



LEHMAN
COLLEGE
Department of Nursing



Undergraduate Nursing Student Handbook
2025-2027

Table of Contents

<i>About this Undergraduate Student Handbook</i>	4
<i>Chair's Welcome</i>	5
LEHMAN COLLEGE DEPARTMENT OF NURSING	6
MISSION OF THE DEPARTMENT OF NURSING	6
PHILOSOPHY OF THE DEPARTMENT OF NURSING	6
PURPOSE OF THE UNDERGRADUATE PROGRAM IN NURSING	7
UNDERGRADUATE PROGRAM OBJECTIVES	7
PROGRAM REQUIREMENTS	8
Requirements for Entrance into the Traditional and Accelerated Generic Nursing Programs	8
Requirements for Entrance into the RN-BS (Traditional and Online) Nursing Programs	9
How to Apply to RN-BS Programs?	9
Traditional	9
Why Lehman RN-BS Online Program?	10
ACADEMIC PROGRAMS	12
CURRICULUM INFORMATION AND PATTERNS	12
Curriculum Requirements—Generic	12
CURRICULUM PATTERN FOR GENERIC STUDENTS	14
CURRICULUM PATTERN FOR ACCELERATED STUDENTS	15
Curriculum Requirements—Accelerated (Generic)	15
COURSES IN NURSING—GENERIC & ACCELERATED PROGRAMS	16
CURRICULUM INFORMATION AND PATTERN FOR REGISTERED NURSES	18
Courses in Nursing –Registered Nurses	18
COURSE DESCRIPTIONS: RN TO BS PROGRAM	21
LEARNING OPPORTUNITIES	22
HONORS PROJECT AND INDEPENDENT STUDY	22
Independent Study in Nursing	22
Honors Project	23
ACADEMIC HONORS	24
DEAN'S LIST	24
PRESIDENTIAL SCHOLAR	24
DEPARTMENTAL HONORS	24
COLLEGE HONORS	24
SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING, DELTA ZETA CHAPTER	24
DEPARTMENT OF NURSING POLICIES	25

ADMISSION & PROGRESSION	25
<i>Admission Process (Generic Students)</i>	25
Transfer Students	25
Registered Nurses—Policies on Admission and Progression	25
Retention/Progression Policy	26
Pre-registration Advisement	26
Withdrawal from Nursing Course(s)	26
Academic Probation	26
Statement of Nondiscrimination	26
Departmental Statement Regarding Students with Special Needs	27
Time Limit to Complete Nursing Program	28
Notice to Students on Criminal Background Checks	28
STUDENT COMPLAINT POLICY	28
COMMUNICATING WITH STUDENTS	29
DEPARTMENT GRADING POLICIES	29
Grade/Progression Requirements	29
Grading / Progressive Criteria	30
Pass/Fail Grades	30
Repeating Courses	30
Clinical Course Grades	30
Unsafe Clinical Performance	30
Scheduled Examinations	30
Dosage Calculation Testing	30
Required Standardized Achievement Testing*	31
Incomplete Grades	32
Withdrawal Policy	32
Grade Posting	33
Written Work	33
Request for Second Reader of Paper	33
GRADE APPEALS	34
College Policy on Grade Appeals	34
Department Policy on Grade Appeals	34
CLINICAL REQUIREMENTS	34
HEALTH CLEARANCE	34
Medical Malpractice Insurance for Nursing Students	35
Cardiopulmonary Resuscitation (CPR) Certification for Health Care Providers	35
Drug Testing/ Criminal Background Check	35
IN-CLASS PROTOCOL	36
Cell Phones	36
No Smoking Policy	36
Fire Safety	37
Policy on Sexual Harassment	37
CUNY Workplace Violence Policy & Procedures	37
Departmental Policy On Alcohol And Other Unauthorized Drug Use	37
STANDARDS FOR WRITTEN WORK	37
General Statement	37
STATEMENT ON ACADEMIC INTEGRITY	38
PROFESSIONAL CONDUCT	39
Dress Policy	39

NCLEX-RN TESTING & LICENSURE	40
Eligibility for Licensure as Registered Nurse	40
Licensure as a Professional Nurse	40
<i>LEHMAN COLLEGE DEPARTMENT OF NURSING RESOURCES</i>	42
NURSING COMPUTER AND MULTIMEDIA LABORATORY	42
NURSING—PRACTICE LABORATORY	42
HUMAN SIMULATOR	42
NURSING STUDENT LOUNGE	42
<i>LEHMAN COLLEGE RESOURCES</i>	43
COUNSELING CENTER	43
SPECIAL SERVICES FOR STUDENTS WITH SPECIAL NEEDS	43
INSTRUCTIONAL SUPPORT SERVICES PROGRAM (ISSP)	43
CAREER COUNSELING AND PLACEMENT	44
EXTRACURRICULAR ACTIVITIES	44
CAMPUS INFORMATION CENTER	44
<i>GOVERNANCE</i>	45
NURSING SOCIETY (NURSING STUDENT’S ORGANIZATION)	45
STUDENT PARTICIPATION ON DEPARTMENT COMMITTEES	45
<i>Appendix A: OTHER EDUCATIONAL EXPENSES</i>	49
<i>Appendix B: HEALTH CLEARANCE REQUIREMENTS</i>	50
<i>Appendix C: POLICY ON ALCOHOL & OTHER UNAUTHORIZED DRUG USE</i>	51
<i>APPENDIX D: REVISED CUNY NURSING PROGRAMS ADMISSION POLICY</i>	55
<i>Appendix E: LEHMAN COLLEGE STUDENT HEALTH CENTER</i>	56
<i>Appendix F: STUDENT COMPLAINT FORM</i>	57
<i>ACKNOWLEDGEMENT FORM</i>	58

Lehman College Department of Nursing

About this Undergraduate Student Handbook

Welcome to the Department of Nursing. This handbook has been prepared to provide you with a guide to the Undergraduate Nursing Program at Lehman College. Department of Nursing policies, procedures and course requirements are updated and revised periodically. Please review the Nursing Student Handbook for current information.

The **Lehman College Undergraduate Bulletin** and the **Lehman College Student Handbook** are additional sources of information that address aspects of student life at Lehman College. The Bulletin in effect when you matriculated at Lehman College is your official guide to your degree requirements. The bulletin and the student handbook are available to students on the Lehman College Web site www.Lehman.edu.

You are responsible for reading and adhering to the policies of the Department of Nursing and the College as described in this **Undergraduate Nursing Program Student Handbook**, the **Undergraduate Bulletin**, and the **Lehman College Student Handbook**. If you have any questions about the content of these resources, please speak to your faculty advisor or the Director of the Undergraduate Nursing program.

On the last page of this handbook is a form that you must sign acknowledging that you have reviewed and understand the content in this handbook. Print a copy of the form, sign and date it, and submit online along with your other Admission documents.

Revised 2025

Chair's Welcome

Welcome to the Lehman College Department of Nursing! I am honored to serve as the Chairperson of this department, and I am delighted to welcome you to our undergraduate nursing program.

Our program has a proud tradition of preparing excellent nurses. Today, we continue that tradition with a diverse student body and a dedicated faculty who are committed to supporting your academic success and professional growth. Whether you are entering the generic track or the RN completion program, you are joining a learning community that values excellence, inclusivity, and service.

Nursing is both a calling and a demanding profession. Success in our program will require discipline, collaboration, and a deep commitment to learning. I encourage you to attend classes regularly, engage actively with your peers and faculty, make full use of our resources, and seek guidance from your faculty advisor or mentor.

Our faculty bring expertise from a wide range of clinical and academic settings, and they are dedicated to teaching, scholarship, and community engagement. We also value our strong partnerships with healthcare organizations throughout the city—these partnerships help ensure you receive a rich, hands-on educational experience that prepares you to meet the needs of diverse patient populations.

As you begin this journey, know that you are not alone. We are here to support you, challenge you, and celebrate your achievements. Your dedication and passion will not only shape your future but also strengthen the nursing profession and improve the health of our communities.

Once again, welcome to the Lehman College Department of Nursing. We are excited to see all that you will accomplish.

Warm regards,



Natasha Nurse-Clarke, PhD, RN, FAAN
Professor and Chairperson, Department of Nursing, Lehman College

LEHMAN COLLEGE DEPARTMENT OF NURSING

MISSION OF THE DEPARTMENT OF NURSING

To prepare nurse professionals at the undergraduate and graduate levels who engage humanistically, think critically, act ethically, and embrace lifelong learning. Our graduates are equipped to address the complex health needs of diverse communities and are committed to advancing social justice, health equity, and inclusive care in New York City, the region, and the world.

(Revised April 2025)

PHILOSOPHY OF THE DEPARTMENT OF NURSING

The philosophy of the Department of Nursing is grounded in a commitment to inclusive, person-centered education that prepares students to serve a diverse society with compassion, integrity, and excellence. Our programs, built upon the liberal arts and sciences, promote critical thinking, reflective practice, leadership, ethical decision-making, and lifelong learning. We believe that education is a collaborative and transformative process, where students are active participants engaged in meaningful relationships with faculty, peers, clients, and communities.

We view nursing as a humanistic and evidence-informed profession focused on the care of persons, families, and populations across the lifespan. Nurses address the physical, psychological, spiritual, and social dimensions of health and illness, always honoring each person's unique experiences and capacity for self-determination. Health is understood as a dynamic state of well-being and potential, inclusive of both disease and non-disease. We are committed to advancing health equity and social justice, creating learning environments that foster diversity, equity, inclusion, and belonging, and preparing nurse professionals who advocate for systemic change and equitable care.

(Revised April 2025)

PURPOSE OF THE UNDERGRADUATE PROGRAM IN NURSING

The baccalaureate concentration in nursing is designed to prepare the undergraduate student for beginning level professional practice in nursing. This purpose is consistent with the Mission of the College.

UNDERGRADUATE PROGRAM OBJECTIVES

Upon completion of the undergraduate program, students will be able to:

1. Demonstrate competency in the practice of nursing by applying knowledge from nursing science, the physical and human sciences, and the humanities to promote, protect, maintain and restore optimal health.
2. Apply leadership and communication skills to affect change and effectively implement patient safety initiatives to improve and monitor the quality of healthcare delivery for diverse population.
3. Demonstrate an understanding of the basic research process and evaluate nursing research outcomes in terms of applicability to professional nursing practice.
4. Integrate best practices, clinical judgment, inter-professional perspectives, and patient preference in planning, implementing, and evaluating outcomes of care.
5. Demonstrate skills in using patient care technologies, information systems, and communication devices that support safe nursing practice.
6. Uphold ethical standards related to data security, regulatory requirements, confidentiality, and client's right to privacy.
7. Explore the impact of socio-cultural, economic, legal, and political factors influencing healthcare policy, delivery, and practice.
8. Articulate the unique nursing perspective in collaboration with other disciplines to optimize patient outcomes.
9. Assess health/illness beliefs, values, attitudes, and practices of individuals, families, groups, communities, and populations, using a human science perspective to promote health.
10. Access inter-professional and intra-professional resources to resolve ethical and other practice dilemmas and to prevent unsafe, illegal, or unethical care practices.
11. Demonstrate professionalism, including demeanor, respect for self and others, and attention to professional boundaries.
12. Implement holistic, patient-centered care across the health illness continuum, across the lifespan, and in a variety of healthcare settings.

