

**Lawrence Memorial Regis College**  
**Nursing Program**  
*Associate of Science*

Medford, Massachusetts



**STUDENT**  
**HANDBOOK**  
**2023-2024**

# 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 posting. 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) and is approved by the Massachusetts Board of Registration in Nursing. Contact the Vice President for Education should you wish to review the current accreditation and approval documents.

Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road, NE, Suite 1400  
Atlanta, GA 30326  
(404) 975-5000  
[www.acenursing.org](http://www.acenursing.org)

Massachusetts Board of Registration in Nursing  
Bureau of Health Professions Licensure  
Board of Registration in Nursing  
250 Washington Street  
Boston, MA 02114  
<http://www.mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/nursing/contact-us.html>

Lawrence Memorial Regis College admits academically qualified persons without regard to basis of race, color, national origin, citizenship, alienage, religion, creed, sex, sexual orientation, gender identity, age, disability, or veteran status.

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# Program Philosophy

In concurrence with the mission of Regis, the nursing faculty accepts 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 believes that by fostering professional growth, they encourage the student to become a positive influence on the nursing profession and society.

The Nursing faculty is committed to the education of nurses from the undergraduate through the graduate levels. The faculty believes that multiple levels of nursing practice exist. The Nursing programs at Regis provide 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 and doctorate degrees. The programs build a solid foundation for future endeavors in professional development and educational mobility. The Nursing faculty believe in 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, and 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 the nursing process, and develop the professional role. They also provide a framework for program outcome assessment. Nursing education provides the 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. The climate of an academic setting offers opportunities to become more reflective, compassionate, caring, and socially responsible.

# Program Goals

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.

# Student Learning Outcomes

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

|   | Credits   | Class Hours | Clinical Laboratory Hours | Simulation Hours | Total Course Hours |
|---|-----------|-------------|---------------------------|------------------|--------------------|
| <b>Year I</b>   |           |             |                           |                  |                    |
| <b>Semester I – 15 weeks</b>                            |           |             |                           |                  |                    |
| BI 105 Anatomy & Physiology I/Lab                       | 4         | 45          | 30                        |                  | 75                 |
| BI 108 General Microbiology/Lab                         | 4         | 45          | 30                        |                  | 75                 |
| *EN 105 Writing Seminar                                 | 3         | 45          |                           |                  | 45                 |
| NU 101 Foundations of Nursing Practice                  | 9         | 90          | 112.5                     | 15               | 217.5              |
| <b>Semester II – 15 weeks</b>                           |           |             |                           |                  |                    |
| BI 106 Anatomy & Physiology II/Lab                      | 4         | 45          | 30                        |                  | 75                 |
| *EN 106 Critical Reading, Thinking & Writing            | 3         | 45          |                           |                  | 45                 |
| PS 233 Introduction to Human Development                | 3         | 45          |                           |                  | 45                 |
| NU 102 Adult Nursing Practice                           | 10        | 90          | 144                       | 24               | 258                |
| <b>Year II</b>  |           |             |                           |                  |                    |
| <b>Semester I – 15 weeks</b>                            |           |             |                           |                  |                    |
| *SO 201 Introduction to Sociology                       | 3         | 45          |                           |                  | 45                 |
| *ID 304 Exploring Ethics                                | 3         | 45          |                           |                  | 45                 |
| *MA 210 Statistics                                      | 3         | 45          |                           |                  | 45                 |
| NU 201 Family-Focused Nursing Practice                  | 10        | 90          | 126                       | 36               | 252                |
| <b>January or Summer Intercession</b>                   |           |             |                           |                  |                    |
| +NU 404 Concepts & Challenges for Professional Practice | 3         | 45          |                           |                  | 45                 |
| <b>Semester II – 15 weeks</b>                           |           |             |                           |                  |                    |
| NU 202 Comprehensive Nursing Practice                   | 11        | 105         | 144                       | 24               | 273                |
| <b>CURRICULUM TOTAL</b>                                 | <b>73</b> | <b>825</b>  | <b>616.5</b>              | <b>99</b>        | <b>1540.5</b>      |

**Note:**

- Courses must be completed in accordance with the Prerequisites/Corequisites Policy.*  
*PS 233 must be taken prior to NU 201*  
*+NU 404 must be taken after the completion of the NU 102 nursing course and prior to NU 202.*  
*\*EN 105, \*EN 106, \*ID 304, \*MA 210 and \*SO 201 may be taken at any time prior to NU 202.*
- 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 hours of simulation/week = 1 course credit
- 3 hours of nursing course clinical/laboratory experience/week = 1 course credit



# Academic Calendar

## 2023 Semester I/Fall Semester

Transition Seminar for LPN, Transfer and Advanced Placement Students  
 Welcome Week events  
 Nursing Courses Begin  
 Last Day of Nursing Course Add/Drop Period  
 Labor Day Holiday (No classes)  
 Non-Nursing Courses begin  
 Last Day of Non-Nursing Course Add/Drop Period  
 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 4pm. on September 28)  
 Indigenous People's Day Holiday (No classes)  
 Last Day to Withdraw from a Course (with a "WP" or "WF" grade)  
 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  
 Nursing Course Evaluation Sessions (Finals)  
 Pinning Ceremony for December 2023 Graduates  
     Fine Arts Center, Regis/Weston Campus  
 Non-Nursing Course Final Exam Period  
 Holiday Break after completion of course responsibilities  
 NCLEX-RN Review Course for December Graduates  
 NU 404 Course  
 Winter Intersession (2024)  
 2024

Tue., August 15- Wed., August 16  
 Tues., August 22- Thurs., August 24  
 Monday, August 28  
 Friday, September 1  
 Monday, September 4  
 Tuesday, September 5  
 Tuesday, September 12  
 Tuesday, September 12

Thursday, September 28

Monday, October 9  
 Thursday, November 9  
 Saturday, November 11

Wed., November 22- November 26

Monday, November 27  
 Saturday, December 9  
 December 4 - December 13  
 Monday, December 11 – 3:00pm

Mon., Dec., 11 – Sat., Dec., 16  
 Dec., 14, 2023 – Jan., 15, 2024  
 TBD  
 Dec., 14, 2023 – Jan., 12, 2024  
 Tue., January 2 – Sat., January 13,

## 2024 Semester II/Spring Semester

Transition Seminar for LPN, Transfer and Advanced Placement Students  
 Welcome Week events  
 Martin Luther King Holiday (No classes)  
 Nursing Courses Begin  
 Non-Nursing Courses begin  
 Last Day of Nursing Course Add/Drop period  
 Last Day of Non-Nursing Course Add/Drop period  
 President's Day Holiday (No classes)  
 Spring Recess begins after last class/clinical  
 Classes resume  
 Heritage Week, **Weston campus only**  
 Easter Recess begins after last class Thursday  
 Last Day to Withdraw from a Course (with a "WP" or "WF" grade)  
 Patriots Day Holiday (No classes)  
 Last Day of Non-Nursing Course classes  
 Non-Nursing Course Final Exam Period  
 Nursing Course Evaluation Sessions (Final)  
 Pinning Ceremony for May 2024 Graduates,  
     Fine Arts Center, Regis/Weston Campus  
 Commencement – Blue Hills Pavilion  
 NCLEX-RN Review Course for May Graduates  
 Summer Sessions

Wed., January 10 – Thurs., Jan., 11  
 Tue., January 9 – Thurs., January 11  
 Monday, January 15  
 Tuesday, January 16  
 Tuesday, January 16  
 Friday, January 19  
 Tuesday, January 23  
 Monday, February 19  
 Monday, March 4, -Friday March 8  
 Monday, March 11  
 Monday, March 18 – Sat., March 23  
 Thurs., March 28 – Sun., March 31  
 Monday, April 1  
 Monday, April 15  
 Wednesday, April 24  
 Thursday, April 25-April 30  
 Monday, April 29 – Friday, May 10  
 Wednesday, May 1

Saturday, May 4  
 TBD  
 Start Mon., May 13 – Sat., August 3

# Student Resources

## LMH CAMPUS

### Resource/Service

### Name

### Telephone

|   |  |                |
|---|--|----------------|
| Academic Advising   | assigned nursing faculty advisor,<br>LMH campus                        |                |
| Center for Academic Support                                       | Coordinator, Dr. Corinne Fiory-Eanes                                   | (781) 306-6688 |
| Change of Division, Leaves of Absence,<br>Withdrawal from Program | Registrar, Katie Klucvsek  | (781) 306-6653 |
| Course Registration & Exemptions                                  | Registrar, Katie Klucvsek  | (781) 306-6653 |
| Financial Aid/Work Study Positions                                | Financial Aid Administrator,<br>Nicolette Pinnock                      | (781) 306-6652 |
| Disability Services   | Director, Student & Alumni<br>Services, Colleen Walsh                  | (781) 306-6645 |
| Immunization Records  | Coordinator, Student Health<br>Records- Nancy Feeley                   | (781) 306-6602 |
| Library   | Information Specialist-Terri Niland<br>(days); Marion Drago (evenings) | (781) 306-6606 |
| Media & AV Lab (Computers/Software)                               | Multi-Media Specialist, Karen Sawyer                                   | (781) 306-6635 |
| Nursing Labs  | Lab Coordinator, Shannon Savage  | (781) 306-6639 |
| Public Safety   | Victor Nieves  | (781) 306-6589 |
| Tuition Payments/Payment Plan<br>Arrangements                     | Bursar, Kimberly Phillips  | (781) 306-6650 |
| Student Services Fax  |  | (781) 306-6142 |

### Web Access Addresses

Lawrence Memorial Regis College Website: [www.lmregis.org](http://www.lmregis.org)

Student Portal: [www.lmrc.jenzabarcloud.com](http://www.lmrc.jenzabarcloud.com)

Course-Related Information: [www.moodle.regiscollege.edu](http://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). Further amendments were adopted by the House of Delegates at the NSNA Annual Convention on April 7, 2017 in Dallas, TX. Adopted in April 2020 by the 2019-20 NSNA Board of Directors.\*

1. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, personal attributes, or economic status.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom and quality education; students should exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures which provide for and safeguard the students' freedom to learn.
4. Students should be encouraged to develop the capacity for critical judgment and engage in an autonomous, sustained and independent search for truth.
5. Students should be free to take reasoned exception in an informed, professional manner to the data or views offered in any course of study. However, students are accountable for learning the content of any course of study for which they are enrolled.
6. Students should have protection through orderly approved standard procedures, against prejudicial or capricious academic evaluation. However, students 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, legal status, United States citizenship status, sexual orientation or other personal information 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, and should not be used as an element of evaluation.
8. The student should have the right to advocate for themselves and other students in the construction, delivery and evaluation of the curriculum.
9. Institutions should have a clearly written published policy as to the disclosure of private and confidential information which should be a part of a student's permanent academic record in compliance with state and federal laws.
10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions in an informed, professional manner, both publicly and privately.
11. Students should be allowed to invite and to hear any individual of their own choosing within the institution's guidelines, thereby advocating for and encouraging the advancement of 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, thereby encouraging leadership, e.g., through a faculty-student council, student membership, or representation on relevant faculty committees.
13. The institution has an obligation to clarify those standards of conduct which it considers essential to its educational mission, community life, and its objectives and philosophy. These may include, but are not limited to, policies on academic dishonesty, plagiarism, punctuality, attendance and absenteeism.
14. Disciplinary proceedings should be instituted only for violations of standards of conduct. Standards of conduct should be formulated with student participation, clearly written and published in advance through an available set of institutional regulations. It is the responsibility of the student to know these regulations.
15. The nursing program should have readily available a set of clear, defined grievance procedures.
16. As citizens and members of an academic community, students are exposed to many opportunities and they should be mindful of their corresponding obligations.
17. Students have the right to belong to or refuse membership in any organization.
18. Students have the right to personal privacy in their individual/personal space to the extent that their wellbeing and property are respected.
19. Adequate safety precautions should be provided by nursing programs, for example, adequate street and building lighting, locks, patrols, emergency notifications, and other safety measures deemed necessary to ensure a safe and protected environment.
20. Dress code, if present in school, should be established with student input in conjunction with the school administration and faculty. This policy ensures that the highest professional standards are maintained, but also takes into consideration points of comfort and practicality for the student.
21. Grading systems should be carefully reviewed initially and periodically with students and faculty for clarification and better student-faculty understanding.
22. Students should have a clear mechanism for input into the evaluation of their nursing education and nursing faculty.
23. The nursing program should track their graduates' success in finding entry-level employment as registered nurses and make this information available to all who apply and enroll.
24. The nursing program should provide comprehensive, clear and concise information related to student loans, scholarships and any other student financial aid.

