tow. In addition, the following penalties apply:

**First Offense** - Ticket issued and Student and Alumni Affairs Director or designee, notified. Student required to move car to offsite lot **AND** a fine of $25 will be assessed. Student cannot return to class without parking documentation from the shuttle bus driver indicating student has parked in off-site lot.

**Second Offense** - Ticket issued and Student and Alumni Affairs Director or designee notified. Student required to move car to offsite lot **AND** a fine of $50 will be assessed. Student cannot return to class without parking documentation from the shuttle bus driver indicating student has parked in off-site lot.

**Third Offense** - Ticket issued and Student and Alumni Affairs Director or designee notified. Student is required to move car to offsite lot **AND** a fine of $75 will be assessed. Additionally, the student will be placed on judicial warning for conduct: failure to comply with Program policy. Student cannot return to class without parking documentation from the shuttle bus driver indicating student has parked in off-site lot.

**Fourth Offense & Subsequent Offenses** - Ticket issued and Student and Alumni Affairs Director or designee notified. Student is required to move car to offsite lot **AND** a fine of $100 will be assessed. A
meeting of the Judicial Committee may be convened. Student cannot return to class without parking documentation from the shuttle bus driver indicating student has parked in off-site lot.

**Parking, Unicorn Park**
All students who own or use a motor vehicle on campus must park in the parking garage behind the 400 Unicorn Building.

**Parking, Weston Campus**
1. All students who own or use a motor vehicle on campus must register it with the Campus Police Office and obtain a valid parking decal which must be displayed on the vehicle. Parking decals must be renewed each academic year. This must be completed at the time of registration.

2. At the time of registration, it will be necessary for each student to have in his/her possession a valid driver’s license, registration certificate, and license plate number.

3. Unregistered vehicles may not use the College’ parking facilities and will be towed at the owner’s or user’s expense.

4. Students must park in the lower lot next to the Athletic Facility or the lot at the side of the Student Union.

5. Student parking is not authorized in any areas on campus other than those listed above at any time between 7:00 a.m. and 5:00 p.m., Monday through Friday. Students may, however, park in the upper lots before and after these designated hours and on weekends, provided vehicles are moved prior to 7:00 a.m. on weekday mornings.

6. There is no student parking at any time in the parking lot directly behind College Hall.

7. A copy of the current campus parking and traffic regulations will be issued at the time of vehicle registration. Included in these regulations is the monetary fine assigned to each type of violation. All fines and towing charges related to Weston campus parking are payable to the Controller’s Office, Weston campus.

8. Temporary parking permits for less than 14 days are available from Campus Police. Vehicles remaining on campus longer than 14 days must display a valid parking decal.

9. **Miscellaneous**

**ATM Machine**
There is an ATM machine located on the ground floor of the hospital in the corridor leading towards Emergency Department/Urgent Care.

**Book Purchase**
Information on the purchase of required nursing textbooks is provided prior to the start of each semester. Students may purchase at any book vendor or retailer.
Cafeteria
The Lawrence Memorial Hospital cafeteria is located on the ground floor of the hospital and is open 6:30 a.m. to 6:30 p.m., Monday - Friday. Hot and cold meals are available at reasonable cost during the following hours:

- **Breakfast:** 6:30 a.m. - 9:30 a.m.
- **Lunch:** 11:15 a.m. - 1:30 p.m.
- **Dinner:** 4:15 p.m. - 6:30 p.m.

On weekends the cafeteria is open from 9:00 a.m. - 2:00 p.m.

Vending machines, located in the corridor between Urgent Care and the Emergency Department, have sandwiches, snacks and drinks.

The 300 Unicorn Park cafeteria is located in the lobby and is open from 8:00 a.m. – 4:00 p.m.

Cellphones, Pagers and Classroom Courtesy
The answering of communication devices while seated in the classroom and library is disruptive to the teaching process and is not allowed. Cellphones and pagers should be turned off or on a low volume/vibrate mode when in the classrooms. If a call comes in and the student must answer, the student must exit the room to take the call.