(Revised July 2025)

PROGRAM REQUIREMENTS

Requirements for Entrance into the Traditional and Accelerated Generic Nursing Programs

A grade of **C (73) or better** is required in each of the science courses listed below, and a MINIMUM CUMULATIVE INDEX OF **2.75 or greater** in these courses, or their equivalents, is required for consideration for admission to the generic program. If a required prerequisite science course is repeated, the first grade earned is the grade that will be used to determine eligibility for admission to the nursing program. **Space in the nursing program is limited. Therefore, meeting the minimum requirements for admission does not guarantee acceptance into the program.** (*Transfer credits are evaluated by the Transfer Credit Evaluation office in Shuster Hall.*)

CHE 114 Essentials of General Chemistry: 3 Credits
CHE 115 Essentials of General Chemistry Lab: 1.5 Credits
CHE 120 Essentials of Organic Chemistry: 3 Credits
CHE 121 Essentials of Organic Chemistry Lab: 1.5 Credits
BIO 181 Anatomy and Physiology I: 4 Credits
BIO 182 Anatomy and Physiology II: 4 Credits
BIO 230 Microbiology: 4 Credits

Please note that the respective science departments determine what may be equivalents for the above courses. A grade of C or better is required. The first grade earned is the grade that will be used to determine eligibility for admission to the nursing program

A grade of **C (73%) or better** is required in the following foundation courses:

HIN 268 Human Growth and Development: 3 Credits (*Prerequisite to admission*)
HIN 269 Analysis and Action for Community Health: 3 Credits (*may be taken before or after admission*)

Students applying for admission to the **accelerated generic nursing program** must have completed a bachelor's degree in another discipline in addition to the above prerequisites to the nursing program.

Transfer students. Transfer or second-degree students must submit original transcripts of all previous college work and a copy of the evaluation of transfer credits from the *Admissions office* or the *Transfer Credit Evaluation office*. **Second-degree students follow the college requirements for second degrees.** It is recommended that all transfer students seek advisement in the Academic Advisement Center, in addition to advisement in the nursing department. The Department of Nursing will also review the student's information on Degree works

Applicants applying to the Generic program:

- Completes a minimum of 60 credits before beginning NUR courses. (All students must complete a **Declaration of Major form** by the time 60 credits are earned.)
- Completes all the College General Education Requirements prior to the start of NUR courses.
- Must take the Health Education Systems, Inc. (HESI) pre-admission examination for RN programs. **A score of 75 or better must be achieved in each of the three subject areas (reading comprehension, math, and anatomy and physiology), and 800 or better on the critical thinking section of the exam.** Test results must be received in the Department of Nursing by **March 15th** for the Accelerated and Traditional Generic Students.

Students Accepted into the Baccalaureate Nursing Program

It is important to note that **THREE months prior** to the beginning of the first clinical day in each clinical course, students must submit proof of:

- CPR/BCLS Certification for Health Care Providers,
- Health clearance,
- COVID-19 vaccination
- Drug test, and
- Background check.

Generic students, both traditional and accelerated, are not required to purchase personal liability insurance. The City University of New York provides coverage for undergraduate generic nursing students only.

Students are responsible for verifying that all required information is included on the health clearance form. **If the form is incomplete, the student will not be allowed into the clinical agency.** Such absence will be considered an unexcused absence.

Be certain to make and keep a copy of all documents (e.g. health clearance, CPR, drug test, and background check) before uploading to Castle Branch. Some agencies may require verification of original documents. If copies are needed, they must be made using machines available in the Library (or elsewhere). Secretarial resources do not allow retrieving previously submitted material or making copies for students' personal use. These documents must be available in the student's account at Castlebranch

Students planning to enroll in NUR courses in the summer (accelerated) or fall (traditional) semester of the junior year must complete an application to the Department of Nursing by March 15th of the preceding spring semester. Students must complete and submit the application electronically via Lehman 360. **Applicants must submit HESI-A2 scores and proof of legal status in the United States (see Appendix D for information).**

Requirements for Entrance into the RN-BS (Traditional and Online) Nursing Programs

The registered nurse sequence is a 37.5-credit major of the total 120 credits required for graduation. The Registered Nurse course sequence is for traditional students in class and an Online RN-BS Program designed specifically for Registered Nurses to earn a Bachelor Degree 100% online. Independent study courses and honors projects are available to qualified students.

How to Apply to RN-BS Programs?

Traditional

Registered nurse applicants to the Lehman College baccalaureate nursing program must first apply for admission to the College and, after acceptance, apply to the Department of Nursing for admission.

Online

Applicants to this program are to apply online listing Lehman College as their first choice. The application is available by clicking on this link: <http://www2.cuny.edu/admissions/undergraduate/apply/>

Why Lehman RN-BS Online Program?

- **Flexibility:** This program is 100% online allowing nursing professionals to continue in their career path while pursuing a Bachelor's Degree.
- **Prestigious credentials:**
 - Lehman College is accredited by the *Middle States Commission on Higher Education*
 - The RN-BS online program is accredited by the *Commission on Collegiate Nursing Education*.
- **Affordable Price:** We offer one of the most affordable nursing programs in the United States.
- **Prominent faculty:** Our faculty members are committed to excellence in teaching, scholarship and community service.
- **Convenience:** Students may choose to be a full-time or part-time student as long as they complete the program in five years.
- **Online Student Support:** Staff dedicated to meet the specific needs of the online nursing student from admissions through graduation.

Prerequisites (Traditional & Online)

1. Associate degree from a registered and accredited nursing program in NYS, or nationally accredited by ACEN or CNEA offered by an accredited institution*;
2. An unencumbered nursing license as a registered professional nurse currently registered in New York State.
3. Completion of sixty (60) college credits with a GPA of 2.5 or greater; or an associate degree in nursing from a CUNY or SUNY school.
4. Official transcript (s) from all schools attended with evidence of a college level Chemistry course, including both a lecture and a lab totaling at least 4 credits, or chemistry taken in a state approved nursing program (or its foreign equivalent), or successful completion of the following courses at Lehman College:
 - CHE 114: Essentials of General Chemistry: 3 Credits
 - CHE 115: Essentials of General Chemistry Lab: 1.5 Credits
5. Foundation Course**
HIN 268: Human Growth and Development: 3 Credits (or equivalent course which covers growth and development through the life span.)

Note: *Foreign student transcripts will be evaluated individually.

When a registered nurse transfers from an accredited nursing program that is not in an institution of higher learning, the individual may receive up to 30 credits once he/she earned 30 credits at Lehman. Credited courses must be exact equivalents to courses offered at Lehman. They may not be transferred as electives. Graduates of Associate Degree programs must follow directions for transfer students when applying to the college.

Graduates of hospital (diploma) schools of nursing who have not earned previous college credits should follow directions for new applicants to the college. Graduates of diploma nursing programs are encouraged to take the Excelsior College (formerly Regents College) exams to earn advanced standing

credits in Adult Nursing, Maternal and Child Nursing and Psychiatric Mental Health Nursing to earn advance standing credits.

Registered nurses licensed in New York State must submit:

- RN-BS application,
- Copy of an unencumbered nursing license as a registered professional nurse and current registration,
- Copy of the nursing school transcript (submitted with college application)
- CPR/BCLS Certification for Health Care Providers,
- Health clearance,
- Drug test, and
- Background check.

It is recommended that traditional RN students seek advisement in the *Office of Academic Advisement*, in addition to advisement in the nursing department. Fully Online RN students, after applying online, may contact the department of Nursing for advisement

[Applications for the RN completion program are accepted every spring and fall semesters.](#)

Students are responsible for following the required course sequence by referring to the College Undergraduate Bulletin and the Undergraduate Nursing Student Handbook for **prerequisite and co-requisite courses**. Students must see a nursing advisor each semester prior to registration. Departmental permission is required for registration in all NUR and HIN courses. The generic undergraduate program requires full-time study (12 credits per semester). **Accelerated generic nursing students are required to take 12 credits per semester and additional courses in the winter intersession and summer sessions.**

The following pages list the curriculum pattern and course descriptions for generic students. General information, curriculum pattern and course descriptions for registered nurse students begin on page 18.

ACADEMIC PROGRAMS

CURRICULUM INFORMATION AND PATTERNS

Curriculum Requirements—Generic

The upper-division nursing program, which leads to a B.S. degree, is designed to prepare students for a career as a professional nurse and to provide a foundation for graduate study in nursing. The Lehman College baccalaureate degree in nursing program fulfills the requirements of the New York State Education Department, and is accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>), and entitles graduates to take the National Council Licensing Examination (NCLEX-RN) for licensure as a registered professional nurse.

The program is a **75-credit** major of the total 120 credits required for graduation and is designed for completion in the last two years (four semesters) of academic study. Students are required to complete the college general education requirements and prerequisite courses prior to admission to the nursing major. Liberal arts and science courses provide the support for the concentrated study of professional nursing required in the third and fourth years of the program. The generic curriculum is designed for full-time study only. The clinical laboratory sections of the nursing courses are conducted in diverse and culturally rich clinical facilities in the Bronx, Westchester, Manhattan and other surrounding communities. Independent study and honors projects are available to qualified students.

Graduates of the program will have gained the knowledge and experience to function independently as well as collaboratively with other members of the health care team. They will have sharpened their skills in critical thinking and have the ability to provide competent and compassionate care to assist individuals and families achieve maximum levels of health.

75-Credit B.S. in Nursing Major

The distribution of courses and credits to be earned by all majors in the generic track are as follows:

Credits

21 In Sciences (Prior to Admission)

- CHE 114 Essentials of General Chemistry: 3 Credits
- CHE 115 Essentials of General Chemistry: 1.5 Credits, lab
- CHE 120 Essentials of Organic Chemistry: 3 Credits
- CHE 121 Essentials of Organic Chemistry: 1.5 Credits, lab
- BIO 181 Anatomy and Physiology I: 4 Credits
- BIO 182 Anatomy and Physiology II: 4 Credits
- BIO 230 Microbiology: 4 Credits

6 In Foundation Courses

- HIN 268 Human Growth and Development: 3 Credits (required prior to admission)
- HIN 269 Analysis and Action for Community Health: 3 Credits.