#### **American Nurses Association Code of Conduct**

In addition to the LMRC Student Handbook, students must comply with the standards and codes developed by the American Nurses Association. The School of Nursing may withdraw a student, without prior notice, from the nursing program who does not maintain an acceptable level of behavior as defined in the American Nurses Association Code of Ethics.

#### **Behavioral Expectations**

Nursing students at all levels must display specific professional behaviors and conduct themselves in a professional manner at all times. Specific professional behaviors include but are not limited to: 1) Attending each class, lab, and clinical experience on time and for the duration of the experience; 2) Respectful communication, including electronic communication, when interacting with faculty, staff, peers, patients, families, and members of the health care team; 3) Maintaining professional boundaries with patients, families, and members of the health care team) and 4) Refrain from using cell phones and electronic devices while engaged in learning activities unless otherwise directed.

*\*The faculty and administration of the Program support the Students Rights and Responsibilities adopted by the NSNA.*

# Campus Security

The Program is committed to maintaining a safe and secure environment for its employees, students and visitors.

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 Regis 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.

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<br>(781) 391-6404 (general number)<br>(781) 391-6767<br>(877) 785-2020<br><a href="http://www.aardvarc.org">www.aardvarc.org</a> |
| Domestic Violence Unit<br>Mass Domestic Violence Crisis & Support Resources |  |
| Regis Police<br>Regis Sexual Violence Incident Report Line                  | 911 or (781) 768-7777<br>(781) 591-7452<br><a href="http://www.barcc.org">www.barcc.org</a>  |
| Massachusetts Coalition Against Sexual Assault<br>and Domestic Violence     | (617) 248-0922<br><a href="http://www.janedoe.org">www.janedoe.org</a>   |

Should an assault event occur, the student should contact Security and seek immediate treatment through LMH Urgent Care or MWHC 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.

**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 LMH campus property and all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus and reported to the Security Office or local Police Department and are provided in compliance with the Crime Awareness and Campus Security Act of 1990.

Occurrences reported (calendar years):

|  | LMH campus |      |      |
|--|------------|------|------|
|  | 2019       | 2020 | 2021 |
| Murder/Non-negligent manslaughter        | 0          | 0    | 0    |
| Negligent manslaughter                   | 0          | 0    | 0    |
| Rape                                     | 0          | 0    | 0    |
| Fondling                                 | 0          | 0    | 0    |
| Incest                                   | 0          | 0    | 0    |
| Statutory Rape                           | 0          | 0    | 0    |
| Robbery                                  | 0          | 0    | 0    |
| Aggravated assault                       | 0          | 0    | 0    |
| Burglary                                 | 0          | 0    | 0    |
| Motor vehicle theft                      | 0          | 0    | 0    |
| Arson                                    | 0          | 0    | 0    |
| Simple Assault                           | 0          | 0    | 0    |
| Larceny-theft                            | 0          | 0    | 0    |
| Intimidation                             | 0          | 0    | 0    |
| Destruction/damage/vandalism of property | 0          | 0    | 0    |
| Domestic Violence                        | 0          | 0    | 0    |
| Dating Violence                          | 0          | 0    | 0    |
| Stalking                                 | 0          | 0    | 0    |

Arrests for the following crimes on campus

|                                     | 2019 | 2020 | 2021 |
|-------------------------------------|------|------|------|
| Weapons: carrying, possessing, etc. | 0    | 0    | 0    |
| Drug abuse violations               | 0    | 0    | 0    |
| Liquor law violations               | 0    | 0    | 0    |

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 lit. 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 Vice President of Education office, 781/306-6602, so that repair orders can be initiated.

## Hazing Policy

**Policy:** 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) requires that all students enrolled in post-secondary education receive copies of the provisions of this law which relates to hazing. Please see these provisions below:

### MGL c. 269, ss 17, 18 and 19 provisions

#### Section 17.

Whoever is principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine or 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 term "hazing" shall mean any conduct or method of initiation into any student organization, whether on public or private property, 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 deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

#### Section 18.

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

#### Section 19.

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has

adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communication the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports and shall forthwith report to the attorney general any such institution which fails to make such report.

*\*Taken from website <https://malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter269>*

### **Identification Card Security System, LMH campus**

An identification card security system controls access to all buildings on the LMH 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 MelroseWakefield Healthcare 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 Services. All identification cards will be deactivated during 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 LMH campus, the Security Office is located near Urgent Care on the hospital ground floor. LMH campus Security is reached by dialing "0" and asking for security. On the Regis 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).

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 LMH campus.

### **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, LMH campus, for investigation.



# 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>

Office Location: Al-Anon Family Groups of Massachusetts, Inc. 57 East Main Street, Suite 109, Westborough, MA 01581  
Phone: (508) 366-0556

### **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> .

Phone: (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.

Website: <http://www.mass.gov/eohhs/gov/departments/dph/programs/substance-abuse>

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](http://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 or in possession 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.

# 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:

## Evacuation Plan

### **Residence Building:**

#### **Rooms or Areas**

#### **Exit**

#### **Alternate Exit**

#### **1<sup>st</sup> floor**

Program Offices

Center Door

North door to SON lobby

Library

Center Door

Rear library door

Center for Academic Support

Center Door

#### **2<sup>nd</sup> floor**

Faculty Offices

Center Stairwell

North Stairwell

Computer Labs

Central Stairwell

North Stairwell

Classroom E

Center Stairwell

North Stairwell

Nursing Lab

Rear Lab Exit to  
fire escape

Center Stairwell

SimMan Laboratories

Center Stairwell

#### **3<sup>rd</sup> floor**

Student Lounge; Study Rooms A, B

Center Stairwell

Classroom G

Rear Classroom Exit  
to fire escape

Center Stairwell

Study Rooms C, D, E, Rooms 301, 303

Center Stairwell

Faculty Offices

Center Stairwell

North Stairwell

Faculty Lounge

North Stairwell

Center Stairwell

### **Classroom Building:**

#### **1<sup>st</sup> floor**

Classrooms A & D

Lobby Door

North door by lockers

Classrooms B & C

North Door

Lobby Door

#### **2<sup>nd</sup> floor**

Faculty Offices

Front Stairwell  
to lobby

Rear stairwell to  
North door

## 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 the 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 firefighting 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, RACE (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  
**S** - Use a Sweeping motion across the fire

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.***

# Insurance Coverage

## **Health**

Students are required to be covered by a health insurance plan while enrolled in the Program. All students enrolled in nine (9) or more credits 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 email sent by 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**

Students acting within the scope of their duties during assigned clinical experiences are protected under MelroseWakefield Healthcare's professional liability insurance policy. Students working in other roles (Nurse Aide, etc.) whether at MelroseWakefield Healthcare facilities or at outside agencies may not be covered by the hospital liability policy. Students may wish to purchase malpractice insurance to ensure 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 Program

## Student Health

**Policy:** Students are fully responsible for meeting health and immunization requirements including submission of blood titer results (see *Required Immunizations/Titers for Students*). **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 the Health Records Coordinator.

For a student who had health issues or hospitalization that interfered with class or clinical activities, the Health Care Provider must provide a note to clear the student to return to class and clinical activities without restriction. This is submitted to the Course Coordinator. 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.

## Required Immunizations for Students - AY 2023-2024

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.

|                      |  |
|----------------------|--|
| <b>Tdap</b>          | <b>1 dose;</b> and history of a DTaP primary series or age-appropriate catch-up vaccination. Tdap given at ≥7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td or Tdap should be given if it has been ≥10 years since Tdap  |
| <b>Hepatitis B</b>   | <b>3 doses;</b> laboratory evidence of immunity acceptable; 2 doses of Heplisav-B given on or after 18 years of age are acceptable   |
| <b>MMR</b>           | <b>2 doses;</b> first dose must be given on or after the 1 <sup>st</sup> birthday and second dose must be given ≥28 days after first dose; laboratory evidence of immunity acceptable. Birth in the U.S. before 1957 acceptable only for non-health science students   |
| <b>Varicella</b>     | <b>2 doses;</b> first dose must be given on or after the 1 <sup>st</sup> birthday and second dose must be given ≥28 days after first dose; a reliable history of chickenpox* or laboratory evidence of immunity acceptable. Birth in the U.S. before 1980 acceptable only for non-health science students  |
| <b>Meningococcal</b> | <b>1 dose;</b> 1 dose MenACWY (formerly MCV4) required for all full-time students 21 years of age or younger. The dose of MenACWY vaccine must have been received on or after the student's 16 <sup>th</sup> birthday. Doses received at younger ages do not count towards this requirement. Students may decline MenACWY vaccine after they have read and signed the <a href="#">MDPH Meningococcal Information and Waiver Form</a> provided by their institution. Meningococcal B vaccine is not required and does not meet this requirement |

**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**

**Flu Vaccine:** Annual flu vaccine for the flu season on the Academic Year 2023-2024

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

A TB blood test is required. The QuantiFERON®-TB Gold Plus (QFT-Plus) or the T-SPOT®.TB test (T-Spot) are acceptable. If you are known to have a positive PPD or blood test prior, you will need a chest x-ray performed within one year prior to admission. You will also need to complete the symptom form. You may be asked to have additional TB testing if a clinical facility requires additional TB testing prior to conducting clinical there.

**COVID-19 Vaccine**

A student must have one (1) bivalent COVID vaccine dose; if the individual has had the monovalent series (2 doses), they are required to have a bivalent dose in addition. This is based upon the current CDC guidelines at the time of publication and may be subject to change.

**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.

**Health Services, LMH campus**

Student health services, designed to maintain the physical and emotional health of student nurses, are provided by 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 on the ground floor of Lawrence Memorial Hospital, Urgent Care will provide services seven days a week, 7:00 a.m. to 11:00 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.

**Health Services, Regis 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 LMRC may be shared with Health Services on the Regis campus for students enrolled in the Regis College student insurance.



## **Reporting Illnesses**

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.

If the absence is on a clinical day, the student must notify the clinical instructor and the clinical area before the scheduled clinical time.

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**

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

Evidence of Hepatitis B vaccine series or positive titer.

Blood tests for Tuberculosis exposure are required every year.

Documented immunizations for polio, tetanus, diphtheria, pertussis, meningitis, annual flu vaccine, and COVID vaccine, as per the recommendation of the CDC at the time. For 2023-2024 (at the time of printing), a student must have one (1) bivalent COVID vaccine dose; if the individual has had the monovalent series (2 doses), they are required to have a bivalent dose in addition. Currently, there is no annual requirement for the COVID vaccine. This is based upon the current CDC guidelines at the time of publication and may be subject to change.

## **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, Regis 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.

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

## **Student Responsibilities**

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.

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, Regis campus.

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

After prolonged absence students will be required to submit a note from their health care provider identifying that they may return to all academic activities (including clinical practice) without restrictions to their Course Coordinator to return to class/clinical.

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 note for clearance to return to Program to the Course Coordinator.

# Program Policies

## Academic Advisement

**Policy:** All full-time nursing faculty will serve as academic advisors after one semester in the 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 the Program. A folder will be created for each student by the Registrar and distributed to the Academic Advisors 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 by the Registrar.

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. Students must complete prerequisite courses for advancement. In addition, the faculty will give clearance for each advisee to progress to the next course via electronic communication to the Registrar. If a student does not communicate with their advisor, a hold will be placed on their ability to register. A student or faculty member may request a change in the advisor assignment, if needed.

Students are required to take all non-nursing courses prior to entering NU 202. If a student has outstanding courses, they must delay taking NU 202 until requirements are met. This may require students to validate before returning to NU 202.