Identification Cards
**Medford Campus/300 Unicorn Park**
An identification card security system controls access to the Residence building on the Medford campus and the computer lab/classrooms at Unicorn Park. Each photo identification card is individually programmed to allow access only to necessary areas. This computerized system permits individual cards to be deleted from the access system if lost or stolen and records when and where each card is used. The Hallmark Health Security Department maintains a file of all identification cards issued. Lost or stolen identification cards must be reported immediately to the Student and Alumni Affairs Director. All identification cards must be returned prior to leaves of absence, withdrawal from the program and graduation. There is a charge for replacement identification cards.

Students who do not have an identification card to access Medford campus buildings may be asked to show valid ID cards before Security will unlock doors for them.

**Weston Campus**
Photo identification cards are required to utilize the College services, attend specific functions or gain entry to specific buildings or events. ID cards are issued to all new students at the beginning of each semester and are retained until graduation or departure from the institution.

Campus Police and other authorized personnel of the College reserve the right to request that a student provide such identification when the student is on the premises of the College. Students must be able to produce a valid ID card at all times. It is the responsibility of each student to secure and retain an identification card. Lost or stolen cards should be reported immediately.

To request a new ID, please e-mail ids@regiscollege.edu with first and last name and student ID number. E-mails received prior to 12:00 noon will be available for pick up at 4:30 p.m. E-mails received after 12:00 noon will be available the following day. A $20 replacement charge will be required at the time of pick up.

Prior to receiving the ID card or validation sticker, the student must satisfy the following conditions:

1. Register for courses during the semester for which the card is valid.
2. Satisfy all financial obligations to the Program.
Note: Students found to be responsible for altering an ID card or possessing any official form of ID card which has been altered may be immediately suspended or dismissed from the Program. Students found to be in possession of another student’s ID card, regardless of their attempt to utilize it, may be immediately suspended or dismissed from the nursing program, Medford campus.

Mail and Messages, Medford Campus
All students are required to notify the Registrar on the Medford campus promptly if their name, address, e-mail and/or telephone numbers change.

In the first floor corridor of the classroom building, there are four bulletin boards, one designated for each day division class. Evening division nursing class bulletin boards are located on the second floor of the Residence Building. Bulletin boards are for official program/course business. Non-relevant notices will be removed from bulletin boards and disposed of at the discretion of the Student and Alumni Affairs Director. Students must check their class bulletin board for notes and class schedules or changes whenever they are on the Medford campus.

The Student Organization Bulletin Board is located at the entrance to the corridor on the first floor of the classroom building. Meeting schedules and minutes of meetings, as well as special events, are posted here for all students.

The Career Resource Bulletin board is located on the first floor of the classroom building outside Classroom D. Career opportunities and job openings as well as job fairs are posted here.

The Internet is another communication source for the school community. Currently, the school’s website, www.lmregis.org, provides general school information, including all catalog information, articles about the school, forms for application or transcript and the academic calendar. Most items are directed towards people who are interested in learning about our program. MOODLE serves the LM/RC community with announcements and information of interest to students, which can be accessed at https://moodle.regiscollege.edu. MOODLE provides course information for selected courses, which will allow students to download a course syllabus or course schedule from home. It also may be used for grade postings, electronic discussion groups and bulletins, depending on how each course implements it. Students’ MOODLE accounts are set up after they are registered for courses each semester. Contact the Multimedia Specialist if you have any questions regarding these services.

Notification Regarding Release of Student Directory Information
The Family Educational Rights and Privacy Act (FERPA) of 1974 (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. “Education records” are “those records, files, documents and other materials” which 1) contain information directly related to a student; and 2) are maintained by an educational institution. (20 U.S.C § 1232g(a)(4)(A); 34 CFR § 99.3) FERPA applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Generally speaking, FERPA allows schools to disclose education records or personally identifiable information from education records in the following circumstances: with the written consent of the student, if the disclosure meets one the statutory exemptions, or if the disclosure is directory information and the student has not placed a hold on release of directory information.

Pursuant to WAC 478-140-024(5), directory information at Lawrence Memorial/Regis College may include:
- Student’s name
- Street address
- E-mail address
- Telephone number
- Date of birth
- Dates of attendance
- Degrees and awards received
- Major and minor field(s) of studies
- Class
FERPA allows schools to release a student’s directory information to anyone unless the student informs the Registrar and/or the Student & Alumni Affairs Coordinator that he or she does not wish directory information to be released.