48 In Nursing Courses

NUR 300	Nursing as a Human Science: 3 Credits
NUR 301	Therapeutic Intervention I: Introduction to Professional Nursing Practice. 6 Credits
NUR 302	Ways of Knowing: 3 Credits
NUR 303	Therapeutic Intervention II: Adult Health Nursing. 6 Credits
NUR 304	Therapeutic Intervention III: Psychiatric-Mental Health Nursing. 3 credits
NUR 330	Pharmacologic Basis of Nursing Practice: 3 Credits
NUR 344	Altered Health States (Pathophysiology): 3 Credits
NUR 405	Therapeutic Intervention IV: Childbearing and Childrearing Families. 6 Credits
NUR 406	Clinical Decision Making: 3 Credits
NUR 408	Trends & Issues in Nursing and Health Care: 3 Credits
NUR 409	Therapeutic Intervention V: Nursing Synthesis. 6 Credits
NUR 410	Professional Nursing Management: 3 Credits

75 Total Credits

NURSING COURSES FOR TRADITIONAL GENERIC STUDENTS

Fall Semester – Junior Year

NUR 300	3 Credits
NUR 301	6 Credits
NUR 344	3 Credits
*HIN 269	3 Credits
12-15 Credits	

Spring Semester – Junior Year

NUR 303	6 Credits
NUR 304	3 Credits
NUR 330	3 Credits
12 Credits	

Fall Semester – Senior Year

NUR 302	3 Credits
NUR 405	6 Credits
NUR 406	<u>3 Credits</u>
12 Credits	

Spring Semester – Senior Year

NUR 408	3 Credits
NUR 409	6 Credits
NUR 410	<u>3 Credits</u>
12 Credits	

***May be taken prior to admission to the nursing program**

Note:

- Curriculum pattern may vary depending on English, math and foreign language placement exams.
- Semester credit loads can be reduced prior to admission to the nursing program by taking courses in summer school.
- All College requirements, including LEH courses, distribution courses and foreign language must be completed prior to registration for NUR 409 and NUR 410.
- All General Education courses must be completed prior to admission to the nursing program

CURRICULUM PATTERN FOR ACCELERATED GENERIC STUDENTS

Summer Semester

NUR 300: Nursing as a Human Science. 3 credits, 3 hours lecture.

NUR 301: Therapeutic Intervention I: Introduction to Professional Practice. 6 credits: 3 hours lecture, 12 hours clinical laboratory

NUR 344: Altered Health States. 3 credits, 3 hours lecture.

HIN 269 (if not taken prior to admission)

Fall Semester

NUR 303: Therapeutic Intervention II: Adult Health Nursing. 6 credits, 3 hours lecture, 12 hours clinical laboratory

NUR 330: Pharmacologic Basis of Nursing Practice. 3 credits, 3 hours lecture.

NUR 304: Therapeutic Intervention III: Psychiatric-Mental Health Nursing. 3 credits, 2 hours lecture, 4 hours clinical laboratory.

Winter Intersession

NUR 406: Clinical Decision Making. 3 credits, 3 hours lecture.

Spring Semester

NUR 302: Ways of Knowing in Nursing. 3 credits, 3 hours lecture.

NUR 405: Therapeutic Intervention IV: Childbearing and Childrearing Families. 6 credits, 3 hours lecture, 12 hours clinical laboratory

NUR 408: Trends and Issues in Nursing and Healthcare. 3 credits, 3 hours Lecture. (Summer I)

Summer Session

NUR 409: Therapeutic Intervention V: Nursing Synthesis. 6 credits, 3 hours lecture, 12 hours clinical laboratory

NUR 410: Professional Nursing Management. 3 credits, 3 hours lecture.

Curriculum Requirements—Accelerated (Generic)

To be eligible for the Generic Accelerated Nursing Program, student must have a Bachelor's Degree (any discipline) and meet the admission requirements for the Nursing Department. Applicants will follow the **Generic Nursing** path, conditions, and application procedures as described in this student handbook and the **Bachelor of Science Program in Nursing-Generic** brochure/handout.

Accelerated nursing students will attend classes in fall, winter, spring, and both summer sessions. If accepted into the Accelerated Generic Program, the program must be completed in 15 months

COURSES IN NURSING—GENERIC & ACCELERATED PROGRAMS

HIN 268: Human Growth and Development. 3 hours, 3 credits. Physical, cognitive, social, and emotional aspects of human development from conception through late adulthood. PREREQ: Thirty college credits.

HIN 269: Analysis and Action for Community Health. 3 hours, 3 credits. Health needs of families in the context of their community. Introduction to epidemiological method and the principles of epidemiological investigation as tools for analyzing health needs. Issues of prevention, environmental health, special risk families, planned change, the concept of health teams, and the roles of health workers in the community. PREREQ: Thirty college credits.

NUR 300: Nursing as a Human Science. 3 hours, 3 credits. Historical, philosophical and theoretical foundations of nursing and selected topics relating to the intersubjective nature of professional nursing and its moral, ethical and legal dimensions. PREREQ: Admission to the nursing major. COREQ: NUR 301, NUR 344

NUR 301: Therapeutic Nursing Intervention I: Introduction to Professional Nursing Practice. 3 hours lecture, 12 hours clinical laboratory, 6 credits. Emphasis on therapeutic communication, health assessment and data analysis. PREREQ: Admission to the nursing program. COREQ: NUR 300 and NUR 344. PRE or COREQ: HIN 269

NUR 302: Ways of Knowing in Nursing. 3 hours, 3 credits. Methods of research and inquiry

in nursing and their implications for clinical practice. PREREQ: NUR 300.

NUR 303: Therapeutic Intervention II: Adult Health Nursing. 3 hours lecture, 12 hours clinical laboratory; 6 credits. Clinical focus on nursing care of adults with acute and chronic illnesses. PREREQ: NUR 300, NUR 301, NUR 344, HIN 269. COREQ: NUR 304, NUR 330.

NUR 304: Therapeutic Intervention III: Psychiatric-Mental Health Nursing. 2 hours lecture, 4 hours clinical laboratory, 3 credits. Clinical focus on nursing care of adults with acute and chronic psychiatric and mental health conditions. PREREQ: NUR 301, NUR 344, HIN 269. COREQ: NUR 303, NUR 330.

NUR 330: Pharmacologic Basis of Nursing Practice. 3 hours, 3 credits. General pharmacological principles as they relate to nursing practice and health care. PREREQ: Completion of College requirement in mathematics. COREQ: NUR 303, NUR 304.

NUR 344: Altered Health States (Pathophysiology). 3 hours, 3 credits: The relationships of normal body functioning to the physiological changes that occur as a result of illness. Epidemiological, preventive and pathological aspects of disease. COREQ: NUR 300, NUR 301.

NUR 405: Therapeutic Intervention IV: Childbearing and Childrearing Families. 3 hours lecture, 12 hours clinical

laboratory; 6 credits. Relation of nursing care to positive health experiences and outcomes in childbearing and childrearing families. PREREQ: NUR 303, NUR 304, NUR 330. COREQ: NUR302, NUR406

NUR 406: Clinical Decision Making. 3 hours, 3 credits. The processes of clinical judgment and decision making. Examination of the interaction between diagnostic and therapeutic reasoning within the context of ethical reasoning. PREREQ: NUR 303, NUR 304, NUR 330. COREQ: NUR 302, NUR 405.

NUR 408: Trends & Issues in Nursing & Health Care. 3 hours, 3 credits. Identification and exploration of trends and issues with opportunity to debate and to defend a position on issues. PREREQ: NUR 406

NUR 409: Therapeutic Intervention V: Nursing Synthesis. 3 hours lecture. 12 hrs clinical laboratory; 6 credits. Synthesis of knowledge and skills required to effectively support clients, families and groups with chronic illnesses. PREREQ: NUR 405, NUR 406. COREQ: NUR 408, NUR 410.

NUR 410: Professional Nursing Management. 3 hours, 3 credits. Professional role of the nurse in the health care system. Emphasis on leadership and management theory as related to nursing administration,

organizational design and governance. COREQ: NUR409.

NUR 489: Honors Project. One semester, 3 credits (maximum 6 credits). Independent study or investigation, under faculty direction. A written report is required. PREREQ: Satisfactory completion of 24 credits in NUR and/or related fields and departmental permission; cumulative college index of 3.2 and an index of 3.5 in Nursing.

COURSES OF INTEREST

NUR (SOC) 240: Death, Dying, and Bereavement. 3 hours, 3 credits. Sociological, psychological, and healthcare perspectives and ethical issues surrounding the processes of dying and bereavement. Topics include the history of attitudes toward death, the new medical technology, the ways individuals confront their own death and that of others, dying in institutions, death and the child, and suicide.

NUR 350: Topics in Nursing. 3 hours; 3 credits (maximum 6 credits). PREREQ: Permission of the Chair.

NUR 385: Independent Study in Nursing. One semester; 1-3 credits. (Limited to Juniors and Seniors in nursing) Independent study on a specific topic or clinical area of interest, under the supervision of a faculty member in the Department of Nursing. PREREQ: Permission of the Chair.

RECOMMENDED COURSES

It is recommended that students planning graduate study take MAT 132: Introduction to Statistics. This course fulfills the college math requirement. In fulfillment of the language requirement, it is recommended that a level of proficiency in speaking (or an equivalent proficiency in speaking some other appropriate foreign language) be achieved by those who expect to work in the metropolitan New York area. American Sign Language can be taken to fulfill the foreign language requirement.

TIME LIMIT TO COMPLETE NURSING PROGRAM

Students admitted to the nursing program must complete the baccalaureate in nursing within five years. Students who do not meet this time requirement may reapply to have the currency of their nursing courses reevaluated. Students may be required to demonstrate current knowledge as evidenced by recent or present practice, portfolio, certification, or validation by examination.

CURRICULUM INFORMATION AND PATTERN FOR REGISTERED NURSES

The upper division nursing program, which leads to a B.S. degree, is designed to prepare for professional nursing practice and provide a foundation for graduate study in nursing. The baccalaureate degree in nursing program at Lehman College fulfills the requirements of the New York State Education Department, and is accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>).

The registered nurse sequence is a 37.5-credit major of the total 120 credits required for graduation. The Registered Nurse course sequence is offered online and in class. Independent study courses and honors projects are available to qualified students.

The registered nurse (RN) sequence is designed for completion in two academic years of full-time study. However, registered nurses may pursue either full-time or part-time study. The Department recommends that students complete their distribution courses prior to admission to the nursing program. Prerequisite courses, including chemistry and human growth and development, must be completed prior to registering for any NUR courses. Similar to fully online RN-BS students, traditional RN-BS students have the option of taking many of the nursing courses online.

The clinical laboratory sections of the nursing courses for traditional RN-BS students are conducted in the diverse and culturally rich clinical facilities in the Bronx, Westchester, Manhattan and other surrounding communities. The online RN-BS students have a clinical component determined by the course faculty. Memoranda of understanding and contract agreements are in place between each assigned agency and the College in order to maintain quality practice experiences for students.

Graduates of the registered nurse sequence in the baccalaureate nursing program will have gained the knowledge and experience to function independently as well as collaboratively with other members of the health team. Graduates will have sharpened their skills in critical thinking and have the ability to provide competent and compassionate care to assist individuals and families in achieving maximum levels of health.

Courses in Nursing –Registered Nurses

The distribution of courses and credits to be earned by all RN-BS majors is as follows:

In Foundation:

HIN 269: Analysis & Action for Community Health: 3 Credits

In Nursing Courses:

NUR 300 Nursing as a Human Science: 3 Credits

NUR 302 Ways of Knowing in Nursing: 3 Credits

NUR 400 Professional Nursing Practice: 6 Credits

NUR 406 Clinical Decision Making: 3 Credits

NUR 408 Trends & Issues in Nursing & Health Care: 3 Credits

NUR 409 Therapeutic Intervention V: Nursing Synthesis: 6 Credits

NUR 410 Professional Nursing Management: 3 Credits

****Some students may qualify to earn credits for the Human Growth and Development course through validation examination. Students must seek advisement in the Department of Nursing for this process.**

All students must get departmental permission prior to registering for all HIN and NUR courses.