### Procedure:

1. The Registrar or designee creates an advisement folder with a Nursing Plan of Progression/Degree Audit.
2. The student advisement folders and a list of advisees are distributed to full-time faculty within the course and student advisement will be posted on MOODLE
3. Faculty will meet with students to review and update the Nursing Plan of Progression/Degree Audit form and discuss student issues during the semester.
4. The faculty will clear advisees to progress and communicate this clearance to the Registrar electronically.
5. Students experiencing academic and/or non-academic difficulty may be referred to available resources such as counseling services, financial aid advisement, the "SMARTHINKING" on-line program, the Center for Academic Support, which includes tutorial services, and Test Taking Skills Program.

## Academic Failure

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

A student who fails a clinical nursing course may repeat the course and progress in the curriculum based on space availability and the *Validation Testing* policy. However, a student who fails NU 101 or NU 102 with a grade of less than 70% or fails clinical is not eligible to repeat and will be withdrawn from the Program.

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 a leave of absence for that period.

A student, who fails more than one course or fails the same course twice, or who fails NU101 or NU102, clinically or with a grade below 70%, whether taken at Lawrence Memorial/Regis College or Regis College, is

administratively withdrawn from the Program and will not be considered for readmission for at least one (1) semester. Students in NU 201 or NU 202 may apply for readmission for the following semester if there is space available.

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

## **Academic Integrity**

Student integrity is defined as honest, ethical and professional behavior in the academic and clinical settings.

Lawrence Memorial Regis College (LMRC) is dedicated to the development of the student as a beginning practitioner. Inherent in that goal is the education of the student in the ethical standards of the profession.

Any violation of the *Academic Integrity* policy will be evaluated individually. The Course Coordinator/Associate Director, Program Director, Vice President for Education and/or Judicial Committee will determine any further action.

**Policy:** Enrolled students are expected to maintain integrity in all academic pursuits including, written work, presentations, examinations, assignments, and other details relating to the assessment of student performance. In addition, enrolled students are expected to uphold the ethical standards of the nursing & radiography 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 but is not limited to:

- Accessing an exam without a faculty member present
- Opening a window or application while taking an exam or during an exam review
- Fabricating data, quotes, or citations for written assignments
- Dishonesty regarding absences, requests for extensions, and the need for make-up exams
- Copying or sharing answers on exams or bringing “cheat sheets” to closed-book examinations, or using any electronic device in an exam/exam review for unapproved purposes., 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.
- Purchasing or selling academic assignments (i.e., papers, projects, care plans, etc.)
- Falsifying records, transcripts, recommendations, or other documents indicative of student qualifications
- Submitting the same paper in more than one class without prior permission
- Plagiarism i.e., presenting someone else’s ideas or words (including internet sources) as your own in written work, presentations, or other assignments
- In the clinical setting students must provide timely accurate assessments and documentation.
- Demonstrating dishonest communication with patients, faculty, and the healthcare team.

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

All students are to demonstrate responsibility and accountability, a conscious dedication to academic and clinical integrity and follow the LMRC Standards of Safe Clinical Practice, the American Nurses Association Code of Ethics, and the American Registry of Radiologic Technologists Standard of Ethics. The LMRC Standards of Safe Clinical Practice are as follows:

1. Practice within the scope of the course competencies and role
2. Comply with Program and agency policies and procedures
3. Prepare for clinical assignments according to course expectations
4. Provide nursing care that promotes health, safety and optimal patient care
5. Demonstrate the application of previously learned knowledge, competencies and values in providing nursing care

6. Safely prepare, administer and document all medications and treatments
7. Report and record patient information to appropriate persons in a timely manner
8. Promote, advocate for and strive to protect the health, safety and rights of the patient, including confidentiality

The following terms and definitions of violations in academic integrity have been developed as examples only, to assist in the identification of behaviors that are in conflict with the *Academic Integrity* policy. These examples include, but are not limited to the following:

- A. CHEATING – to violate rules of honesty and ethical behavior
  - copying the answers of another person(s) during a test
  - providing test-related information (or answers) to another student
  - consulting unauthorized materials during a test (notes, calculators, electronic devices)
  - assisting a student to copy or use unauthorized material
  - taking an examination for another student or having another take an exam for a student (i.e., false representation)
  - facilitating cheating or failure to report cheating to faculty
  - altering examination results
  - consulting with another student to complete an assignment and representing the work as one's own without the knowledge of the faculty
  - deception in compliance with course requirements
  - deception in the provision of patient care
- B. FABRICATION – to create information to deceive
  - falsifying any information, e.g., citation, transcript, clinical assignment, any materials used for qualification/evaluation
  - inventing a source or reference
  - including non-related sources in the bibliography
- C. PLAGIARISM – to present as one's own the ideas or words of another
  - failure to cite the source of the information on course assignments
  - failure to use quotes
  - failure to identify the use of paraphrasing (Academic Integrity Handbook, Regis College)
- D. LIMITING ACCESS TO INFORMATION AND LEARNING RESOURCES
  - destroying or removing materials for use of all students, e.g., library books, journals, media hardware and/or software, laboratory supplies
  - stealing materials belonging to another person, e.g., clinical evaluation tool and related papers, classroom, or study notes

Reference: American Nurses Association (ANA), 2015. Code of ethics for nurses with interpretive statements. Retrieved from: <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/coe-view-only/> (Silver Spring, MD: Author).

## 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 (C). 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.

**Procedure:**

1. The Registrar will notify the appropriate Associate Director of any student with a cumulative GPA of less than 2.0 (C) at the completion of each semester.
2. The appropriate Associate Director/Course Coordinator will confer regarding the student's level of achievement.
3. The appropriate Associate Director or designee will notify the student in writing that the student is being placed on academic probation including any recommendations.
4. An Academic Probation Notice will be completed and signed by the appropriate Associate Director and student.
5. The Administrative Committee will be informed of all Academic Probation Notices at the beginning of each semester.
6. The original signed document of the Academic Probation Notice will be retained in the student record in the Registrar's office and electronic copies will be distributed as follows:
  - 1 copy to the student
  - 1 copy to the appropriate Associate Director
  - 1 copy to the appropriate Course Coordinator
  - 1 copy to the student's Faculty Advisor
7. 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.
8. The Director, Student and Alumni Services will make a recommendation to the Admission and Progression Committee concerning the student's return to the Program.
9. The Admission and Progression Committee will make the final decision and will notify the student in writing.
10. Copies of the final decision will be distributed as follows:
  - 1 copy to the student
  - 1 copy to the appropriate Associate Director
  - 1 copy to the appropriate Course Coordinator
  - 1 copy to the student's Faculty Advisor
11. Academic Probation notice(s) are removed from the student's record upon successful completion of the Program.

**Academic Progression****Policy:**

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 clinical courses is 2.7 (80% or B-).
3. All clinical nursing courses are composed of theoretical and clinical components. Students must achieve a 2.7 (80% or B-) theory grade and pass the clinical component to successfully complete clinical 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) is required for all non-nursing courses.
5. In order to progress from one semester to the next, a student must have successfully completed all prerequisite courses for the upcoming semester.
6. 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.

*\*In order to be eligible to sit for the NCLEX-RN licensure exam, the Associate Degree must be conferred by Regis College. Degrees will only be conferred by Regis College in May, August and December on the specified date.*

### **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. Drug and Alcohol abuse prevention information
5. Program's completion or graduation rate
6. Placement of and types of employment obtained by graduates of the Program
7. Clery Act (campus security)
8. Family Educational Rights and Privacy Act (FERPA)

### **Attendance: Nursing Courses**

**Policy:** Attendance is required at all clinical experiences, clinical conferences, and examinations. Class attendance is strongly encouraged. For a student who had health issues or hospitalization that interfered with class or clinical activities, the Health Care Provider must provide a note to clear the student to return to class and clinical activities without restriction.

Clinical attendance is mandatory. This includes lab, simulation, and in person patient care hours. A student will not be excused for missing clinical experiences. Students are required to notify their faculty if they will be absent or tardy for clinical. Students who arrive later than 10 minutes after the designated start time of clinical will be sent home if they did not notify faculty. If a student is late and arrives at the clinical site 30 minutes past the start of clinical, they will be sent home. Students who do not complete the assigned pre-work or arrive at the lab 10 minutes after the designated start time will be sent home. Missed time will count as a clinical absence and a paid make-up will be required. Students must be present for the entire clinical experience to receive credit for the day. A student will receive a counseling statement when a pattern of tardiness or absenteeism interferes with the student's ability to demonstrate clinical competencies. When a student misses 15% of clinical time, course faculty will issue a counseling statement. Students who have missed 20% or more clinical time will receive a judicial warning. A make-up assignment will be required for absences from clinical or labs. This will consist of a lab and/or unit clinical experience. For any in-person lab or simulation make up, the student will be required to pay a fee. The make-up fee for the first absence in the clinical setting related to illness in the Program will be waived if the student makes up the time during a regularly scheduled lab or clinical make up. If the student is unable to attend the assigned make-up time, they will be charged. A one-hour fee will be charged for any missed, scheduled appointment. For any subsequent absence during the Program, a make-up fee will be charged for clinical experiences in clinical setting. The Course Coordinator will notify the Bursar of the make-up time so that the fee is billed. The student must pay the fee before attending the make-up. Any student who misses 30% or more of clinical time will be administratively withdrawn from the course.

Students should not work at an outside job the eight (8) hours immediately preceding their clinical day as this may impair their learning and clinical judgement. Students found to have worked during the eight (8) hours prior to the clinical shift will be dismissed from clinical and the day will be counted as a clinical absence.

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. Clinical attendance is mandatory; however, during inclement weather if the student believes that driving to clinical would pose an unacceptable risk, the student must notify the clinical faculty that they will not be attending. This will be considered a clinical absence and students will be required to attend a paid clinical make-up.

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.

## **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 (Medford and Weston) 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.

### **LMH campus**

Nursing class cancellation notices are made on Channels 7 and 56 News. Decisions regarding closure will be made as early as possible. 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 as soon as possible 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 as soon as possible and the word "CLOSED" will be used.

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

### **Regis 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 requesting to change from the Day Division to the Evening/Weekend Division, or vice versa, must submit a request to the Registrar (either in writing or in email). Division changes will not be made after the start of a semester. Requests may be placed on file until enrollment numbers are known.

**Procedure:**

1. A student considering a division change must submit a request in writing or by email to the Registrar.
2. Requests are presented to the Admission and Progression Committee for decision.
3. The student will be notified of the decision of the Committee after a decision is made.

### **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. A Criminal Background Check will be required of every 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. Evidence of completion/enrollment in prerequisite/corequisite courses is also required for class and clinical entry. In addition, current Basic Life Support (BLS) provider level from the **American Heart Association** is required for clinical participation. Some clinical agencies may have further requirements that students will need to meet to participate in clinical. Students will not be allowed to start/continue class/clinical experiences without the appropriate documentation

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.

### **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, LMH campus.
2. Students are responsible for making all arrangements for taking the appropriate examinations and having the results sent directly to the Registrar, LMH 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 competency, which, in turn, guide the student toward the attainment of course and curriculum learning outcomes. The clinical evaluation tool is graded using the following key:

- 5 = Consistently meets all ELA's and SLO
- 4 = Meets most ELA's of SLO
- 3 = Developing the skills of the ELA's of the SLO
- 2 = Need improvement in meeting the ELA's of the SLO
- 1 = Does not meet the ELA's of the SLO

The expectation is that the student achieves an expected level of achievement (ELA) between a 2 and 5 each week. By the end of the course, it is expected that the student will have ELA's of four or better for all student learning outcomes. Essential criteria marked with an asterisk (\*\*) are critical outcomes that must be met consistently. The final clinical grade, a component of course completion, is expressed as either “pass” (P) or “fail” (F).

Clinical faculty will provide feedback by documenting the level of student achievement for each course student learning outcome, including comments when applicable. The tool is uploaded with clinical faculty feedback to the student. The document is passed back and forth and is cumulative. The student will review and initial the faculty grading of student performance for each course student learning outcome prior to the next clinical week/weekend.