**NO to Release of Directory Information**
Students who do not wish to authorize the release of directory information must provide a statement in writing requesting non-disclosure. Furthermore, students may choose to opt out of directory information at any time by informing the Registrar in writing.

Students must be aware that restricting the release of their directory information has other consequences. For instance, a FERPA restriction makes it difficult or impossible for potential employers to verify students’ enrollment, or to verify the fact that the student has earned a degree from Lawrence Memorial/Regis College. The Program cannot notify home town papers about awards and honors received (e.g., Honor’s list). For this reason alone, many students choose to remove their FERPA restriction.

**Uniforms and Equipment**
The complete uniform consists of a regulation maroon scrub top and pants, lab coat, name pin, white socks/stockings and white nurses’ shoes. All students must also have a watch with a sweep second hand, bandage scissors, penlight with pupil gauge and a dual head stethoscope. Uniforms and name pins must be ordered from McGill’s, Inc. All students must order and wear lab coats over street clothes while researching patient assignments in the hospital. Accessory items such as watch, scissors, and stethoscope may be purchased through McGill’s, Inc., 410 Chestnut St., Manchester, N.H., 03101, telephone # 603-627-3472 or at any other uniform store.

Students are expected to maintain a professional image both in and outside the hospital. This dress code includes, but is not limited to, the following:

**In the Clinical Area**
- **Jewelry:** Only 1 to 2 simple rings and one pair of small stud earrings worn in the ear are allowed. Other visible piercings (including facial and tongue jewelry) are not acceptable in the clinical area and visible tattoos are to be covered when possible.
- Perfume and excessive makeup are not allowed.
- Fingernails should be short and neatly trimmed. Only clear or light neutral nail polish may be worn. Artificial nails are not allowed as they do not meet the standards according to guidelines for infection control practices.
- Hair should be clean and must be worn away from the face and off the shoulders. Beards and mustaches must be neatly trimmed. Hair color should be reasonably conservative in keeping with a professional image. For example, blue, green, or bright shades of purple, etc. are not considered acceptable.
- Shoes: Shoes must be all white and have rubber or composition soles. Open toe shoes may not be worn. Clogs made by a nursing shoe company may be worn only if they have a heel strap and if allowed by the clinical agency to which students are assigned. If sneakers are worn, they must be all white.
- When preparing for clinical assignments, students are required to wear their lab coat with a name pin over their street attire. Shorts, jeans and sweat-pants are not allowed in any patient area.
- An official LM/RC Nursing Program photo identification badge may be required in some clinical agencies.
• For certain clinical experiences street clothes may be required. Clinical faculty will inform students when street clothes are to be worn. At these times, dress is business casual (pretend you are going on a job interview with someone that you think is very conservative): no lab coats, no dangling or elaborate jewelry, no leggings, jeans, or exercise outfits; nothing revealing or provocative. No open-toed shoes. No T-shirts or sweatshirts. Wear your LM/RC Nursing Program name tag.

In the Classroom:
• It is not necessary to wear a uniform in the classroom, but students are expected to dress appropriately. Jeans are permitted.

• Although shorts may be worn during warm weather, it is expected that they be of a suitable length.

• Swim suits and halter tops are not considered suitable as tops to skirts, shorts or pants.

• Shoes must be worn at all times in classroom buildings.

Voter Registration
As part of the Higher Education Amendment, this institution must provide you with the opportunity to register to vote. You may request a voter registration form on-line using the Voter Registration link on the Program’s internal website:
https://moodle.regiscollege.edu under “LM/RC Community”

National Student Nurses Association

NSNA [www.nsna.org]
All enrolled students are members of both the National Student Nurses’ Association (NSNA) and the Student Organization. We believe that the organization that offers the most to student nurses is the NSNA since it provides newsletters, scholarship opportunities and leadership positions on both the state and national level. However, for students who choose to join a different nursing organization, waiver forms are available in the office of the Director, Student and Alumni Services. Students wishing to join another organization must meet with the Director and sign the waiver indicating the organization they are joining. It is the student’s responsibility to complete membership forms and mail along with any fees required by the alternative organization. A refund of the NSNA dues will be issued once the waiver process is completed.