Fully Online Nursing RN to BS Program

The fully Online RN to BS Program is designed to prepare students for professional nursing practice and provide a foundation for graduate study in nursing. The baccalaureate degree in nursing program at Lehman College fulfills the requirements of the New York State Education Department, and is accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>). Graduates of the program will have gained the knowledge and experience to function independently as well as collaboratively with other members of the health care team. Graduates will have sharpened their skills in critical thinking and have the ability to provide competent and compassionate care to assist individuals and families in achieving maximum levels of health.

Fully online students receive the same high-quality education and student support as on-campus students, with the ability to complete their coursework entirely online. This program offers a wide array of online courses that enhance students' cultural awareness and improves their critical thinking skills, enabling them to better serve a diverse patient population.

PREREQUISITES (ONLINE)

- *Current Registered Nurse with an unencumbered nursing licensure and registration in New York State
- Completion of sixty (60) college credits with a grade point average of 2.5 or greater or an associate degree in nursing from a CUNY or SUNY school
- Official transcript(s) from all schools attended which exhibit evidence of a college level course in:
 - Chemistry – Successful completion of a college level Chemistry course including both a lecture and a lab, totaling at least 4 credits
 - **Human Growth and Development - Successful completion of a college level Human Growth and Development across the Lifespan course, totaling 3 credits

*When applying online, you must upload a copy of your Registered Nurse License and Registration with the application

**Students who are Registered Nurses qualify for a challenge exam to earn credit for HIN 268 if not taken in basic program. Please contact the department of Nursing at Nursing.admissions@lehman.cuny.edu

Associate of Applied Science (A.A.S) Degree holders applying to this program must have:

- Math 126 (Quantitative Reasoning) or higher (or the equivalent) or a
- Math course taken at, or transferred in to, a previous CUNY school that fulfilled the Quantitative and Mathematical Reasoning requirement at that school

For holders of Bachelor Degrees, Associate of Arts (A.A.) and Associate of Science (A.S.) Degrees, the College Math requirement is waived.

Graduates of Associate Degree Nursing Programs and Registered Nurses with a Bachelor's Degree in another field must apply to the College as transfer students. Graduates of hospital/diploma programs who have not earned previous college credits should follow directions for new applicants to the College.

Graduates of diploma nursing programs are encouraged to take the Excelsior College (formerly Regents College) exams in Adult Nursing, Maternal and Child Nursing, and Psychiatric Mental Health Nursing to earn advanced standing credits.

For RN-BS Online Students all nursing and general education courses must be completed online.

COURSE DESCRIPTIONS: RN TO BS PROGRAM

HIN 268: Human Growth and Development. 3 hours, 3 credits. Physical, cognitive, social, and emotional aspects of human development from conception through late adulthood. PREREQ: Thirty college credits.

HIN 269: Analysis and Action for Community Health. 3 hours, 3 credits. Health needs of families in the context of their community. Introduction to epidemiological method and the principles of epidemiological investigation as tools for analyzing health needs. Issues of prevention, environmental health, special risk families, planned change, the concept of health teams, and the roles of health workers in the community. PREREQ: Thirty college credits.

NUR 300: Nursing as a Human Science. 3 hours, 3 credits. Historical, philosophical and theoretical foundations of nursing and selected topics relating to the intersubjective nature of professional nursing and its moral, ethical and legal dimensions. PREREQ: Admission to the nursing major.

NUR 302: Ways of Knowing in Nursing. 3 hours, 3 credits. Methods of research and inquiry in nursing and their implications for clinical practice. PREREQ or COREQ: NUR 300.

NUR 400: Professional Nursing Practice.

6 credits (3 hours, lecture; 9 hours, clinical laboratory). Health assessment and therapeutic intervention through communication theory and skills, inter-professional collaboration, and professional role development. PRE -or COREQ: NUR 300, NUR 302, and HIN 269.

NUR 406: Clinical Decision Making. 3 hours, 3 credits. The processes of clinical judgment and decision making. Examination of the interaction between diagnostic and therapeutic reasoning within the context of ethical reasoning. PREREQ: NUR 302, NUR 400.

NUR 408: Trends & Issues in Nursing & Health Care. 3 hours, 3 credits. Identification and exploration of trends and issues with opportunity to debate and to defend a position on issues. PREREQ: NUR 400.

NUR 409: Therapeutic Intervention V: Nursing Synthesis. 3 hours lecture. 12 hrs. clinical laboratory; 6 credits. Synthesis of knowledge and skills required to effectively support clients, families and groups with chronic illnesses. PREREQ: NUR 406. COREQ: NUR 410. PRE or COREQ: NUR 408

NUR 410: Professional Nursing Management. 3 hours, 3 credits. Professional role of the nurse in the health care system. Emphasis on leadership and

management theory as related to nursing administration, organizational design and governance. COREQ: NUR 409. **NUR 489: Honors Project.** One semester, 3 credits (maximum 6 credits). Independent study or investigation, under faculty direction. A written report is required. PREREQ: Satisfactory completion of 24 credits in NUR and/or related fields and departmental permission; cumulative college index of 3.2 and an index of 3.5 in Nursing.

COURSES OF INTEREST

NUR (SOC) 240: Death, Dying, and Bereavement. 3 hours, 3 credits. Sociological, psychological, and healthcare perspectives and ethical issues surrounding the processes of dying and bereavement. Topics include the history of attitudes toward death, the new medical technology, the ways individuals confront their own death and that of others, dying in institutions, death and the child, and suicide.

NUR 350: Topics in Nursing. 3 hours, 3 credits (maximum 6 credits). PREREQ: Permission of the Chair.

NUR 385: Independent Study in Nursing. One semester, 1-3 credits. (Limited to Juniors and Seniors in nursing) Independent study on a specific topic or clinical area of interest, under the supervision of a faculty member in the Department of Nursing. PREREQ: Permission of the Chair

LEARNING OPPORTUNITIES

LEARNING ENRICHMENT OPPORTUNITIES: *HONORS PROJECT AND INDEPENDENT STUDY*

The offering of Independent Study and Honors Projects provide students with opportunities for in-depth study in particular areas of interest that are not possible within the core curriculum. Providing students with flexible and diverse choices in learning offers additional experiences in the development of autonomy and accountability, important components of the Department's philosophy of nursing.

Independent Study and Honors Project enrich the student's learning and the core curriculum by offering students the opportunity to participate in scholarly, creative work; research, and clinical projects. These course offerings are consistent with the philosophy and objectives of the curriculum.

Independent Study in Nursing

Independent, interdisciplinary study in which students participate in an approved course of reading, tutorial, field-work (including work experience), research project or special project in an area for which there is not a course in a department or interdisciplinary program.

Independent study in the Department of Nursing is facilitated by a nursing faculty member, is not a requirement of nursing majors, and can be undertaken individually or as a group.

NUR 385: Independent Study

- A. Eligibility:
 - 1. Nursing students under direction of faculty; departmental permission.
 - 2. Student must have attained, on the initial attempt, a grade required for progression in all prior HIN and NUR courses. Student must concurrently be enrolled in a clinical nursing course.
- B. Credit: 1-3 credits per semester (Maximum 6 credits).
PRE-REQUISITE: Departmental permission.
- C. Catalogue Description: Independent Study on a specific topic or clinical area of interest, under the supervision of a faculty member in the Department of Nursing.
- D. Objective: To engage in an independent project to increase professional learning.
For example:
 - 1. Implement an investigative project under the supervision of a faculty member in the Department of Nursing.
 - 2. Participate in a special clinical project within the Department of Nursing.
 - 3. Complete a scholarly paper or creative project.
- E. Course Requirements:
 - 1. Students will contract for 1-3 credits with an interested faculty member and permission of the department Chairperson.
 - a. Written contracts must be established prior to registration.
 - b. Credit to be earned must be agreed upon prior to registration.

2. Students will develop and apply independent methods for learning.
 - a. The student, in collaboration with the faculty member, determines course objectives within the first two weeks of the project. Course content, method of implementation and method of evaluation are determined by the student in collaboration with the faculty member.
 - b. Students will share learning findings from the project with other students and/or faculty.

Honors Project

Students must complete an honors project to graduate with departmental honors in nursing.

NUR 489: Honors Project:

- A. Eligibility:
Satisfactory completion of twelve (12) credits in nursing or related fields; departmental permission; 3.2 cumulative index in Lehman College, and a 3.5 cumulative index in Nursing.
- B. Credits: 3 credits per semester (maximum 6 credits).
- C. Catalogue Description: Independent Study or investigation under faculty direction. A written report is required.
- D. Overview of Project:
 1. The student and faculty member will meet initially to discuss the feasibility, objectives, and requirements of the student's proposed project.
 2. An outline and objectives for the project should be completed by the student within the first three weeks of the semester.
- E. Course Requirements:
 1. Completion of scholarly paper or creative work.
 2. Attendance at Honors Seminar composed of all Departmental honors students who will meet twice a semester to share initial ideas and progress.
 3. Communication of project to peers and faculty by either of the following: Distribution of written paper in a manner agreed on by student and faculty advisor or oral presentation of Honors Project in a manner agreed on by student and faculty advisor.
- F. Grade: A letter grade will be assigned consistent with Departmental policy.
- G. Evaluation: Students will complete a written evaluation of the course and a written self-evaluation of individual learning.

ACADEMIC HONORS

DEAN'S LIST

At the end of each academic year, the office of the Provost and Vice President for Academic Affairs publishes a list of matriculated students who meet the qualifications for placement on the Dean's List. To qualify for the Dean's List, a student must have completed a minimum of 61 credits with a 3.5 cumulative index and with a minimum of 24 indexable credits at Lehman College.

PRESIDENTIAL SCHOLAR

This designation is bestowed upon Dean's List students who have earned 3.9 cumulative indices.

DEPARTMENTAL HONORS

Graduation with Departmental Honors requires that, in addition to any other departmental specification, a student achieve a cumulative Lehman College index of 3.2 and an index of 3.5 in the major or in an interdisciplinary program for a minimum of 24 credits. Nursing students must complete a 3-credit Honors Project, NUR 489.

COLLEGE HONORS

Students shall be eligible for College Honors at graduation if they have completed at least 60 credits in residence at Lehman College, of which at least 42 are indexable, with a minimum cumulative index of 3.4. (See definition of credits in residence under the heading Credit Requirements in the Undergraduate Bulletin.) The following honors may be awarded:

<i>Cum laude</i>	Index of 3.4 - 3.59
<i>Magna cum laude</i>	index of 3.6 - 3.79
<i>Summa cum laude</i>	index of 3.8 - 4.0

SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING, DELTA ZETA CHAPTER

The purpose of **Sigma Theta Tau International Honor Society of Nursing** is to recognize superior achievement and scholarship; recognize the development of leadership qualities; foster high professional standards; encourage creative work and to strengthen commitment to the profession. **Induction into Sigma Theta Tau is by invitation only.** Candidates for membership at the undergraduate level must meet the following criteria: 1) completed a minimum of ½ the curriculum, 2) rank within the upper 35% of the graduating class, 3) earned a minimum GPA of 3.0 on a 4.0 scale, and maintained standards of academic integrity. Registered nurse baccalaureate students must meet the same criteria as generic nursing students; however, they are considered as a separate cohort. Therefore, RN/BS students must rank within the upper 35% of the RN/BS graduating class.

*Second-degree candidates who meet the qualifications are eligible for the Dean's List, departmental, and College honors.