Clinical attendance is mandatory. Students are expected to attend planned clinical experiences to maximize learning opportunities. In addition, this enables faculty to sufficiently evaluate student knowledge, skills, abilities and performance in meeting clinical competencies and, in turn, course student learning outcomes. A student will not be given permission for any time off during weeks when clinical experiences are scheduled. For any absence “A” will be assessed for each student learning outcome. Course faculty are responsible for identifying patterns of absence and the consequences thereof. These consequences may include, but are not limited to, written counseling statement, judicial warning and/or make up of clinical time at the end of the semester.

A 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 formative student/faculty conference is required at the completion of the semester. 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. 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 health care 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 regulatory and federal agencies. Protected Health Information (PHI), whether in a medical record, electronic data, or as information shared 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 courses and must adhere to all provisions of this Act.

Student information, whether in a student record, program database or as information shared 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 public transportation, at restaurants, at social events, etc. It is not acceptable 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 communication 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 is strictly prohibited at all MelroseWakefield Healthcare or SON campuses. Printing will be monitored by Information Services.
  - c. Confidential papers, reports, and computer printouts should be kept in a secure place. Information about patients and students must always be protected. Any patient or student identification information must be deleted. Communication about patients, faculty, staff, students, clinical sites or their personnel over social networks, (e.g., Twitter, Facebook, on other social networks; e-mail; text messaging) is strictly prohibited (See Social Media policy).
6. Computers:
  - 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.

## EXAMPLES OF HIPAA BREACHES<sup>(1)</sup>

- A student accesses the electronic health records of a high-profile patient who is treated at one of our clinical sites.
- A student forgets to log off a computer screen with identifiable patient information and others can view it.
- A student accesses the electronic health records of a patient who they cared for previously: just for curiosity.
- A laptop is stolen that contains Protected Health Information (PHI) and/or Personally Identifiable Information (PII).
- A student posts about the care of a patient or a situation at a clinical facility on Facebook.
- A student texts patient initials, room number and the hospital name to the instructor.
- Misdirected e-mail that lists a patient's identifiable information.
- A student accesses the records looking for information on friends or family members out of curiosity (without a business-related purpose).
- A student takes a cell phone picture of a patient, a census board, or a computer screen.
- A student prints patient information and takes it home.
- An unencrypted mobile device that is used for e-mail has e-mails containing patient or hospital information and is lost or stolen.
- Intentional non-work-related access by a student of her neighbor's information.
- A student talks about a patient in the cafeteria or elevator.
- A student misplaces the paperwork that has initials, diagnosis and room number.
- Violations of confidentiality are not limited to these examples.

## 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 <https://regiscollege.edu/academics/library/library-services/copyright-policy> 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 MelroseWakefield Healthcare 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.

An additional copyright resource is available for faculty in Moodle - the Fahey Library's "Copyright for Academic Educators – A Handbook."

### **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 and can include but is not limited to print and web-based documents, videos/motion pictures/sound recordings, print and web-based images/pictures/photos, works of art, and CDs/DVDs 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 print, non-print/electronic, or unpublished, is almost certainly protected by copyright. Copyright law does not protect ideas, data, processes, 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 use of 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 2023 and permission is granted, they cannot use that article in a coursepack in Fall 2024 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.
- ✓ **Photocopying by Students:** 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 <https://www.educause.edu/legalcontent>.

### **Technology-Based Deterrents**

Illegal file sharing is prevented by the MelroseWakefield Healthcare (MWHC) IT Department (of which the LM/RC computer network is a part) via a web security filtering tool. The MWHC 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: <https://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 LMRC 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.

## **Counseling Statement**

**Policy:** Students are issued a counseling statement when they are in danger of failing clinical or displayed unprofessional behavior in the clinical or classroom setting. These statements are meant to alert the student to potential failure and to provide guidelines and action plans for improvement. Statements should be issued only when verbal counseling has not been effective. Verbal counseling will be documented.

**Counseling Statements** are for those students who display unprofessional behavior or for students not meeting the student learning outcomes to successfully complete the course.

Students who receive a second counseling statement will be reviewed for judicial warning and or clinical failure.

### **Procedure:**

- For Counseling Statements, the faculty member with the Course Coordinator will initiate the statement after approval by the Associate Director. The faculty member will specify the student learning outcomes (SLO) that are not being met or the behavior that must be changed. The student and the faculty member will then develop an action plan to help the student meet the SLOs.
- The faculty member and/or the Course Coordinator will have a conference with the student who is being issued a Counseling Statement.

- The Statement should be signed by the Associate Director, the faculty member and the student.

The original signed copy is retained in student record in the **Registrar's office** and electronic copies are distributed by the faculty member as follows:

- 1 copy to the student
- 1 copy to appropriate Associate Director
- 1 copy to appropriate Course Coordinator
- 1 copy to Student's Faculty Advisor

- Counseling Statements are kept in the student record following the *Student Record* policy.

## **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

## **Credit Allocation**

**Policy:** Lawrence Memorial Regis College Nursing (LMRC) Program uses a standardized calculation to allocate credits to course.

## **Clinical Nursing Courses**

- 1 course credit hour = 1 hour of didactic per week per semester (50-minute instructional hour)
- 1 course credit hour = 3 hours of traditional lab/clinical per week per semester
- 1 course credit hour = 2 hours of simulation per week per semester

The School of Nursing has adopted the NCSBN definitions for simulation and traditional clinical experience to determine credit allocations for each type of experience:



## **NCSBN Definitions**

**Simulation:** A technique, not a technology, to replace or amplify real experiences with guided experiences that evoke or replicate substantial aspects of the real world in a fully interactive manner (Gaba, 2004).

**Traditional Clinical Experience:** Practice in an inpatient, ambulatory care, or community setting where the student provides care to patients under the guidance of an instructor or preceptor.

Simulation may be in person or virtual. In both cases, faculty will use the INACSL Standards of Best Practice for Simulation.

## **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. Courses taken elsewhere are exempt and appear on the transcript but are not computed in the cumulative grade point average.

If a student repeats a course, the highest grade achieved is used in determining the GPA. The student's transcript will show both grades with a notation that the course was retaken. The Grade Point Average (GPA) is computed by the Registrar.

## **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 or Program Director 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.

## **Dress Code**

**Policy:** Students are representatives of the nursing program that includes Regis College and Melrose Wakefield Healthcare. 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, solid-colored socks and nurse shoes. Clean professional rubber-soled shoes and/or sneakers in a neutral color are appropriate. Open toe shoes may not be worn. Students may wear a solid, neutral-colored, 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 appropriate street clothes. Jeans and other denim attire of any color, spandex, sweatpants and sweatshirts, tee shirts, cargo pants, and other casual clothing are not considered professional or proper dress. In addition, anyone 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).

Jewelry must be simple and basic and not interfere with patient care. Only 1-2 simple rings, and stud earrings or piercings are allowed as long as they do not interfere with patient and personal safety or personal protective equipment (PPE). Any tattoos that contain profanity, weapons, or nudity must be covered. If an agency policy has more restrictions regarding tattoos and piercings, that agency's policy will be followed. 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-tact.

Students are expected to be neat and clean. 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.

Some clinical agencies may have additional dress regulations beyond the school's requirements. Students are required to follow the school and the clinical agency dress code.

**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.

**Educational Mobility**

**Policy:** Educational mobility enables an individual to move from one educational level to another with acknowledgement of acquired competencies and minimal repetition of previous learning. Lawrence Memorial/Regis College policies and procedures for Advanced Placement are designed to recognize previous nursing education without regard to basis of race, color, national origin, citizenship, alienage, religion, creed, sex, sexual orientation, gender identity, age, disability, or veteran status. Applicants who are licensed practical/vocational nurses may be granted advanced placement within the curriculum upon passing theory and clinical validation testing.

Lawrence Memorial/Regis College also builds a solid foundation for future endeavors in professional development and educational mobility. 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 doctoral degree. Lawrence Memorial/Regis College has a dual admission agreement with Regis College

enabling its graduates to matriculate in the BSN or MSN curriculum without validation testing or repetition of learning. An RN to BS curriculum is offered on the LMH campus for students and graduates.

In order to facilitate the advanced placement of its graduates, Lawrence Memorial/Regis College also works with other college and university nursing programs.

## **Emergency Contact**

**Policy:** The issue of student safety and well-being is very important to our community. For this reason, we ask that all students provide and regularly verify contact information for a designated emergency contact. This information must be current, kept up-to-date, and include various ways to contact this designated individual. In the event of a student's personal emergency, an Administrator will contact their emergency contact(s) on their behalf. Please note that failure on the student's part to communicate with the Program for five (5) consecutive days (no attendance, no email, and/or no phone calls) constitutes a need for a wellness check with their emergency contact due to concern about the student's whereabouts. By providing emergency contact information to the Program, students are also authorizing permission for Administration to reach out to this individual in an emergency and in cases where there are ongoing concerns about a student's whereabouts. Registrar will email all enrolled nursing and radiography students at the start of each semester to ask that they add/update their emergency contact information in SONIS.

## **End of Course Evaluation**

**Policy:** By the end of each nursing course, students will be provided with course and instruction evaluation (classroom, laboratory, and clinical) tools. The evaluations will remain confidential until grades have been submitted to the Registrar. Evaluations will be distributed to course faculty and the Division Associate Director.

## **Examinations and Quizzes: Nursing Courses**

**Policy:** The number of examinations and quizzes 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 and quiz 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.

A pattern of tardiness or absenteeism from examinations or quizzes will result in a counseling statement. Grades will be finalized and made available as determined by course faculty. Testing accommodations will be made for those students who have an education accommodation plan on file.

Online quizzes will be open for a minimum of 72 hours. Students who do not complete the quiz or exams in the allotted time will receive a zero (0).

### **Policy for taking and proctoring scheduled and make-up examinations:**

1. Opening a computer window or application while taking an exam is prohibited.
2. All examinations are proctored by faculty and/or staff member.
3. Students are not permitted to bring anything to the computer testing area.
4. Program-issued calculators and other testing supplies will be distributed for examinations, as needed.
5. Exam integrity must be maintained and sharing exam questions is prohibited.
6. Talking among students is not allowed for any reason during exams.
7. Scrap paper will be distributed and collected by faculty.
8. Make-up examinations for students who are unable to take the scheduled in person quiz or exam, will be arranged with the Course Coordinator. If a student is late for a in person quiz, the student will have to schedule a make-up with the Course Coordinator.

**Policy for reviewing examinations:**

1. Opening a computer window or application while taking an exam review is prohibited.
2. Students are given the opportunity for a review of the exam once they complete their exam. During the review, the student may read the questions and the rationale for the correct answer. There is no talking or distractive behavior during the review. Private reviews may be scheduled by appointment at the discretion of course faculty.
3. Students seeking clarification of an exam item should contact the faculty member that taught the material after all students have completed the exam.
4. Sharing exam questions is prohibited.
5. Students are to leave the testing site once they complete the review and turn in their scrap paper. Students are not allowed to re-access the exam.

**Policy for disputing an examination grade**

If a student has a question regarding the calculation of their exam grade, they must bring it forward to the Course Coordinator within seven (7) days of the exam date.

**Exemption****CLEP**

Students may be exempted from non-nursing courses if they have completed an appropriate College Level Examination Program (CLEP) exam(s) in keeping with the *Prerequisite/Corequisite* policy. Students may take CLEP tests to demonstrate college-level competency no matter where this knowledge was acquired, by successfully completing a CLEP examination at or above the standard score (determined by Regis). All CLEP exam scores are reviewed by the Registrar, Regis College.

**SCIENCE REVIEW COURSES**

Students may take science review courses at Regis in the following subjects:

- Anatomy & Physiology I
- Anatomy & Physiology II
- Microbiology

Review courses are only available to students who have successfully completed a comparable course that was not eligible for transfer due to having been taken over seven years ago.

**ARTICULATION AGREEMENTS**

Students may receive an exemption of non-nursing courses and/or nursing clinical courses, as part of a Board of Nursing approved articulation agreement. (see also *Validation Testing* policy).

**Exit Interview Prior to Graduation**

**Policy:** Students in NU 202 or at the completion of the Radiography program, 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**

### **Policy:**

#### **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 2.7 (80% or B-) 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, LMH campus. A student will receive the number grade earned for the theory portion of the course. All theory work is graded and recorded on a percentage basis rounded to the hundredth (second digit after the decimal place). A grade below 80% 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.