The Student Organization is a chapter of the NSNA. Membership in NSNA enables a nursing student to become involved in leadership opportunities in a national association. Students are encouraged to attend state and national conventions. All members receive Imprint, NSNA’s official magazine four times a year as well as many other benefits. Membership fees are paid with the tuition and fees.
The Student Organization provides a formal structure, which contributes to the general welfare of the student through activities and self-regulation. It assists students to develop independence, self-expression, leadership and fosters a spirit of closeness among the classes, as well as understanding and cooperation among the students. Student Organization enhances citizenship through participation in program activities and community service.

All students hold membership in this organization, which meets at least two times a semester. Each class elects its own officers annually who serve as voting members of the Student Organization Governance Board. Classes also annually elect representatives to certain Faculty Organization committees. Officers of the Student Organization are elected each semester.

Funding
Students pay a small fee each semester that supports Student Organization activities. Funds are kept in a bank account separate from Program funds. Balances and fund use are discussed at Student Organization meetings. The Secretary/Treasurer of Student Organization has charge of the funds of the Organization along with the Student and Alumni Affairs Director. The Student and Alumni Affairs Director is a signatory on the account. Individual classes may not have separate bank accounts, but may raise funds and use them for approved class determined activities. Class funds are deposited and withdrawn through the Student Organization account and the Student and Alumni Affairs Director tracks all monies for each class.

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**By-Laws**

BY-LAWS ARE UNDER REVISION AND PENDING FULL APPROVAL-SEE YELLOW

**ARTICLE I - Name**

The name of this organization shall be the Student Organization.

**ARTICLE II - Purposes**

1. The Student Organization provides a medium of communication, cooperation and action between students and between students and faculty and staff.

2. The Student Organization plans and implements social activities, community service projects and other events and programs for the student body.

**ARTICLE III - Functions**

1. Handles the affairs of the organization.

2. Collaborates on the activities and issues of the classes and Student Organization.

3. Plans Student Organization activities including community service projects and events.
4. Manages the finances of the organization.

5. Administers the Student Organization Award and the Student Organization Book Award.

6. For nursing students, encourages participation in National Student Nurse Association (NSNA) and the Massachusetts Student Nurse Association (MaSNA).

ARTICLE IV - Membership

1. Members — All enrolled students in the Lawrence Memorial/Regis College Nursing and Radiography Programs.

2. The Faculty Coordinator shall be a permanent advisor to Student Organization.

3. A faculty member shall be elected by the Student Organization every two years to serve as the elected advisor.

ARTICLE V - Student Organization Governing Board

All Nursing Program and Radiography class officers will be considered members of the Governing Board of Student Organization.

ARTICLE VI - Officers

1. The officers of the organization shall consist of a President, Vice-President and Secretary/Treasurer.

2. Class Officers and/or Student Representatives who have been enrolled in the Program at least one semester are eligible to be elected as Student Organization officers.

3. Class Officers elect Student Organization officers for the next semester at the last Student Organization meeting of the semester.

4. Officers shall serve for a semester term, and may be reelected.—proposed change to one year

5. Students having been elected as Student Organization officers at the end of a semester, who choose to change division for the following semester and, therefore do not hold a class officer role, may, after discussion and approval by the new class, share a class office and, therefore, be eligible to maintain a Student Organization officer position.

ARTICLE VII - Responsibilities of the Officers

Section 1. President
   a. Presides at all meetings of the organization.
   b. Schedules all meetings.
   c. Acts as official representative of the student body whenever necessary.
   d. Orients the incoming President.

Section 2. Vice President
   a. Assists President in duties at the request of, or in the absence of, the President.
   b. Posts notices of all meetings at least one week in advance of the meeting.
   c. Promotes community service activities among all students and participates in said projects.
   d. Orients the incoming Vice President.

Section 3. Secretary/Treasurer
   a. Types, signs and keeps the minutes of all Student Organization meetings on file.
   b. Reads the minutes of the previous meeting of Student Organization.
c. Posts a copy of the minutes on the Student Organization bulletin board and submits one copy to the President and Faculty Advisor within two weeks of the meeting.
d. Has charge of the funds of the Organization along with the Student and Alumni Affairs Director.
e. Gives a verbal report of the finances at each meeting.
f. At the end of each semester has the report audited by the incoming Treasurer and Faculty Advisor.
g. Orients the incoming Secretary/Treasurer.