DEPARTMENT OF NURSING POLICIES

ADMISSION & PROGRESSION

Admission Process (Generic Students)

Before entering the Nursing program, students are required to:

1. Complete all pre-requisite science courses with a minimum grade of a C or better in each course
2. Have a cumulative GPA of 2.75 or greater in prerequisite science courses. *(If a required prerequisite science course is repeated, the first grade earned is the grade that will be used to determine eligibility for admission to the nursing program.)*
3. Have taken and passed the **Pre-Nursing Admission Assessment Exam (HESI A2)**. At this time, we are testing the following areas on the HESI A2 exam: **Math, Reading Comprehension, Anatomy & Physiology, and Critical Thinking (CT)**. Students must achieve a score of **75 or better in each of the three subject areas** and **800 or better on the CT** to be considered for admission to the nursing program.
4. Have met the other college requirements and have an index of 2.0 or better for all college work.

Space in the nursing program is limited. Therefore, meeting the minimum requirements for admission does not guarantee acceptance into the program.

Transfer Students

Students wishing to transfer from another college nursing program may be admitted on a space-available basis after being accepted to the College and submitting an application to the Nursing Department. This application must include an official transcript sent directly from the educational institution to the Nursing Department in addition to Lehman College Admissions. Transfer students must meet all pre-requisite and grade requirements. Once the student has been admitted to Lehman College, the Office of Transcript Evaluation will provide a written evaluation of the student's transcript. Credit for nursing courses taken at another institution will be determined by the nursing department. **Clinical nursing courses will be transferred as electives.** We encourage potential transfer students to seek advisement from the Lehman College Nursing Department at least one semester prior to completing the transfer.

Students dropped from another nursing program for poor scholarship or for other reasons, are not eligible for admission to the nursing program at Lehman College. Transfer students are required to submit a letter from the director or dean of the former program certifying that they are in good standing in the program from which they transfer.

Students who were previously enrolled in nursing courses at Lehman and did not complete degree requirements for reasons other than poor scholarship must meet the current pre-requisites and apply for readmission to the Nursing Department. Readmission will be determined on a case-by-case basis.

Registered Nurses—Policies on Admission and Progression

Registered nurses may enroll in 300-level nursing courses after completing an application for admission to the major, presenting evidence of a current New York State nursing license and having met the chemistry and human growth and development requirements. **A registered nurse student must successfully complete all other college requirements before being admitted to the final semester in nursing.** Students are required to see a nursing advisor and obtain pre-registration approval for all nursing courses.

Registered nurses who wish to challenge HIN 268 by examination are responsible for contacting the RN Advisor. It is advisable to set up an appointment early in the semester. Study outlines are available to facilitate preparation for the challenge examination. The challenge exam is offered online via Blackboard. HIN 268 is a prerequisite for admission to the program and must be completed or validated before taking any nursing courses.

Retention/Progression Policy

Nursing majors who fail to achieve a grade of C or better in an undergraduate nursing or HIN course **must** meet with the director of the undergraduate nursing program to develop a contractual plan of study prior to registration for the following semester. A student may not register for a nursing course if the prerequisite course has been failed or is incomplete. **A grade of B is required when an HIN or NUR course is repeated** (see Department Grading Policy p. 30). If a student does not attain a B or above when the course is repeated, the grade earned will be submitted as the final grade.

Students who are repeating a course or planning to return to nursing after an absence must submit a letter to the Director of the Undergraduate program by **March 15th** stating his or her intention to return for the Fall semester and **Sept. 15th** for the Spring semester. The letter should include the course number and title of the course that the student wants to take. Health clearance forms, liability insurance (**RN-BS only**) and CPR must be up-to-date and in effect upon return to a clinical course. **Readmission to a clinical course is on an available-space basis.**

Pre-registration Advisement

All students in the nursing program must meet with an assigned faculty advisor each semester prior to registration.

Withdrawal from Nursing Course(s)

A nursing student may only attempt a given NUR or HIN course twice, regardless of the reason for non-completion. **No further attempt will be permitted.** Students who wish to withdraw from a NUR or HIN course for personal or health reasons should first discuss the decision with the course instructor to determine possible alternatives. Once the decision to withdraw is made, the student should inform the course instructor and director of the undergraduate program in writing.

Students experiencing significant hardship may submit an appeal requesting that the withdrawal not be counted as a failed attempt. Approval of such an appeal is required for the withdrawal to be exempt from the course attempt limit.

Academic Probation

A student who does not meet the required minimum semester or cumulative indices or whose cumulative grade point index at the College falls below 2.0 is automatically placed on probation. See *Lehman College Undergraduate Bulletin* for probation requirements and procedures.

Statement of Nondiscrimination

Lehman College is an Equal Opportunity and Affirmative Action institution. The College does not discriminate on the basis of age, sex, sexual orientation, alienage or citizenship*, religion, race, color, national or ethnic origin, disability, veteran or marital status, or any other basis prohibited by law, in its

employment, student admissions, access to programs, and administration of educational policies. (See complete policy statement in the Lehman College Student Bulletin).

Departmental Statement Regarding Students with Special Needs

For admission, progression, and graduation from the Lehman College nursing program a person must meet the general competencies necessary for the professional practice of nursing. Examples of these competencies include, but are not limited to, the following:

1. Nursing students must be able to assess changes in patient skin color, hear patient reports of symptoms, auscultate breath and heart sounds, feel changes in skin temperature and texture, smell variations in odors of body fluids, and identify color changes in equipment, tests, or body fluids.
2. Nursing students must be able to communicate patient status to other members of the health care team and document observations, interventions, and outcomes accurately and clearly in the patient record.
3. Nursing students must be able to manipulate small objects in order to administer medications and they must be able to move from place to place to gather data and administer direct patient care. The nursing student must be able to transfer patients safely, which requires lifting and pulling.
4. Patient safety is dependent upon the nursing student's ability to learn the signs and patterns of illness, and the ability to make appropriate decisions about reporting changes in patient status to instructors, physicians, and other nurses.
5. Nursing students must be able to assume the responsibility of caring for seriously ill patients; and must be capable of engaging in self-evaluation and accept the critical judgments of others.

Services are available to Lehman students who provide documentation of a disability. Upon disclosure to the Lehman College Office of Special Student Services, Student Affairs, the nursing faculty will provide reasonable accommodation as required by law. All students, with or without reasonable accommodations, are expected to meet the program requirements for admission and progression within the nursing major. Students who fail to meet the program requirements will not be admitted to the nursing program, or will be dismissed from the nursing program if already admitted.

Students requiring additional information about services should contact Lehman College Office of Special Student Services.

Course Expectations

1. Students are expected to attend class and to be punctual.
2. Students are required to attend **all** clinical sessions. There are NO unexcused absences allowed in clinical. If you are not able to attend the clinical session on a specific day, you must notify the instructor prior to the beginning of the class. Any unexcused absence may result in a failing grade in the course. **Students who miss a clinical day must receive clearance from the Undergraduate Program Director to make up the missed day during Week 15. Make-up opportunities are not guaranteed and will be approved only under appropriate circumstances.**
3. Students are expected to come to class prepared and to actively participate in conferences and class discussions.
4. Students are expected to dress in appropriately professional attire for all clinical sessions and any other scheduled contact with clients or agency personnel.
5. Cell phones must be turned off during classes, conferences and clinical.

6. A student who receives a grade less than C (73) on any assignment or examination must review the assignment with the instructor to determine if remedial work is indicated. **Do not wait until the end of the semester to seek assistance.**

Time Limit to Complete Nursing Program

In addition to the College requirement for completion of the baccalaureate degree, the Nursing Department has a time limit within which the program must be completed.

Students admitted to the nursing major must complete the baccalaureate in nursing within five years.

Students who do not meet this time requirement may reapply to have the currency of their nursing courses reevaluated. Students may be required to demonstrate current knowledge as evidenced by recent practice, portfolio, certification, or validation examination.

Drug Testing

Students are required to complete a drug screening test every semester. Students must pass the required Drug Screening Test on the first testing before the start of each clinical course. Failing the drug screening test will require deferral and retesting the following year.

Notice to Students on Criminal Background Checks

Current laws generally permit a state licensing board or agency to deny a license to practice nursing if the applicant has been convicted of a felony or other specified crime. Like many state licensing boards, the **Office of the Professions of the New York State Education Department** requires that a criminal background check be conducted prior to granting a license to practice nursing.

The Department of Nursing at Lehman College does not require a criminal background check for admittance, but the Department's educational requirements include placement at one or more hospitals or other off-campus clinical training sites, and these sites require a student to pass a criminal background check before the student can be placed for clinical training. If, based upon the results of a criminal background check, the site determines that a student's participation in its clinical training program would not be in the best interest of the site, the site may deny that student admission to the training program. Even if the student has already begun the placement when the results are received, the site may elect to dismiss the student, regardless of the student's performance while in the training program.

You may also have to complete more than one criminal background check during the course of the Nursing program at Lehman College, depending on the number of sites where you are placed and the requirements of each site.

Please note that if a clinical training site determines that you may not take part in its clinical program based on the results of a criminal background check, you may be unable to complete your course requirements. It is important for you to consider this before you enroll in the Nursing program. Lehman College has no obligation to refund your tuition or fees or to otherwise accommodate you in the event you are ineligible to complete your course requirements based on the results of a criminal background check, or if you are denied a license to practice nursing.

STUDENT COMPLAINT POLICY

When a student has a complaint about a course, an instructor, or a department policy, the student should first consult with the individual faculty member involved. If the issue is unresolved, or the student is

dissatisfied with the resolution, the student should complete a complaint form (See **Appendix E**) and submit to the Director of the Program (either undergraduate or graduate program). If the student is still dissatisfied with the resolution, the student should file a written complaint with the Department Chair.

If the Director of the Program is the instructor in question, the student should write to the Department Chair. If the Chair of the Department is the instructor in question, the senior member of the Department Personnel and Budget Committee will act for the Chair. If the issue cannot be resolved within the Department of Nursing the student will be referred to other resources within the college.

See CUNY Procedures for Handling Student Complaints about Faculty Conduct in Academic Settings at: http://www.lehman.edu/office-campus-life/documents/University-College-Policies9-10_000.pdf

Complaints should be addressed as soon as possible after the issue arises or is identified.

COMMUNICATING WITH STUDENTS

The primary means of communicating with students at Lehman College is through the **student's Lehman College e-mail**. It is therefore imperative that students check their e-mail regularly. Failure to read e-mail messages may result in missing important information and announcements regarding College and department procedures, deadlines, etc. Nursing faculty also communicate with students in nursing courses through Blackboard e-mail.

DEPARTMENT GRADING POLICIES

Grade/Progression Requirements (Effective Fall 2012)

A minimum grade of C (73) or better is required in each HIN and NUR course to progress to the next nursing course. **Nursing students may repeat only one HIN or NUR course.** If a student earns a grade below a C grade, the course must be repeated. Nursing students may repeat **only** one HIN or NUR course. No grade of C- will be given in any HIN or NUR course regardless of the student's major. **A student who does not achieve a grade of C or better in an NUR or HIN course may repeat the course only once. If a student repeats an HIN or NUR course, a grade of B or better must be earned when the course is repeated to progress to the next nursing course.** If a B or above is not earned when a course is repeated, the grade earned will be posted as the final grade.