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

|              |     |    |
|--------------|-----|----|
| 95 – 100%    | 4.0 | A  |
| 90 – 94%     | 3.7 | A- |
| 86 – 89%     | 3.3 | B+ |
| 83 – 85%     | 3.0 | B  |
| 80 – 82%     | 2.7 | B- |
| 78 – 79%     | 2.3 | C+ |
| 73 – 77%     | 2.0 | C  |
| 70 – 72%     | 1.7 | C- |
| 66 – 69%     | 1.3 | D+ |
| 63 – 65%     | 1.0 | D  |
| 60 – 62%     | 0.7 | D- |
| 59 and below | 0.0 | F  |

Letter grades are recorded on transcripts

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:

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

## **Graduation**

**Policy:** 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.

1. 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 LMRC 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

*\*In order to be eligible to sit for the NCLEX-RN licensure exam, the Associate Degree must be conferred by Regis College. Degrees will only be conferred by Regis College in May, August and December on the specified date.*

## **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. Ensure 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. In the interest of time, if the Chairperson and Committee agree to move forward immediately, and the grievant is available and agrees, the waiting period for the second meeting will be waived and the grievance meeting will be held.
5. If the meeting is not held immediately, 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. The grievant may not bring a member of the faculty/staff/administration.
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 Programs require 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 Programs.
3. Students that have attended school outside of the United States 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. All students must have a Criminal Background check prior to clinical nursing courses (see *Criminal Background* policy for details).

**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 and financial records are maintained in locked files in the offices of the Registrar, Financial Aid Administrator and Bursar. 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 occupied.
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.

1. In the event of student accident/injury on the LMH 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.

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.

### **IMPAIRMENT**

**Policy:** Is the inability for the student to demonstrate reasonable judgment, skill, and safety by reason of alcohol or drug abuse, use of other substances, a physical or mental illness or condition, or by any combination of the foregoing. Students who are impaired will not be able to attend class or clinical.

1. When a student is suspected of being impaired:
  - a. The responsible faculty will assess the student in person.
  - b. If it is concluded that the student does not appear to be impaired 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 impaired or the student admits to being under the influence of drugs (prescription or illicit) or alcohol, the faculty should:
    - i. On the LMH or Melrose campus: remove the student from the department, classroom, or unit and inform the student of their observations and concerns.
    - ii. At non-MelroseWakefield Healthcare clinical sites: follow the 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.
2. 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 any criminal conduct, including but not limited to, any criminal felony or misdemeanor conviction by a student results in immediate temporary suspension or permanent dismissal from the program.

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

1. Criminal conduct
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. Director, Student and Alumni Services
3. Associate Director, Day Division
4. Associate Director, Evening/Weekend 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 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 Director, Student and Alumni Services
  - 1 copy to the appropriate Associate Director
  - 1 copy to the appropriate Course Coordinator
  - 1 copy to the student's Faculty Advisor
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. Student must request the leave of absence from the Registrar (either in email or in writing).

#### **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. The student must also pay the Return from LOA non-refundable fee by the established date. A student who does not respond and pay 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), will be required to validate previous nursing knowledge (see *Validation Testing* policy).

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 Health Records Coordinator prior to returning from the leave of absence.

## 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 must be returned upon receipt of the first overdue notice.
3. If the overdue item is not returned upon receipt of the first notice, a second notice will be sent, and the student will be charged a **\$20 non-refundable** overdue fee on their current semester bill.
4. If the item is not returned upon receipt of the second notice, the student will be notified that unless the item is returned by a specified date, the student will be charged an additional **\$25 non-refundable** overdue fee on their current semester bill.
5. Until such time as the overdue material has been returned or the requisite fees applied, no other library materials will be signed out to the student.
6. If loaned item is not returned after the second notice it will be assumed the item has been lost and the students account will be charged the replacement cost of the book (**non-refundable**).

## Maintenance of Professional Boundaries with Co-Workers and Students

**Purpose:** It is the policy of LMRC to maintain clear and professional boundaries in the workplace. As an academic organization who is student centered, we recognize the importance of a supporting learning relationship while maintaining a clear delineation of roles among our faculty, staff and students.

**Policy Statement:** LMRC and MWHC prohibit relationships with students that fall outside the limits of the employee's normal job description and role. The expectation is that all employees treat students according to accepted standard protocol and avoid any socialization that goes beyond a professional relationship. In addition, employees who enter into any close personal/romantic relationship with another employee may be re-assigned to another area to avoid any conflict of interest. All employees must read and accept the terms of the MWHC policy on sexual and other unlawful harassment in the workplace.

### Responsibilities and Requirements:

**Student-Staff/Faculty Relationships** shall occur only within the limits of the job description of each faculty or staff. Examples of unacceptable behaviors include, but are not limited to the following:

- ☐ Sexual Relationships
- ☐ Giving or receiving of money or extravagant gifts
- ☐ Relationships with students outside of LMRC –personal or via social media
- ☐ Violating social or accepted academic advisement boundaries
- ☐ Sharing of inappropriate personal information
- ☐ Inappropriate social relationships

If a student attempts to initiate an inappropriate relationship with an employee, it is the responsibility of the employee to notify their supervisor promptly. Examples of reportable interactions include but are not limited to:

- ☐ Telephone calls from a student to an employee to their home/cell other than to discuss course related content. Faculty may choose to not release their personal phone numbers to students and communicate via Tufts Medicine email only.
- ☐ A student who initiates conversation of a sexual nature or makes inappropriate advances
- ☐ A student who is unwilling or unable to accept limits or boundaries

**Employee-Employee Relationships** should observe the boundaries compatible with professionalism and decorum in the workplace. Employees who embark on a more personal relationship with another staff member may be subject to reassignment to a different course or division. Employees who share a close personal relationship or who are related to one another should not work within LMRC at the same time and should never be in a situation where one reports to the other. If one employee attempts to initiate an inappropriate relationship with another staff member, the employee should report the situation to their supervisor promptly. All employees are subject to the terms of the policy on *Sexual and Other Unlawful Harassment*. The policy on *Sexual and Unlawful Harassment* is distributed annually as part of the core competency e-learning.

## **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) to a maximum of three (3) tests or 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. Clinical failure will result if the student is unable to pass the exam after three attempts.

## **Military Applicants Credit Awarding**

**Policy:** Credit for prerequisite courses may be accepted in transfer (per our *Transfer* policy) from accredited institutions, through CLEP (per our *Exemption* policy) or through courses taken at Regis. The program does not offer credit for experiential learning or military training.

## **Mobile Device Usage**

**Policy:** All enrolled students are required to have a mobile device 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 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.

**Inappropriate mobile device use or violation of HIPAA guidelines may be cause for termination from the Program.**

#### 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 possibly contaminate device, e.g., laying device on bedside table or patient bed.

### Nursing Honors

**Policy:** A student who receives a grade of 3.3 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 receive a letter of congratulations from the Vice President of Education and Director of Student and Alumni Services each semester they receive nursing honors. Students receiving nursing honors in their final course are recognized at the Pinning Ceremony.

### Payment Policies

#### Billing:

Students will be billed for tuition and fees prior to each semester/summer session in which they are enrolled. The timely payment of tuition and fees is the student's responsibility. Bills are payable by the due date schedule listed below:

| Semester/Session | Bill Available on Student Portal | Bill Due Date  |
|------------------|----------------------------------|--|
| Fall             | Mid-June                         | July 15 <sup>th</sup>  |
| Winter           | At time of registration          | At time of registration  |
| Spring           | Mid-November                     | December 15 <sup>th</sup>  |
| Summer           | At time of registration          | Summer Session I May 1 <sup>st</sup><br>Summer Session II June 1 <sup>st</sup> |

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 receiving financial aid must pay any remaining balance not covered by financial aid, by the above due dates. Students' financial aid is not considered final until students have completed all necessary paperwork to ensure disbursement of funds.

**\*\*Late accepts to the Program:** Students accepted after the published semester bill due dates, will be given two (2) weeks to make their payment or payment plan arrangements.

**Payment Options:**

**Pay your bill online:** go to [www.lmregis.org](http://www.lmregis.org) and click "Pay My Bill"

**Check, money order, or debit/credit card (in-person ONLY):** Students may pay their bill in full by the above bill due dates. Acceptable payment options include check, money order or debit/credit card. CASH is no longer accepted.

**Monthly payment plan:** Students may also pay tuition and fees through a monthly payment plan administered by the Bursar. **Payment plans are available for the Fall and Spring semesters ONLY.** There is a **\$50 / semester Payment Plan Service Fee (PP fee)**. Re-enrollment is required each semester. Payment plan schedule is listed below:

| Fall Semester                                       | Spring Semester                                    |
|---|--|
| July 15 <sup>th</sup> – 25% of tuition balance      | December 15 <sup>th</sup> – 25% of tuition balance |
| August 15 <sup>th</sup> – 25% of tuition balance    | January 15 <sup>th</sup> – 25% of tuition balance  |
| September 15 <sup>th</sup> – 25% of tuition balance | February 15 <sup>th</sup> – 25% of tuition balance |
| October 15 <sup>th</sup> – 25% of tuition balance   | March 15 <sup>th</sup> – 25% of tuition balance    |

*Students with a financial hardship may submit a request to the Bursar for a 5-month payment plan arrangement, which will be reviewed by the Dean of Students.*

Students that are late on their payment plan will be charged late fees based on schedule below:

1<sup>st</sup> time late = \$50

2<sup>nd</sup> time late = \$100

For example: Payment due August 15<sup>th</sup>. If not paid by September 1<sup>st</sup> a \$50 late fee will be assessed to the student's account. Next payment due September 15<sup>th</sup>. If not paid by October 1<sup>st</sup> an additional \$100 fee will be assessed to the student's account.

**Removal from Payment Plan:** Any student that is late more than two (2) times will lose their privilege to utilize a payment plan for subsequent semesters. All future semesters will need to be paid-in-full by the tuition due date.

**Private Educational Loans/PLUS Loan:** In many cases, students need to borrow additional loans after exhausting their Federal Stafford Loan eligibility (we recommend students first apply for financial aid and borrow with federal student loans). Information regarding private educational loans can be found at [www.finaid.org](http://www.finaid.org). LMRC does not endorse any individual lender. Students who have questions regarding private loans are encouraged to contact the Financial Aid Administrator.

**Delinquent Accounts/Bursar Holds**

Any student that has not satisfied their financial obligations to the Program will have a Bursar hold placed on their account, which will have the following consequences:

- Grades, official transcripts and diplomas will be withheld
- Blocked from future course registration
- Assessed a late fee
- Dropped from class and/or clinical
- Be referred to a collections agency. The student will be liable for the outstanding balance, collection costs, and any legal fees incurred by the Program during the collection process. LMRC has the right to report accounts placed with collections agencies to the credit bureaus.

**Return Check Fee:**

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. Email 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 will automatically result in a hold on the account affected, which will preclude participation in any or all of the following activities: further check writing privileges, class registration, receipt of grades, issuing official transcripts and/or diplomas.

#### Returned Check Payment Methods

1. 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.
2. Deliver in person or mail certified funds to:  
Lawrence Memorial/Regis College  
Attn: Bursar's Office  
170 Governors Avenue  
Medford, MA 02155

#### Withdrawal from Program:

Students have 30 days after withdrawing from the Program to pay any outstanding balance.

#### Billing disputes:

Discrepancies in your bill should be addressed in writing to the Bursar. Include your name, permanent home billing address, email address, dollar amount in question, and any other information you believe is relevant. If there is a billing problem, pay the undisputed part of the bill to avoid responsibility for any late fees or financial holds. Disputes must be made within two (2) months of the final date of the semester charges being disputed.