ARTICLE VIII - Meetings
1. The Student Organization shall meet a minimum of two times a semester.
2. Special meetings may be called by any members upon written request to the President.
3. Notice of meetings shall be posted at least one week in advance.

ARTICLE IV - Attendance
1. It is the responsibility of class officers to attend Student Organization meetings. If a member is unable to attend, they should send a fellow student as an appointed substitute.
2. All students in the Program, as members of Student Organization, may attend any and all meetings.

ARTICLE X - Quorum
At least one class officer or an appointed substitute from every class shall constitute a quorum.

ARTICLE XI - Voting
1. Only class officers or appointed substitutes are eligible to vote.
2. The Faculty Advisors may not vote or veto any action of the organization, but may express feelings of the faculty and propose options. Faculty Advisor may delay action on an issue pending consultation with the faculty.
3. Issues are decided by majority vote of the class officers or appointed substitutes comprising the quorum.
4. A written ballot will be held at the request of any student.

ARTICLE XII - Finances/Budget
1. Fees collected from enrolled students will make up the budget allocation for the Organization each semester.
2. The fiduciary accounts available to Student Organization shall consist of a checking account and a savings account. The checking account will be used for operational expenses incurred by the Student Organization and will be disbursed at the discretion of members of the Student Organization Governing Board after review by the Director, Student and Alumni Services.

ARTICLE XIII - Awards and Recognition
Student Organization will provide funding for recognition of four to six graduating students each semester. Criteria for student nominations and selection are listed in the Student Handbook.

ARTICLE XIV - Class Organization
1. Each Nursing Program class shall annually elect the following class officers:
   a. President
   b. Vice President
c. Secretary/Treasurer (This position may be split/shared by two students at the discretion and needs of individual classes.)

2. Each Radiography class shall annually elect a President and Treasurer to Student Organization.

3. If a vacancy exists for a position during a semester when full elections are not held, a special election may take place to fill the open position.

4. Each nursing division shall also elect annually representatives to the Nursing Program Faculty Organization, the Curriculum Committee and the Technology Subcommittee.

5. Meetings
   a. Class meetings shall be called when necessary by the class President.
   b. Notice of class meetings shall be posted at least one week in advance and the Faculty Advisor shall also be notified.
   c. All class members are encouraged to attend.
   d. Reports will be given by representatives of standing Nursing Program Faculty Organization committees and Student Organization.

6. Responsibilities of Class Officers
   a. President shall call and preside at meetings, have the power to call emergency meetings, be in charge of class activities and fund raisers and have the power to create ad hoc committees.
   b. Vice President shall assist the President and assume duties of the President in President’s absence, shall post notices of all class meetings, and shall notify their Faculty Advisor of class meetings. The Vice President shall promote community service activities sponsored by Student Organization.
   c. Secretary/Treasurer shall keep minutes of all meetings and submit signed copy to the class President and Faculty Advisor within two weeks of the meeting. Secretary/Treasurer shall collect class dues, keep a written record of receipts and disbursements and submit a report to the class at each meeting.

7. Responsibilities of Student Representatives to Nursing Program Faculty Organization and Curriculum Committee
   a. Attend Committee meetings monthly, as scheduled by Program Administration.
   b. Attend Student Organization meetings to report activity of Committee.
   c. Serve as liaison between the student body and the administration and faculty and bring before the Student Organization information regarding curricula and the academic environment of the Nursing Program.

ARTICLE XV - Amendments
1. Amendments may be proposed by any class officer or upon the petition of 10 percent of the membership of the Student Organization.

2. In order for an amendment to be adopted, it must receive a two-thirds vote of the class officers, be approved by the faculty, posted on the bulletin board for at least two weeks and finally receive a majority vote in Student Organization.

3. If an amendment receives the necessary vote in the Student Organization it shall be adopted and go into effect immediately.

ARTICLE XVI - Parliamentary Authority
Robert’s Rules of Order, (1990) shall be the organization’s parliamentary authority.