Note: If the course being repeated is a clinical course, enrollment will be permitted on the availability of space.

The College grade symbols and corresponding numerical grades and quality points for HIN/NUR courses are:

- A =93-100
- A- =90-92
- B+=87-89
- B =83-86
- B- =80-82
- C+=77-79
- C =73-76
- D+=67-72
- D =60-66
- F = 0-59

Departmental Approval 12/5/11

Approved by the Lehman College Senate, 3/7/12

Grading / Progressive Criteria

Letter grades and corresponding numerical grades (as listed above)

Pass/Fail Grades

In keeping with the College policy concerning conditions for Pass/Fail grades, a nursing major may not elect a Pass/Fail grade for a NUR or HIN course.

Repeating Courses

Effective Fall 2012

Clinical Course Grades

The clinical portion of a nursing course will be assigned a Pass/Fail grade. A passing grade in clinical is equivalent to C (73). A student must receive a grade of Pass in clinical to successfully complete the course. A student's performance must also be equivalent to a grade of C (73) or better in the theoretical component of the course. The theoretical portion may be limited to performance on examinations or may include other assignments. Check the course outline for details and expectations. A student must pass both the theory and clinical portions of the course in order to pass the course, even if the numerical average is 73 or better in theory. If the student passes clinical but fails to achieve a grade of 73 or better in theory, the grade submitted will be a D+ or lower. If the student passes the theory portion of the course but fails clinical, the grade submitted will be an F.

Unsafe Clinical Performance

If, on a particular day, a student is unprepared and/or is deemed unsafe by the clinical instructor and/or clinical agency, the instructor reserves the right to remove the student from the agency for the remainder of the day. The student and faculty member must then meet to discuss the unsafe situation or condition and develop a remedial plan before the student is allowed to return to the clinical agency. **The content of this meeting must be documented and signed by the student and faculty member.**

If, after consultation with the student and the director of the undergraduate program, a student's clinical performance is deemed to be unsafe by the faculty member teaching the course or by the clinical agency, the faculty member reserves the right to fail that student. **The student will be notified in writing of the decision to remove him/her from the course and will receive a failing grade.**

Scheduled Examinations

There are no make-up tests for missed exams. Students missing an exam will have the grade percentage of the missed exam added to the final exam for that course. For example, if the missed test is worth 15% and the final is worth 25% then the 15% from the missed test will be added to the final to equal 40% for the final grade.

(Updated 5/2/22)

Dosage Calculation Testing

The Dosage Calculation Examination (DCE) is the final phase of the generic nursing admission process. This exam is necessary for applicants to demonstrate their proficiency in dosage calculations, a fundamental skill for the nursing practice. The following outlines the process:

- **Invitation Only:** Potential nursing students, who have met the qualifications of the first phase of the admission process, will then be eligible to take the Dosage Calculation examination. Notifications for the exam are emailed to potential students after the March 15th generic nursing application deadline.
- **Preparing for the Dosage Calculation Exam:** To assist applicants in preparing for the dosage calculation examination, which is a critical component of the nursing admission process, an online Self-Learning Module as well as a 3-day workshop is provided. The dosage calculation content is reviewed in preparation for applicants to take the in-person computerized exam. All contents of the DCE workshops and exam are jointly developed by Lehman College's Instructional Support Services Program (ISSP) and the Department of Nursing.
- **Exam Passing Score:** All students must achieve a score of 95% or higher to advance in the admission process. Students are granted two opportunities to pass the exam. Failure to achieve the required score on the dosage calculation exam will result in denial to the program.

Applicants who scored below the requirement on the Dosage Calculation Examination are eligible to apply to the generic nursing program for the following year during the in-take period, January 2 to March 15.

Drug dosage calculations will be reinforced in each clinical nursing course and will be tested in clinical course exams.

The kinds of questions may include, but are not limited to:

- Oral, suspension, and parenteral doses
- Intravenous therapy including:
 - ml per hour
 - drops (gtts) per minute (micro and macro drip)
 - infusion time
 - dosage units per hour
- Conversion questions including:
 - Pounds (lbs.) per Kg.
 - Ounces to ml. or teaspoons/tablespoons to ml.
 - milligrams to micrograms
 - mg. per gram

All students must take the exam at the time it is scheduled.

Required Standardized Achievement Testing*

All generic nursing students are required to take standardized achievement exams each semester and a comprehensive achievement exam in the last semester. A student who scores below the acceptable level will be required to complete remediation and show evidence of such remediation. All required exams must be taken at the times scheduled and all remedial work completed prior to progressing to the next course.

COURSE	EXAM	PLACEMENT IN COURSE
Admission	HESI-A2	Prior to admission
NUR 301	Fundamentals of Nursing	*
NUR 303	Nursing Care of Adults	*

NUR 304	Psychiatric – Mental Health Nursing	*
NUR 330	Pharmacologic Basis of Nursing Practice	
NUR 344	Altered Health States (Pathophysiology)	
NUR 405	Maternal/Pediatric Nursing	*
NUR 409	Comprehensive Achievement Test	*

*Refer to course outline and/or instructor for additional information and schedule of exam.

(Students must show evidence of remediation if an exam score does not meet the established standard.)

Incomplete Grades

The grade of Incomplete (INC) is awarded only when the course requirements have not been completed for good and sufficient reasons and when there is a reasonable expectation that the student can successfully complete all requirements of the course.

The INC grade covers any failure to complete all requirements for a course, such as submitting a paper or taking a final examination. For an instructor to grant an INC, the student must have met the instructor's attendance requirements in the course and have a passing semester average in the course. **The student must complete the missing work within the first ten weeks of the following semester.** If the instructor is not available, the student must consult with the department chair. A grade replacing the INC may not be entered by the instructor or department chair later than the last day of classes of the following semester. INC grades not completed by the deadline will become Fs (Finc) (or the equivalent under Grading System I).

INC grades are given at the discretion of the instructor. In general, INC grade should be negotiated in advance between the student and the instructor. As a matter of College policy, INC grades should be given only when the student has convinced the faculty member of a good and sufficient reason for not completing a specific assignment on time and when the student is clearly earning a passing grade in the course. Students should not be given an INC to redo a poor assignment or to repeat a course unofficially to get a better grade.

All prerequisite course requirements must be met before a student may be admitted to or progress in NUR or HIN courses. If, due to extreme circumstances, an Incomplete in a prerequisite course has not been removed prior to the student's planned entry into a succeeding course, the director of the undergraduate program must be consulted regarding the possibility of the student's entry into that course. **A student may not register for a clinical course if there is an INC grade in the previous clinical course.**

Withdrawal Policy

A withdrawal after the financial aid certification date or program adjustment period is assigned the grade of "WD" (Dropped) or "WN" (Never Participated), or "W" (Withdrew) or "WU" (Withdrew Unofficially). Currently WD, W, WN are not academically punitive grade i.e., these grades do not impact student GPA. For Title IV purpose University uses our Grading policy for compliance with R2T4 regulations.

Effective Fall 2021, the WU grade will not have punitive impact on a student's GPA. The WU grade will continue to be used to denote Unofficial Withdrawal. This Policy shall supersede and override all undergraduate and graduate program-level grading change policies currently in effect at CUNY colleges and schools.

If a student wishes to receive credit for a course in which a WU grade was received, it must be repeated with a passing grade of a C or higher; however, the "WU" grade remains on the transcript.

A grade of "F" is a failure grade given to a student who completed the class and failed. This grade is assigned for work that in the judgment of the instructor does not deserve college credit. This grade is calculated in the GPA as zero and no credit will be earned. If a student wishes to receive credit for the course, it must be repeated with a passing grade of C or higher; however, the "F" grade remains on the transcript.

Grade Posting

Course grades are available on the blackboard site of the course.

Written Work

Students should keep copies of all written work submitted until papers are graded. Papers should be turned in on the date due. If necessary, extensions may be arranged at the discretion of the individual instructor. **Late papers for NUR and HIN courses for which no arrangement has been made will be downgraded one letter grade per week or part thereof.** Please refer to "Standards for Written Work" for specific guidelines on preparation of written work.

Request for Second Reader of Paper

1. If a student thinks a paper has been graded unfairly, she/he may request a second reader.
2. The student will be required to submit an ungraded original of the paper or assignment not later than 2 weeks after the paper has been returned with a grade.
3. The Director of the Undergraduate Program or Chairperson will make the decision regarding who will be the second reader.
4. **The final grade given on the paper will be the average of the two grades.**

GRADE APPEALS

College Policy on Grade Appeals

Students dissatisfied with a grade received in a course should first consult the instructor involved. It is the instructor's sole judgment that determines the grade recorded in the Office of the Registrar. The instructor's first judgment is always taken. **Second and later judgments resulting from personal appeals and hardship claims are never honored.** Occasional errors do occur, and these are always corrected promptly when properly certified by the instructor. When a student considers a grade unjust, he/she should first confer with the instructor. Second judgments and additional work are not permitted (refer to the Lehman College Undergraduate Bulletin). **Students may appeal only a final course grade.**

Department Policy on Grade Appeals

The Department of Nursing Policy is a modification of the College policy that is documented in the Lehman College Undergraduate Bulletin, as noted above. Students, as well as faculty, serve on the appeals committee in the nursing department. With this exception, the College policy is the foundation of the Department Policy. Specifically, the policy is as stated below and is applicable to all HIN and NUR courses:

After consulting with the instructor when a student considers a grade unjust, if the student is not satisfied that justice has been done, he/she may appeal in writing to the Department Chair. The appeal should state clearly the objective basis upon which a charge of unfairness is offered and supply any supporting documentation if available.

- a. The Chair will appoint a review committee of at least two department faculty members and at least two students who, with the Chair, will review the appeal. The committee shall consist of an equal number of faculty and students, excluding the Chair. The committee will notify the instructor that an appeal has been made. The committee will examine all materials relevant to the appeal, and will prepare a written report of its findings, either to sustain the original grade or recommending a change.
- b. The Chair will notify the student, the instructor, and the Associate Dean for Undergraduate Studies of the Committee's decision. If the committee recommends a grade change, the Chair will forward that recommendation with the decision.
- c. The decision of the Review Committee will be binding on both parties.

If the Chair is the instructor in question, the senior member of the Department Personnel and Budget Committee will serve as Chair of the appeal committee.

The student must appeal the grade by the eighth week of the following semester. It is recommended that an appeal be submitted within one week after notification of the grade to facilitate resolution of the appeal prior to the beginning of the next semester.

CLINICAL REQUIREMENTS

HEALTH CLEARANCE

Health clearance is required by the New York State Department of Health to determine that health care workers and students do not pose a health risk to clients, families, or co-workers and to assure that the student is physically able to fulfill the objectives of the educational program.

Each student in the Department of Nursing must have a current health clearance form on file **two weeks** prior to the first day of each clinical nursing course (NUR 301, 303, 304, 400, 405, and 409). Health clearance forms must be completed by a physician or appropriate designee and are valid for **one year** from the date on which performed. The complete form, including the evaluation of lab results, must be uploaded to Castle Branch as indicated. Be sure to keep a copy of your health clearance form.

Students are responsible to see that all required information is included in the Health Clearance Form. If the form is incomplete, the student will not be allowed into the clinical agency. Such absence would be considered an unexcused absence.