### 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.

| Requisite Course & No.                                  | Prerequisite Course & No.              | Corequisite Course & No.     |
|---|--|------------------------------|
| BI 105 Anatomy & Physiology I                           | None                                   |                              |
| BI 108 General Microbiology                             | None                                   |                              |
| NU 101 Foundations of Nursing Practice                  | None                                   | BI 105 A&P I<br>BI 108 Micro |
| BI 106 Anatomy & Physiology II                          | BI 105                                 |                              |
| PS 233 Introduction to Human Development                | None                                   |                              |
| NU 102 Adult Nursing Practice                           | NU 101<br>BI 105 A&P I<br>BI 108 Micro | BI 106 A&P II                |
| +NU 404 Concepts & Challenges for Professional Practice | NU 102                                 |                              |

| Requisite Course & No.                       | Prerequisite Course & No.                                 | Corequisite Course & No. |
|--|---|--------------------------|
| NU 201 Family-Focused Nursing Practice       | NU 102<br>BI 106 A&P II<br>PS 233 Human Develop           |                          |
| NU 202 Comprehensive Nursing Practice        | NU 201*EN 105, *EN 106,<br>ID 304, *MA 210 and *SO<br>201 |                          |
| *EN 105 Writing Seminar                      | None  |                          |
| *EN 106 Critical Reading, Thinking & Writing | EN 105  |                          |
| *ID 304 Exploring Ethics                     | None  |                          |
| *MA 210 Statistics                           | None  |                          |
| *SO 201 Introduction to Sociology            | None  |                          |

**Note:**

**PS 233 must be taken prior to NU 201**

**+NU 404 must be taken after the completion of the NU 102 nursing course and prior to NU 202**

**\*EN 105, \*EN 106, ID 304, \*MA 210 and \*SO 201 may be taken at any time prior to NU 202.**

## Program Exit

**Policy:** A Final Summary is written on every student who graduates 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 official transcripts; all financial obligations are met; and financial aid exit interview completed. Failure to complete all required obligations will result in a hold on official 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.

## Readmission of Students

**Policy:** Readmission policies are designed to encourage the reenrollment of academically qualified students. The applicant will be considered for readmission based on score of the Readmission Rubric. The Admission & Progression Committee assigns points based on the following criteria:

- Grades in previous nursing courses
- Average of CET score in previous clinical nursing course
- Student written explanation of previous failures and evidence of effective interventions for change (*Completed Student Academic Plan*)
- Faculty *Group Reference* form from prior clinical nursing course faculty

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 readmitted student who had any past course failures within the prior LMRC 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.

## Residency

**Policy:** All students in the nursing and radiography programs must establish residency with Regis College by taking two (2) courses through Regis. The two courses may include on-site courses, on-line courses, or hybrid courses. The selection of courses should be determined in conjunction with students' Enrollment Advisor and/or Faculty Advisor.

Students are encouraged to first take any non-nursing or non-radiography courses (general education requirements) that are still needed as part of the Associates Degree curriculum. If all courses have been completed and either transferred or exempted from (see *Transfer Policy & Exemption Policy*), the student may choose to take either:

- Science review course(s)
- Courses in the Bachelor Completion program (either the BSN or BS in Imaging)

Students selecting to meet their residency requirement of two (2) courses, through classes in the BS programs, must meet with the appropriate advisor to ensure these courses are acceptable.

\*Nursing students clinical nursing courses (NU101, NU102, NU201, NU202) and NU404 Concepts and Challenges for Professional Practice do not count towards their residency requirement.

\*Radiography students clinical and theory courses (MR101, MR102, MR111, MR120, MR121, MR131, MR140, MR201, MR211, MR220, MR221, MR222, MR231, MR240, MR250, MR260) do not count towards their residency requirement.

## Return of Title IV Refund Policy (R2T4) for Financial Aid Recipients

**Policy:** 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 100% of his/her financial aid during that period 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 Financial Aid Office is required to recalculate students' eligibility for federal funds when they withdraw, are dismissed, or take a leave of absence before completing 60 percent of the semester. This is known as Return of Title IV (R2T4) calculation.

The recalculation determines how much federal aid a student has "earned" by dividing how many calendar days the student has attended class by the number of calendar days in the semester (excluding scheduled breaks of five days or more). This is based on the date of the official withdrawal received by the Registrar's Office.

If the student has completed at least 60 percent of the semester, then they are said to have "earned" 100 percent of their federal financial aid, and none of it need be returned to the federal government.

Any “unearned” aid must be returned to the federal government in the following order (each fund is fully refunded before moving to the next fund):

- Federal Unsubsidized Stafford Loans
- Federal Subsidized Stafford Loans
- Federal Direct Parent PLUS Loans
- Pell Grant
- Supplemental Educational Opportunity Grant

Any unearned Title IV funds required to be returned to the Department of Education will be processed within 45 days of the student’s withdrawal date.

If the student has received a refund before withdrawing from school, then the student may be required to repay some or all those funds to the institution.

If the R2T4 calculation results in a credit balance on the student’s account, the credit balance must be disbursed to the student as soon as possible and no later than 14 days after the calculation of R2T4.

If the R2T4 calculation results in an amount to be returned to the Department of Education that exceeds the school’s portion, the student must repay these funds.

### **Post Withdrawal Disbursements**

A student may be eligible for a post-withdrawal disbursement of federal Title IV aid if the return of funds calculation indicates the student earned more aid than was disbursed prior to the student’s withdrawal. Post-withdrawal disbursements of Title IV grants must be disbursed within 45 days of the student’s withdrawal date. Loan funds must be offered within 30 days, allowing student at least 14 days to respond. All post-withdrawal disbursements are applied to student account first. If this results in a credit balance on the student’s account, credit balances will be disbursed as soon as possible and no later than 14 days after the calculation of the R2T4.

**Satisfactory Academic Progress (SAP)** The US Department of Education requires that all students who receive financial aid make progress toward their program of study. Satisfactory Academic Progress (SAP) is the measure of a student’s overall academic progress. Students who fail to meet SAP may not receive financial aid. A student’s entire academic history is reviewed for the purposes of SAP, including credits NOT paid for by financial aid.

### **Policy**

Standard 1: Cumulative Grade Point Average (GPA): Students must maintain a minimum cumulative 2.0 GPA.

- Incompletes, withdrawals, repeated courses: Repeated courses as well as grades of F, course withdrawals (W), courses for which a student has been dropped and courses that are not completed (I) at the end of the semester are calculated in the cumulative GPA.
- Transfer courses are not calculated in the cumulative GPA.

Standard 2: Completion Rate: Students must successfully complete a minimum of 67% of all courses attempted.

- Incompletes, withdrawals, repeated courses: all credits in which a student has registered are considered attempted credits whether or not the course is completed (unless the course is dropped during the formal add/drop period). Repeated courses as well as grades of F, course withdrawals (W), courses from which a student has been administratively withdrawn and courses that are not completed (I) at the end of the semester are included as attempted credits.

- Transfer credits are counted as attempted and earned.

**Standard 3: Maximum Timeframe (150% Rule):** Students must complete their program within 150% of the published length of the educational program. Part-time attendance counts in the maximum timeframe calculation. Students who do not complete their program within this timeframe are no longer eligible to receive financial aid.

### **Timeframe**

SAP is evaluated at the end of each semester (including summer and winter intercession) by the Financial Aid Administrator

### **SAP Review**

*Financial Aid Warning:* Students who do not meet the SAP standards are placed on financial aid warning but are eligible to receive financial aid during that time. Student is only allowed one semester of SAP Financial Aid Warning. At the end of the financial aid warning period, the following action will occur:

- Student is removed from Financial Aid Warning if the student is now meeting SAP standards.
- Student is placed on Financial Aid Suspension if, after the warning period, the student has not met the requirements.

*Financial Aid Suspension:* If the SAP standards are not met after the warning period, a student is placed on financial aid suspension and is no longer eligible to receive any form of financial aid, including loans.

Financial aid eligibility can be reinstated if:

- A student either raises his/her GPA and / or completion rate to meet the SAP standards; or
- Successfully appeals the suspension status (see below for process).

### **Appeal Procedure**

A student has the right to appeal a Financial Aid Suspension due to mitigating circumstances such as, but not limited to, illness, military service, death in family, or a previously undiagnosed learning disability. The following must be completed and submitted to the Financial Aid Administrator:

- Appeals must be submitted using the Satisfactory Academic Progress Appeal Form. The form must include an academic plan outlining the steps that will be taken to ensure the student's academic success. The student meets with the Director, Student & Alumni Services to complete this. Academic plan must be signed by the student and the Director, Student & Alumni Services.
- Letter detailing the issues that affected the student's studies and successful completion of the courses attempted, and what has changed/will change that will allow student to achieve SAP. Student should include any documentation verifying the special circumstance (i.e., doctor's letter, third party letter).

All appeals will be considered. The Financial Aid Administrator and the Director, Student & Alumni Services meet to decide on appeal. Notification of the decision is sent to the student within two (2) weeks of the date the appeal is received.

### **Financial Aid Probation**

If the appeal is granted, the student's academic progress is reviewed, and the conditions of the student's appeal are monitored at the end of that term. Probation status lasts for one payment period, during which the student may continue to receive FSA funds. Conditions may be established that the student must meet by the end of the probationary period. Students who fail to make SAP, or meet the established conditions, at the end of the probation period lose their aid eligibility. If the conditions of the appeal are not met, the student is no longer eligible for financial aid until such time that SAP is met. If the conditions of the appeal are met, the student continues to be eligible for aid. However, the conditions of the appeal are reviewed each term until the student is making satisfactory academic progress.

## Social Media

**Policy:** Lawrence Memorial Regis College (LMRC) reserves all rights to social media accounts, sites and applications bearing the Program name and/or marks. This includes photo, audio and video sharing sites and all social networking applications/sites. LMRC accounts, sites, pages and applications may only be created by authorized representatives of the Program. No student may establish an account on behalf of the Program. Communication about patients, faculty, staff, students, clinical sites, or their personnel over social networks, (e.g., Twitter, Facebook, on other social networks; e-mail; text messaging) is strictly prohibited. LMRC reserves the right to request deletion of post that conflicts with this policy.

## Standardized Testing Program

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 Examination Testing and Remediation Schedule

#### Test Placement in Curriculum

| ATI Exam                | Placement in Program |
|-------------------------|----------------------|
| Fundamentals            | Last month of NU 101 |
| Fundamentals            | Last month of NU 102 |
| Pedi/OB                 | Last month of NU 201 |
| Medical Surgical        | Last month of NU 202 |
| Comprehensive Predictor | Last month of NU 202 |
| Mental Health           | Last month of NU 202 |



### Scores & Remediation Requirements

| For NU 101                |           |                                    |             |
|---------------------------|-----------|------------------------------------|-------------|
| ATI Score                 | ATI Grade | Time in Focused Review/Remediation | Final Grade |
| Proficiency Level 3       | 100%      | None required                      | 100%        |
| Proficiency Level 2       | 90%       | 2 hours                            | ↑ 100%      |
| Proficiency Level 1       | 78%       | 3 hours                            | ↑ 90%       |
| Below proficiency Level 1 | 68%       | 4 hours                            | ↑ 80%       |

| NU 102 (Fundamentals exam)<br>NU 201 Maternal Newborn and Nursing Care of Children<br>NU 202 Medical/Surgical and Mental Health exam<br>Students are encouraged to take the ATI Practice Exam. The proctored exam will be given during the last third of the course. |                           |                                     |
|--|---------------------------|-------------------------------------|
| Take Practice Exam   | ATI Score                 | Final Grade based on Proctored Exam |
|  | Proficiency Level 3       | 100%                                |
|  | Proficiency Level 2       | 90%                                 |
|  | Proficiency Level 1       | 80%                                 |
|  | Below proficiency Level 1 | 70%                                 |

| For NU 202<br>Students are required to take the Comprehensive Predictor Exam and encouraged to complete four (4) hours of remediation on areas of demonstrated weakness. The proctored exam will be given near the end of the course. |  | Final Grade<br>based on Comprehensive<br>Predictor |
|---|--|--|
| Take Comprehensive<br>Predictor Exam  | 90-100% likelihood of passing NCLEX-RN | 100%   |
|   | 80-89% likelihood of passing NCLEX-RN  | 90%  |
|   | 70-79% likelihood of passing NCLEX-RN  | 80%  |
|   | 70% likelihood of passing NCLEX-RN     | 70%  |

### **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 need to register and create a password at [www.atitesting.com](http://www.atitesting.com). 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 NU 102, students will take the proctored test: Fundamentals of Nursing. During the last month of NU 201, two proctored examinations are administered: Nursing care of Children and Maternal Newborn. In the last nursing course, NU 202, students will take the Comprehensive RN Predictor, Medical Surgical and Mental Health Nursing exams during the last month of the semester. In addition, optional "online, unsecured tests are recommended. Students have unlimited access to unsecured tests for practice.

Some advantages of the ATI testing package include extensive analysis and feedback about student's achievement levels in content areas. Students can access test results through the company's internet site immediately after completing the exam. ATI review module books 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 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, 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 NU102, 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 **MANDATORY**. Students are encouraged to take all of the “optional online” tests and use the “focus review” tools. Please share the results and concerns regarding testing with the Course Coordinator. **ALL SECURED TESTING** must be completed by specified deadline dates and prior to graduation from the Program.

## **Student Administration of Medications**

**Policy:** All 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:**

Students must correctly calculate medication dosages. The student is expected to know 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).

### **Supervision of Administration:**

The administration of all medications to the patient must be done under the direct supervision of nursing faculty or clinical teacher (DEU), in accordance with the clinical agency policies and procedures.

Administering medications safely is a clinical requirement of all nursing courses. Inability to do so will result in a student receiving a counseling statement or judicial warning.

A student may not administer a medication that 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:**

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

## **Student Records**

This policy is in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended in 2001. FERPA is a federal law which states that: (a) the Program must have a written institutional policy governing education records, and (b) that the Program make available a statement of adopted procedures covering the privacy rights to students. FERPA provides that the Program will maintain the confidentiality of student education records and permit student access to them in accordance with law. Students will be notified of their FERPA rights annually by publication in the Student Handbook.

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.

#### Education Record:

FERPA defines education records as any information recorded in any way, including but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche which contains information directly related to a student and which are maintained by the Program or a person acting for the Program. A student is any individual who is or has been in attendance in the Program. A student's attendance commences upon the individual's acceptance of admission and payment of the required deposit.

The term "education record" does not include records of instructional, supervisory, and administrative personnel, and educational personnel ancillary thereto that are in the sole possession of the maker of the record and which are not accessible or revealed to any other person except a substitute; records on a student who is 18 years of age or older that are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional or paraprofessional capacity, or assisting in that capacity and in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice; records of students as employees unless the employment results from the employee's status as a student; and alumni records (records that are created or received by the Program after an individual is no longer a student and that are not directly related to the individual's attendance as a student).

#### Access to Records:

No one outside the Program shall have access to, nor will the Program disclose students' education records without the written consent of students except as permitted by FERPA. FERPA permitted disclosures include, but are not limited to, disclosures to Program officials with legitimate educational interests, persons or organizations providing students financial aid, accrediting agencies carrying out their accrediting function, parents of a student who is their "dependent" for federal tax purposes, and persons in connection with a health or safety emergency. The Program's decision to release information that is covered by a FERPA exception is discretionary with the Program. Lawrence Memorial Regis College will also release information in compliance with a judicial order or lawfully issued subpoena. In most cases the Program will make a reasonable attempt to notify the student of the order or subpoena in advance of compliance at the student's last known address.

A "school official" is a person employed by the Program in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Program has contracted as its agent to provide a service instead of using Program employees or officials (such as an attorney, auditor, or collection agent); a person serving on the [Board of Trustees](#); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Program. The Program also responds to requests for information pursuant to applicable Federal Laws.

#### Disclosure of Education Records with the Student's Consent:

The Program will disclose a student's education records at a student's request when the Program receives a signed and dated written consent from the student that specifies: (i) the records that may be disclosed; (ii) the purpose for which they may be disclosed; and (iii) the persons or classes of persons to whom they may be disclosed. The Program will comply with requests only after using reasonable methods to identify and authenticate the identity of the student and the designated recipients of the education records.

#### Directory Information:

At its discretion the Program may provide Directory Information in accordance with the provisions of FERPA to include: Name, Address, Phone Number, Dates of Attendance, Degrees Earned, Dates of Degrees, Awards/Honors/Scholarships, Advisor, and Computer User Name. It should be known that it is the Program's choice to release information, and careful consideration is given to all requests to ensure that the information is not released indiscriminately. A student may withhold all Directory Information by notifying the Registrar's office in writing. Requests for non-disclosure will be honored by the Program until the Registrar is notified in writing by the student to remove the action.

#### Review Process:

FERPA provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panel are unacceptable. The Vice President of Education has been designated by the Program to coordinate the inspection and review procedures for student education records. Students wishing to review their education records must make written requests to the Vice President of Education listing the item or items of interest. Records covered by FERPA will be made available within 45 days of the request. All documents will be reviewed in the presence of a designated official. A student may have copies of any document he/she sees, unless a financial hold exists, the document involves another person, or the student has waived his/her right to access. These copies will be made at the student's expense.

#### Challenge Process:

##### **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.

#### **Student Records**

All student records are maintained in compliance with Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of student records by requiring prior written consent before disclosing personally identifiable information to a third party. For specific information about definitions, access to records, disclosures, directory information, and review process, please see the *Student Record* policy. These records are retained electronically and/or in hard copy in the following locations and according to the *Program Records Retention* policy.

| Document  | Maintenance/Retirement  |
|---|---|
| Admissions Materials<br>Counseling/Advising Records<br>Course Progression Form  | Destroy after graduation or one (1) year after withdrawal               |
| Transcripts<br>Status letters (LOA, Change of Division, etc).<br>Final Clinical Evaluation Summaries<br>Judicial Warning Notices, if applicable | Permanent   |
| Counseling Statements; Document of Concern, if applicable   | Kept in the student record following the <i>Student Record</i> policy   |
| Health Record and Criminal Background Check Information   | Housed by 3 <sup>rd</sup> party vendor; Student may access ad infinitum |
| Accommodation Plan, if applicable   | Destroy three (3) years after graduation                                |

| Document                                     | Maintenance/Retirement   |
|--|--|
| Certificate of Graduation & NCLEX-RN Results | Until a pass or five (5) years – then discarded.                 |
| Grievance Records                            | Kept 10 years – then destroyed                                   |
| Student Financial Aid Records                | Destroy seven (7) years after graduation                         |
| Withdrawal Records                           | Kept 10 years – then destroyed<br>Transcript is kept permanently |
| Graduate Records                             | Permanent  |
| Graduate Health Record                       | Housed by 3rd party vendor; Student may access ad infinitum      |

**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/fpc](http://www.ed.gov/offices/OM/fpc)

*Portions of this policy were adapted from Regis College policy (available on Regis College website: [www.regiscollege.edu](http://www.regiscollege.edu)).*

## **Tobacco-Free Environment**

**Policy:** The MelroseWakefield Healthcare has a *Tobacco Free* policy on all of its campuses. This includes cigarettes, cigars, chewing tobacco, pipes, electronic cigarettes and any other tobacco-related products. No use of any of these products is allowed on MelroseWakefield Healthcare property at any time.

The program bans the student and/or faculty from smoking or tobacco use at any time on MelroseWakefield Healthcare property.

Students who fail to follow the smoke-free-policy on MelroseWakefield Healthcare property may be subject to a judiciary action and/or dismissal from the Program.

## **Transcripts**

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

College transcript paper is utilized for official transcripts. The transcript is official if stamped by the Registrar and imprinted with the Program seal. An official transcript will only be released to the student in a sealed envelope, which is signed across the closure and labeled with “official transcript enclosed.”

Upon request by the student, two (2) official transcripts are issued at no charge upon graduation; additional copies are issued for a fee established by the College. Official 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, LMRC campus.

**Procedure for Transcript Request:**

1. Transcripts must be requested utilizing the National Student Clearinghouse. The link to the transcript service is on the Program's website, <https://lmregis.org/about-the-programs/transcript-requests/>.
2. Transcript requests must be paid at the time of order.

**Transfer**

**Policy:** Students may transfer their non-nursing courses if they have completed equivalent, approved courses in keeping with the *Prerequisite/Corequisite* policy. To be considered for transfer, the course grade must be a minimum of 2.0 (C), be from a regionally accredited college/university, and carry the same number of credits.

Equivalent courses in Anatomy and Physiology and Microbiology will be accepted for transfer only 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.

Clinical nursing courses will not be accepted for transfer.

Students must meet the residency requirement (see *Residency* policy).

**Use of Program Name/Logo**

**Policy:** No person or group shall use the name of Lawrence Memorial Regis College Nursing Program, unless approved and authorized by the Vice President for Education or designee. The name 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 theory test
- Clinical evaluation in the simulation laboratory (≤ 3 hours)

Testing is required for students who:

- Are seeking advanced placement
- Have not successfully completed a clinical course in the previous six months
- Transferring to the program as part of approved articulation agreement or teach out plan

Upon successful completion of the theory validation exam, returning students will be required to attend a clinical skills lab. Returning students who did not pass clinical, will need to complete a clinical evaluation in simulation laboratory.

There are fees charged for each theory 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 theory 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.

Successful validation must be completed three months prior to entry. In the event that a student must repeat validation testing due to lack of seat availability, the fee will be waived.

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 theory and clinical validation testing.

## **Withdrawal**

### **Administrative Withdrawal:**

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, will be administratively withdrawn from the Program.

Enrolled students who fail to attend classes/clinical for two weeks and do not contact the school will be administratively withdrawn from the Program.

Students who miss 30% of total clinical hours in a nursing clinical course will be administratively withdrawn.

### **Withdrawal Nursing Course**

A student may request to withdraw from a nursing course within specific time periods indicated on the Academic Calendar. A student who withdraws from a nursing course and is not enrolled at Regis College in any other course in the LMRC 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 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 April 15<sup>th</sup> for Fall enrollment or by November 15<sup>th</sup> for Spring enrollment. Failure to confirm return will 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* policy). 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 there is no space, the student will be placed on a leave of absence.

### **Withdrawal Non-nursing course**

A student may request to withdraw from a non-nursing course within specific time periods indicated on the Academic Calendar. A student who withdraws from a non-nursing course that is being taken as a co-requisite with a nursing course, will be administratively withdrawn from the nursing course.



# Tuition & Fees

Lawrence Memorial Regis College commits to helping qualified students reach their educational goals by providing a variety of financial aid programs and resources. Awards and scholarships will be given based on academic achievement and available funding. Please contact the Financial Aid office for more details.

## Bursar

All payments for tuition bills and fees are to be made to the Bursar, LMH campus, whose office is located on the first floor in the Hallway of Help. Payments may be made between 8:00 a.m. – 4:00 p.m. Appointments may be scheduled outside office hours. You may also email [LMRCBursar@TuftsMedicine.org](mailto:LMRCBursar@TuftsMedicine.org) for assistance.

## Tuition & Fees 2023-2024

### Non-Nursing Courses

\*Non-Nursing Course Tuition: \$375/credit  
Science review courses \$1,180/course

### Clinical Nursing Courses

|                             | NU 101  | NU 102   | NU 201   | NU 202   |
|-----------------------------|---------|----------|----------|----------|
|                             | 9 cr.   | 10 cr.   | 10 cr.   | 11 cr.   |
| *Tuition: at \$1,000/credit | \$9,000 | \$10,000 | \$10,000 | \$12,000 |

### Non-Clinical Nursing Course

|           |         |
|-----------|---------|
| *Tuition: | NU 404  |
|           | \$2,505 |

## Fees

|                          |   |
|--------------------------|---|
| Comprehensive Fee NU 101 | \$730 / semester  |
| Comprehensive Fee NU 102 | \$840 / semester  |
| Comprehensive Fee NU 201 | \$730 / semester  |
| Comprehensive Fee NU 202 | \$1,130 / semester  |
| Registration Fee         | \$50 /semester (Regis College [non-nsg] courses and NU 404) |
| Science Course Lab Fee   | \$200 / science course                                      |

## Other charges

|  |  |
|--|--|
| Castle Branch  | \$78 paid on-line directly by student (one-time fee) |
| <i>For Criminal Background Check &amp; Health Immunizations Tracking</i> |  |
| Health Insurance   | TBD (2022-2023 rate was \$3,225)                     |
| Validation Testing   | \$50 / didactic test                                 |
| Lab/Clinical Skills Validation Testing                                   | \$200 / clinical skills                              |
| Transition Seminar   | \$700  |
| Supplemental (make-up) Lab   | \$50 / hour  |
| *Parking Fee (1 <sup>st</sup> offense)                                   | \$25   |
| *Parking Fee (2 <sup>nd</sup> offense)                                   | \$50   |
| *Parking Fee (3 <sup>rd</sup> offense)                                   | \$75   |
| *Parking Fee (4 <sup>th</sup> offense)                                   | \$100  |

*\*In addition to the Parking Fees, students are required to move their car to the offsite lot (see Parking policy for complete details)*

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 should refer to the *Payment Policy* for details on payments, due dates and billing options.