Documentation of immunization/immunity to communicable disease (including titres) needs to be completed only once if immunity is confirmed.

Hepatitis B vaccine is strongly recommended for all students. Students who decline hepatitis B vaccine are required to sign declination statement prior to placement in a clinical area.

*Students with newly converted positive PPD's, regardless of BCG status, must have follow-up chest x-ray and submit the radiology report. **Students must be on documented prophylaxis drug treatment, as required by the Department of Health, in order to attend clinical.** Repeat chest x-ray for positive PPD is required every 5 years (see Health Clearance Form on pp. 48—54).

Students must make a copy of their Health Clearance Form for their own use before submitting the original signed document to the Department of Nursing. Students may be required to submit a copy of this document to the assigned clinical agency.

(See Appendix B for additional information re: Health Clearance Summary & Form)

**Read the position statement of the American Association of Colleges of Nursing (AACN): policy and guidelines for prevention and management of human immunodeficiency virus and hepatitis B virus infection in the nursing education community.*

Medical Malpractice Insurance for Nursing Students

CUNY provides liability coverage for all generic undergraduate nursing students enrolled in a clinical nursing course. RN students must carry the maximum **professional** liability as a registered nurse. Liability Insurance must be renewed annually.

Cardiopulmonary Resuscitation (CPR) Certification for Health Care Providers

All students entering a clinical nursing course must have CPR certification for health care providers from the American Heart Association. Current certification must be maintained throughout the nursing program.

Drug Testing/ Criminal Background Check

Current laws generally permit a state licensing board or agency to deny a license to practice nursing if the applicant has been convicted of a felony or other specific crime. Like many state licensing boards, the Office of the Professions of the New York State Education Department requires that a criminal background check be conducted prior to granting a license to practice nursing.

The Department of Nursing at Lehman College requires a criminal background check and drug testing for admittance into the program as they are preconditions for students to participate in clinical rotations at the training health institutes. The Lehman College Department of Nursing (DON) drug testing and background check policies have been established to meet contractual requirements established by clinical facilities used by the DON for clinical placements of its nursing students.

The need for drug testing policies in health care facilities and health profession education programs is grounded in the evidence on the prevalence of chemical substance abuse and chemical dependency in health care providers. In accordance with standard/requirement of the ***Joint Commission on Accreditation of Healthcare Organizations*** (JCAHO), students enrolled in any health science program that requires a clinical experience in a hospital or other health care facility must submit to a:

- **Level II criminal background check**
How to request a criminal background check for clinical rotation:
 - Local police precinct,
 - Castlebranch.com, and
 - Others
- **Drug screening test**
Drug testing analysis allows for a determination to be made that non-prescribed drugs are being used by the person being tested. Students on prescription medications can identify the drug to the laboratory before testing is done.
- **Hospital Corporation of America requirements**
The facilities, with which the Nursing program holds clinical contracts, and the Nursing Program, are both committed to protecting the public.

Each clinical training site that requires a criminal background check sets its own standards and procedures. You may have to complete more than one criminal background check during the course of the Nursing program at Lehman College, depending on the number of sites where you are placed and the requirements of each site.

Please note that if a clinical training site determines that a student's participation in its clinical training program would not be in the best interest of the site, based on the results of a criminal background check and drug testing, that student may be denied admission to the training program. The student may be unable to complete his/her course requirements and to continue in the Nursing program. It is important for you to consider this before you enroll in the Nursing program. **Lehman College has no obligation to refund your tuition or fees or to otherwise accommodate you in the event you are ineligible to complete your course requirements based on the results of a criminal background check and drug testing, or if you are denied a license to practice nursing.**

IN-CLASS PROTOCOL

Cell Phones

Cell Phones are to be turned **off** during lectures, exams, seminars, conferences and while in clinical settings.

No Smoking Policy

Hospitals, health care agencies and other public places are designated no smoking zones. Students must comply with no smoking policies as designated by the health care agency. Smoking is prohibited on the campus and in all buildings owned and operated by the City University of New York (*Lehman College Undergraduate Bulletin*.)

Fire Safety

Students are required to review fire safety guidelines and to follow the policy and procedures of the health care agency as well as the College.

Policy on Sexual Harassment

Refer to City University Policy on Sexual Harassment, Lehman College Undergraduate Bulletin.

CUNY Workplace Violence Policy & Procedures

Refer to Lehman College website.

Departmental Policy On Alcohol And Other Unauthorized Drug Use

The Department of nursing is an alcohol and drug free department. (For additional information see Lehman College Undergraduate Bulletin and Appendix C.)

STANDARDS FOR WRITTEN WORK

General Statement

All papers must be typewritten, double-spaced, and properly documented regarding references and acknowledgment of sources.

Written assignments are a significant element in the nursing program. Students are expected to write English clearly, correctly and succinctly. Acceptable standards include competence in spelling and grammar, the capacity to utilize the vocabulary of the health sciences, and the ability to manage abstract concepts.

Written papers should demonstrate logical organization, problem solving, originality, and relevant research, appropriately documented. It is strongly advised that students who have difficulty with written communication undertake to improve their writing. Acceptable reference for standards of written work (style format, reference list and footnote format) is that of the American Psychological Association (APA).

Unless otherwise indicated, written papers are to represent **individual** work. In situations where group papers are acceptable, the name of each contributing student must appear on the title page. Failure to acknowledge the contribution of multiple authors will be considered to represent academic dishonesty or plagiarism and may subject the student to academic penalties. (See Lehman College Bulletin, Academic Integrity)

REQUIREMENTS

1. Students should keep a copy of all papers submitted. The faculty is not responsible for lost or misplaced papers. Papers and written assignments may or may not be returned to the student after grading.
2. All papers should be turned in on the date due. If absolutely necessary, extensions may be arranged at the discretion of the individual instructor. Late papers for which no arrangements have been made will be downgraded one letter grade per week or part thereof, in accordance with Policies of the Lehman College Department of Nursing.

Assistance is available to students through the **Instructional Support Services Program (ISSP)** in the Old Gym building. Professional staff is available to provide writing workshops and feedback on specific assignments on a first-come-first-serve basis.

STATEMENT ON ACADEMIC INTEGRITY

While honest scholarship is time-consuming and often requires hard work, it is also the primary process by which students learn to think for themselves. Faculty members must teach respect for methods of inquiry within the various disciplines and make assignments that will encourage honest scholarship; students in turn must uphold a standard of honesty within the College, thereby affirming the value and integrity of their Lehman degree.

The most common forms of academic dishonesty are cheating and plagiarism. Cheating is taking or giving help on a test: for example, using unauthorized books, papers, notes or Internet sites during an examination; or procuring, distributing or using unauthorized copies of examinations. Plagiarism means the failure to give credit for the source of another's words or ideas or—as in the use of borrowed or purchased papers—passing off another person's work as one's own. (Section 213-b of the New York State Education law prohibits the sale of term papers, essays and research reports to students enrolled in a college.) This statement is intended as a guideline only for cases involving student-instructor academic relations.

Academic dishonesty is a serious violation of the accepted values of the College. When questions of a breach of academic integrity arise, instructors will inform the student of their suspicions and of the student's rights:

1. To receive any charges in writing;
2. To remain silent without assumption of guilt;
3. To receive from the instructor a copy of the Academic Integrity Statement; and
4. To be advised of the instructor's intended sanction. Such sanctions may include but are not limited to the following:
 - a. A grade of F on the paper or examination; the student may be given the option of submitting a similar but additional project for grading;
 - b. A grade of F on the paper or examination, as above, but with no option to submit additional work;
 - c. A grade of F for the course.

Should the instructor become convinced that the suspicions are unfounded, no further action will be taken. If the suspicions are founded and if both the student and the instructor are willing, they may agree upon a resolution. Subsequently, **the charges and resolution must be reported to the Department Chair and filed by the instructor with the Office of Academic Standards and Evaluation, and the Office of the Vice President for Student Affairs.**

If no agreement is reached and the student is charged with cheating, the instructor will hold the intended sanction in abeyance and refer the matter to the Vice President for Student Affairs to be handled under the Student-Disciplinary Procedures pursuant to Article 15 of the Board of Trustees Bylaws. The Vice President for Student Affairs may recommend disciplinary penalties to the Disciplinary Committee. In the event the student is found guilty, penalties which may be imposed include but are not limited to:

1. Suspension from the College, or
2. Expulsion from the College.

If no agreement is reached and the charges are for plagiarism, the student may appeal the matter in writing to the Chair of the appropriate department within a three-week period after the instructor has informed the student and the chair of the intended sanction. The chair will appoint a committee of three Lehman College

faculty members, which will adjudicate the matter within three weeks by majority vote and **send a written notification of its decision to the Department Chair, the student, the instructor, the Office of Admissions, Evaluation and Academic Standards, and the Office of the Vice President for Student Affairs.** If the chair is the instructor in question, the senior member of the department Personnel & Budget Committee will act for the chair. Either the instructor or the student has the right, within three weeks of receipt of notification, to appeal the departmental decision in writing to the Committee on Academic Standards and Evaluation, which will act as adjudicator of last resort. Should any part of the three-week period fall outside the regular semester, the first three weeks of the next regular semester shall apply.

The Office of Academic Standards and Evaluation will keep all records of such proceedings on file until the student's graduation, at which time they will be destroyed.

As a result of a second upheld charge of academic dishonesty involving plagiarism, disciplinary penalties may be recommended by the Vice President for Student Affairs to the hearing panel composed of members of the Faculty-Student Disciplinary Committee, pursuant to the due process provisions of the Board of Trustees' Bylaws (Article 15). Such penalties, which may be imposed only through the Bylaws process, include but are not limited to:

1. Suspension from the College, or
2. Expulsion from the College.

PROFESSIONAL CONDUCT

The basic preparation for professional nursing requires more than success on examinations and written papers and the satisfactory performance of clinical skills. The Department emphasizes professional behavior as well as intellectual and clinical skills. All participants in the program are expected to be respectful of peers, staff, faculty and clients. This is in keeping with the philosophy and goals of the program. Professional conduct is to be reflected in classroom activities, clinical practice, dress, language, and in all interactions with others. Observations or reports of unprofessional behavior by nursing students should be directed to the Student Affairs Committee, the Director of the Undergraduate program and possibly to the Dean of Students for consideration of action.

Dress Policy

Students represent Lehman College and the Department of Nursing when they are in clinical settings or have contact with representatives of the clinical agency or clients. At these times, the following dress policies will prevail:

1. **General Guidelines**
 - a. Whether or not a uniform is required in a particular setting, attire and grooming must be consistent with safe, professional appearance and practice.
 - b. Students are not to have visible body piercings other than the ears. Jewelry should be limited to one watch, simple ring, and one pair of small earrings in the earlobes.
 - c. In special situations, such as pregnancy, religious requirements or agency requirements, student will consult with faculty member concerning appropriate dress.
 - d. The Lehman College uniform is to be worn only in association with clinical experiences that are a part of Lehman College nursing courses.