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/non-radiography 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

| <b>Withdrawal Date</b>    | <b>% Tuition Charged</b> | <b>% Tuition Refund</b> |
|---------------------------|--------------------------|-------------------------|
| Prior to start of classes | 0%                       | 100%                    |
| During Add/Drop period    | 0%                       | 100%                    |
| Within first two weeks    | 20%                      | 80%                     |
| Third week                | 40%                      | 60%                     |
| Fourth week               | 60%                      | 40%                     |
| Fifth week                | 75%                      | 25%                     |
| After fifth week          | 100%                     | 0%                      |

No refunds issued after 5<sup>th</sup> week.

Non-Nursing/Non-Radiography courses taken in Summer Session I, Summer Session II and Winter Intersession must follow Regis College's *Refund* policy.

The following fees are non-refundable:

Acceptance Deposit  
Comprehensive  
Criminal Background Check/Immunization  
Library Overdue Materials  
Return Check  
Return from LOA Deposit  
Validation Testing

### **Miscellaneous**

- Non-nursing/non-radiography courses are required unless equivalent courses have been taken and exemptions granted.
- Nursing 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 texts either online or directly from a suggested textbook distributor. Books for non-nursing/non-radiography 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.
- 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 according to the payment due dates (see *Payment Policy*). 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.
- Costs are subject to change without notice.
- Graduates will be required to pay for the cost of the licensure examination.

### **Tuition Discount**

#### **Melrose Wakefield Hospital (MWH) and Lawrence Memorial Hospital (LMH) Employee Tuition Discount**

**Policy:** A **25%** tuition discount on clinical nursing and radiography courses only is available to eligible MWH or LMH employees and their immediate family members (spouse and children). To qualify, the employee must have worked for MWH or LMH at least 24 hours per week for a period of six (6) months or more and must continue employment (at least 16 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. 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 clinical nursing and radiography course tuition on the bill each semester after verifying eligibility.

#### **Tufts Medicine [Lowell General Hospital/Circle Health, VNA/Home Health Foundation & Tufts Medical Center, New England Quality Care Alliance (NEQCA)] Employee Tuition Discount**

**Policy:** A **20%** tuition discount on clinical nursing and radiography courses only is available to eligible Tufts Medicine employees and their immediate family members (spouse and children). To qualify, the employee must have worked for Tufts Medicine at least 24 hours per week for a period of six (6) months or more and must continue employment (at least 16 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. 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 **20%** discount to the clinical nursing and radiography course tuition on the bill each semester after verifying eligibility.

**Tuition Reimbursement**

All employees may continue to be eligible for tuition reimbursement for non-nursing/non-radiography courses in accordance with the health system policy. Log on to <https://www.benstrat.com/education/> and click on Tuition/Certificate Reimbursement Application.

**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  
Coach (Private and Open Session)

# Student Services

## Computer Services

PC's for shared student use are available 24/7 at the LMRC campus when not scheduled for classes.

Wi-Fi is available at both campuses. Students are welcome to connect to the HHS-BYOD network.

Students use a variety of predominantly cloud-based applications in all aspects of the curriculum.

Manikins that simulate certain foundational aspects of human physiology – breathe, talk and have heart and lung sounds, provide life-like clinical experiences that compliment actual clinical placements.

Videos are often taken by faculty during simulations to enhance the learning experience, enabling both students and faculty to assess performance post-simulation. Such videos are for educational purposes only and are not shared for any reason with the general public through any method whatsoever.

The LMRC faculty uses Regis College's MOODLE Learning Management System to provide to students a full offering of learning resources: student handbooks, learning materials, presentations, quizzes, exams, grades, assignments, library information, schedules, etc. LMRC's website ([www.lmregis.org](http://www.lmregis.org)) provides a wealth of information about the programs, tuition, learning outcomes, financial aid, etc.

LMRC's SONIS Jenzabar student portal provides access to financial aid award letters, tuition statements, payment plan schedules, 1098-T's tax forms, etc.

Students use the web to access a wide array of digital learning resources, including, but not limited to, MOODLE LMS, ebooks, adaptive quizzes, and other dynamic resources that enable all learning modes, styles, and speeds.

The learning resources in the nursing curriculum are rigorously reviewed and selected by LMRC's faculty and re-assessed at regular intervals to ensure ongoing appropriateness for achieving desired learning outcomes and ultimate success for the student on the NCLEX.

For issues with purchased online learning resources, students have access to the support that comes with their purchases. Tufts Medicine IS HelpDesk is available to resolve issues with student network access and email accounts. Regis College ITS HelpDesk is available to resolve student issues with Regis accounts. LM/RC's Media Specialist is available to help triage issues and liaise as needed with either HelpDesk.

Printing is not available to students at either the Medford or Woburn campuses, as many students are finding that digital apps of personal choice are a much more dynamic and portable solution for their learning needs.

## 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.***

# 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 is on the third floor.

## **Center for Academic Support (CAS)**

This resource is available to enhance students' academic development, achieve degree completion, and maximize their full potential and is guided by the Program's shared commitment to student success. Using a holistic approach that fosters student learning and development of clinical reasoning skills, the CAS faculty and staff help students identify challenges to academic success, develop strategies to overcome them, and provide support systems and resources. CAS is staffed by a full-time nursing faculty member who provides various educational support tools and strategies for undergraduate students. Students who wish to meet with CAS faculty fill out an intake form. Course faculty may also refer a student for additional support. The CAS faculty will meet with individual students to assess their learning and provide guidance with test-taking strategies and study skills. CAS organizes group sessions in addition to providing more individual support. Academic coaches are current students or recent nursing program graduates. The goal of CAS is to provide academic support that builds the academic and professional skills of a student. CAS services are available to all students.

## **Nursing and Simulation Laboratories**

The nursing and simulation laboratories aim to provide a safe environment to enhance student learning. The nursing and simulation laboratories have hospital-like equipment, clinical task trainers, and high-fidelity simulators. In the laboratories, students will be able to practice skills and care for simulated patients, replicating real-life clinical situations to help students develop clinical reasoning and judgment. Simulated learning experiences are designed by faculty and the Lab Coordinator. The laboratories allow students to practice care for patients and their families across the lifespan.

### **Nursing Laboratory**

The nursing laboratory is located on the second floor of the Residence Building. The nursing laboratory stimulates various practice settings, including in-patient, pediatric nurseries, and a patient's home. Students use this lab to practice and review skills and to be qualified for specific 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 hours when school is in session.

### **Simulation Laboratory**

A state-of-the-art simulation laboratory is located on the third floor of Lawrence Memorial Hospital. This unit is a fully functional hospital unit in which high-fidelity manikins and live actors are used to simulate various clinical experiences. Simulated experiences include administering medications, caring for multiple patients, and providing emergency care. Videoing practice scenarios of students working with manikins/actors allow students to evaluate their nursing care and responses to the patient's clinical condition. Students must have a faculty member present to use this lab.

## **Libraries**

### **Robert J. Fahey Health Sciences Library, LMH 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. During the academic year it is staffed Monday through Friday by a professional Librarian from 7:30 a.m. – 4:00 p.m. and Monday through Thursday by an Assistant Librarian from 4:00 p.m. – 10:00 p.m. During the summer, it is staffed 7:00 a.m. – 3:30 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. Review and test-taking books can be signed out for one week. Reference 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. The library complies with U.S. Copyright law and is not responsible for copyright infringement by individual library users. 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 literature. Training in computer searching is provided in the second and third semester. 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 divided into two areas. The front room is a common area for group study and computer work. The back area is a quiet zone for individual, quiet study. Talking and cell phone use is prohibited in the quiet zone. Study groups can also utilize the conference rooms available on the third floor. Food and drinks are not allowed in the Library.

### **Regis College Library, Regis Campus**

Students have full access to the many resources of the Regis College library either by visiting in-person on the Weston Campus or online at <https://regiscollege.edu/academics/regis-college-library>. Resources include but are not limited to databases for searching, books, journals, streaming video, and research guides. For more information visit the Regis College library website.

## **Student Lounge / Study Rooms**

A lounge on the third floor of the Residence Building is available to all students. This lounge is equipped with a comfortable seating area, an efficiency kitchen with refrigerator, microwave, sink and a small dining area. Study rooms are located in the same area. Students utilizing this space are reminded to be respectful and conscientious of the rooms. Please "leave no trace" meaning be gentle with the furniture, clean up any spills, use the trash receptacles and, ideally, leave the space better than you found it or as you would want to see it the next time you enter to use it.

## **Vending Machines / Microwave**

Vending machines (food and drink) as well as a microwave are located across from Classroom C for students' convenience.

# Parking

## **Parking, LMH & MWH**

**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 the rear parking lot and enter through the rear door when attending class at the Medford campus.

During the evening, students may park on the Medford campus in the rear parking lot or in the upper lot in the front. On weekends, students may park on the hospitals' campuses at any time.

## **Parking, Regis 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 Regis campus parking are payable to the Controller's Office, Regis 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.



# Miscellaneous

## **ATM Machine**

There is an ATM machine located on the ground floor of the hospital in the corridor leading towards 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.

## **Cellphones and Classroom Courtesy**

The answering of cellphones while seated in the classroom and library is disruptive to the teaching process and is not allowed. Cellphones 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**

### **LMH campus**

An identification card security system controls access to the classroom buildings on the LMH campus Bursar. 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 MelroseWakefield Healthcare 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. There is a charge for replacement identification cards.

Students who do not have an identification card to access LMH campus buildings may be asked to show valid ID cards before Security will unlock doors for them.

### **Regis 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](mailto: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, LMH campus.

### **Mail and Messages, LMH campus**

All students are required to notify the Registrar on the LMH campus promptly if their name, address, e-mail and/or telephone numbers change.

The Internet is another communication source for the school community. Currently, the school's website, **[www.lmregis.org](http://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 LMRC 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 Director, Student & Alumni Affairs 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 hometown papers about awards and honors received (e.g., Honor's list). For this reason alone, many students choose to remove their FERPA restriction.

**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 "LMRC Community"

# Student Organization

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 (2) 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 Director, Student and Alumni Affairs. The Director, Student and Alumni Affairs 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 Director, Student and Alumni Affairs tracks all monies for each class.

# Student Organization By-Laws

## **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 Peer Contribution 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 - Executive Officers**

1. The executive 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 executive officers.

3. Class Officers elect Student Organization executive officers for the next semester, if needed, either at the last Student Organization meeting of the semester or a call for a vote is sent via email before the end of the semester.
4. Executive officers shall serve for one academic year and may be reelected.
5. Students having been elected as Student Organization executive 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 Executive 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/Staff Advisor within two weeks of the meeting.
- d. Has charge of the funds of the Organization along with the Director, Student and Alumni Affairs.
- 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/Staff Advisors may not vote or veto any action of the Organization, but may express feelings of the faculty and propose options. Faculty/Staff 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 Affairs.

**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 two to four class officers to represent their class in the Student Organization.
2. Each Radiography class shall annually elect two to four class officers to represent their class in the 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 and the Curriculum Committee.
5. Meetings
  - a. Class meetings shall be called when necessary.
  - b. Notice of class meetings shall be posted at least one week in advance and the Faculty/Staff 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. Attend meetings, have the power to call emergency meetings, be in charge of class activities, including community service activities and fund raisers, and have the power to create ad hoc committees.
  - b. Share notices of all class meetings, and notify their Faculty/Staff Advisor of class meetings and promote community service activities sponsored by Student Organization. The Vice President shall promote community service activities sponsored by Student Organization.
  - c. Share minutes of all meetings
  - d. Collect class dues, keep a written record of receipts and disbursements and submit to Faculty/Staff Advisor.
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.





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