- e. The official nursing pin for the Bachelor of Science graduate of Lehman College is the College seal without any additions or attachments.
 - f. Dress policy in community health settings will be designated by the instructor.
 - g. Fingernails must be kept clean, manicured, and no longer than 1/8 inch. Artificial enhancements, such as tips, wraps, appliques or anything other than clear polish are not allowed.
2. Generic Student Uniform:
- a. Royal blue tunic top with white uniform pants or skirt.
 - b. White shoes - oxford or loafer type (no sneakers or clogs).
 - c. White or flesh colored hose.
 - d. Lehman College Nursing Student name pin.
 - e. White or navy sweater if needed.
3. RN Student Uniform
- The student uniform for Registered Nurses is dependent upon the assigned clinical setting and agency requirements. General guidelines are as follows:
- a. Street clothes with or without a lab coat.
 - b. Comfortable shoes (no sneakers, clogs or sandals)
 - c. Plain hose.
 - d. Name pin identifying students as "RN Lehman College Nursing Student"

NCLEX-RN TESTING & LICENSURE

Eligibility for Licensure as Registered Nurse

To be eligible for NCLEX-RN, all degree requirements of the College, as well as the nursing program, must be met and the degree conferred. Any College course or requirement not successfully completed will mean ineligibility for NCLEX-RN.

This program prepares students for professional Nursing Practice and to take the NCLEX-RN examination. Nursing students at Lehman College are not eligible to take the NCLEX-PN exam.

Licensure as a Professional Nurse

Since licensure as a professional nurse is necessary for practice, students should be aware of policies now in effect in New York State. These policies are common practice and should be assumed to be in effect in other states as well. For further information, refer to the Nursing Handbook of the University of the State of New York, State Education Department.

LEHMAN COLLEGE DEPARTMENT OF NURSING RESOURCES

NURSING COMPUTER AND MULTIMEDIA LABORATORY

The Computer/Multimedia Laboratory of the Nursing Department is located on the first floor of the NERPC Building. The lab houses computer work stations where students can access computer programs word processing, and the Internet. Also available in the laboratory are many videotapes, DVDs, CAI programs, and interactive videos. The lab has video set-ups for viewing tapes and a video camera which can be used for selected teaching-learning experiences. LCD projectors are available to faculty and students for class presentations or nursing course activities. The chief laboratory technician is available to assist students following the College schedule. Evening and weekend hours may be available.

NURSING—PRACTICE LABORATORY

There are two Nursing Arts Labs (NAL) located at the north end of the first floor of the NERPC Building. The NAL provides students an opportunity to practice their nursing skills in a simulated hospital setting using equipment and selected anatomical models. Students are required to use the NAL throughout each semester. Skills practice and completion of a skills checklist is required in **all** clinical courses. Consult with the NAL schedule to arrange for practice and evaluation of clinical skills by the NAL faculty. **Required clinical skills must be signed off by the lab instructor before the student performs the skill in the clinical setting.**

HUMAN SIMULATOR

The Department of Nursing has a human simulator for students to practice their clinical skills for adults, children and infants.

NURSING STUDENT LOUNGE

A student lounge is located on the first floor of the NERPC Building. Small round tables are useful for small group work such as studying and project planning.

Mutual respect shown by students has enabled students to use the lounge for individual or group studying as well as for quiet socializing and small celebrations.

The furnishings of the lounge were provided by a grant from the Helene Fuld Foundation. Students in the Nursing Society have purchased a microwave oven, coffee pot and bookcase for student use in the lounge. This is your space so do your part to keep it neat and clean.

LEHMAN COLLEGE RESOURCES

COUNSELING CENTER

The Lehman College Counseling Center offers a variety of free and confidential services to help students with a wide range of developmental, psychological and emotional concerns. The goal of the Counseling Center is to increase their personal competence and support their completion of academic studies at Lehman College.

The services offered at the Counseling Center include:

- Individual short-term counseling for a variety of personal issues.
- Supportive group counseling on such topics as depression, developing healthy relationships etc.
- Psycho-educational workshops for improving academic success, including stress management and test anxiety.
- Crisis intervention services.
- Online screenings for Depression, Eating Disorder and Alcohol use.

The Counseling Center is located in the Old Gymnasium Room 114. Appointments can be arranged by contacting the Counseling Center at (718) 960-8761.

SPECIAL SERVICES FOR STUDENTS WITH SPECIAL NEEDS

The services are available to Lehman students who provide documentation of a disability.

The Services include, but are not limited to:

- Advocacy/Advisement
- Assistance during registration
- Individual test administration (timed/unlimited)
- Tutoring/Note-taking
- Provision of technical equipment and Referrals to outside agencies

In providing these services, the office arranges for the hiring of trained specialists, such as: Sign Language Interpreters, Note-Takers, Proctors, and Learning Disability Specialist.

The Office is located in Shuster Hall, Room 238.

INSTRUCTIONAL SUPPORT SERVICES PROGRAM (ISSP)

The two main divisions of instructional support at Lehman are the Academic Support Center for Excellence (ACE, formerly called the Learning Center) and the Science Learning Center (SLC).

Academic Center for Excellence (ACE)

The Academic Center for Excellence, located in the Old Gym Building (Room 205), offers workshops and tutoring for students seeking to improve their proficiency in writing, reading, research, and humanities subject areas (including statistics and accounting). The ACE staff of peer tutors and skills specialists works with students at all academic levels.

Read the Academic Center for Excellence's bulletin, distributed widely on campus, for the schedule of workshops each semester.

Science Learning Center

The Science Learning Center (SLC), located in Gillet Hall (Rm. 133), provides tutoring in the natural and computer sciences as well as in upper-level mathematics. Computers at the Science Learning Center feature several science learning software programs.

CAREER COUNSELING AND PLACEMENT

It is strongly recommended that students register with the office of Career Services and Cooperative Education (Shuster Room 254) prior to graduation. This will facilitate students in preparing for the realities of the workplace and acquiring employment. (See Undergraduate Bulletin for additional information).

EXTRACURRICULAR ACTIVITIES

A wide range of extracurricular activities and programs are available. In addition to departmental activities, there are social, political, religious and athletic activities. Creative events such as art displays in the college art gallery, literary displays in the library, musical and dramatic performances in the Lehman College Center for the Performing Arts are among the many opportunities to engage in the vibrant life of the college community. Extracurricular lectures on varied topics, a student newspaper and other publications provide opportunity for student involvement.

There are a variety of clubs on campus. Clubs make their presence known through the Meridian (college newspaper) and through wide posting on bulletin boards throughout the college.

The APEX building brings new excitement to the athletic and fitness facilities on campus. Students may participate in formal fitness and competitive athletic challenges such as tennis, baseball, track, swimming, etc.

CAMPUS INFORMATION CENTER

The Campus Information Center is a service of Campus Life. The center is conveniently located in the Student Life Building. The center is staffed during major class hours and provides information and discounted theater vouchers for Broadway productions, etc.

GOVERNANCE

Lehman College Student governance is a vital part of college activities. The Campus Association for Student Activities (CASA) plans and administers programs and allocates funds for student groups.

Officers of the Nursing Society and other students planning activities, such as the Mental Health Fair on campus, work closely with CASA officers in budgeting, procuring and managing funds. The use of space and facilities on campus, such as the Student Life Building, is facilitated through contact with CASA. (See Undergraduate Bulletin for additional information regarding student activities.)

NURSING SOCIETY (NURSING STUDENT'S ORGANIZATION)

The Nursing Society membership includes all students currently enrolled in the Department of Nursing. It provides a forum for students to address issues of interest and concern to nursing students and acts as a structure for participation in departmental and student activities. The strength of the Nursing Society lies in its membership and leaders.

The Chair and a designated faculty member work closely with the officers of the nursing students' organization in providing guidance in such student activities as the annual pinning ceremony and other student sponsored activities. Nursing society plans and activities must be approved in advance by the faculty advisor to ensure that all College policies are followed.

It is the Nursing Society's responsibility to see that the election of the student representatives to all departmental standing committees is carried out in a manner consistent with the Departmental Bylaws. Know who your elected representatives are so you can communicate your ideas and recommendations to them.

STUDENT PARTICIPATION ON DEPARTMENT COMMITTEES

Students are encouraged to be active participants on departmental committees. The following information is from Bylaws of the Department of Nursing:

ARTICLE III: STUDENT REPRESENTATION

- 3.1 Student representation on committees shall be as designated in Articles IV, V, and VI of this document.
- 3.2 Student representatives to committees, with the exception of the Personnel and Budget Committee, shall be elected by the appropriate student body, graduate or undergraduate, at the beginning of the academic year.
- 3.3 Student representatives to the Personnel and Budget Committee shall be elected by the student body, graduate and undergraduate, in April of each year to serve in the subsequent academic year.

ARTICLE IV: FACULTY MEETINGS

- 4.1 Chairperson:
The Department Chairperson shall chair faculty meetings.
- 4.2 Schedule of Meetings:
The faculty shall meet regularly each month during the academic year. Special meetings may be called by the Chairperson or by the written request of ten (10) members of the faculty. The purpose(s) of the special meeting shall be stated in the call. A notice of at least one week will be given.
- 4.3 Purposes of Meetings:
- To function as a voting body
 - To elect the Department Chairperson, members of the Personnel and Budget Committee and chairpersons of standing committees with the exception of the curriculum committees
 - To discuss and debate issues and concerns related to the curriculum, student, faculty, and community affairs, and to submit matters to appropriate committees.
 - To facilitate exchange of department and College related information to and from faculty.
- 4.4 Student Representation:
There shall be one undergraduate and one graduate student representative. Student participation shall be as non-voting members and advisors in student-related issues. Faculty reserves the right to the privilege of the executive session.

ARTICLE V: PERSONNEL AND BUDGET COMMITTEE

- 5.1 Chairperson:
The Department Chairperson shall be the Chairperson of the Committee.
- 5.2 Student representation:
There shall be one undergraduate and one graduate student representative. Student representatives shall serve on the committee in an advisory capacity and shall be non-voting members of the committee.

ARTICLE VI: COMMITTEES

6.1 STANDING COMMITTEES

Student Representation: There shall be student representation as indicated in the Department of Nursing Bylaws.

6.2 CURRICULUM COMMITTEE:

- a. Membership:
There shall be faculty representation from each major specialty area in nursing. There shall be two undergraduate and two graduate student representatives. The Curriculum Committee chairperson shall be appointed by the Department Chairperson.
- b. Duties:
The Committee will:
- 1) Review and propose changes in the philosophy, purposes and objectives of the undergraduate and graduate programs.
 - 2) Assure that the undergraduate and graduate curricula are congruent.
 - 3) Undertake the evaluation of curricula.
 - 4) Propose and revise new courses and programs.

- c. Subcommittees:
There shall be two standing subcommittees: Undergraduate Curriculum and Graduate Curriculum.
- d. Schedule of Meetings:
The Curriculum Committee shall meet at least once each semester.
The Undergraduate and the Graduate Curriculum Subcommittees shall meet at least four times each academic year.

6.3 STUDENT AFFAIRS COMMITTEE

- a. Subcommittees:
There shall be two standing subcommittees: Undergraduate and Graduate.
The two subcommittees shall hold a joint meeting at least once each academic year.
- b. Membership:
There shall be faculty members representing levels of the undergraduate program and the graduate program. There shall be student representations as follows: one from the undergraduate program, one from the graduate program and one from the RN student group.
- c. Duties:
The committee will review and develop policies on admissions, placement, health requirements for clinical laboratories, promotion, retention, graduation, awards and the rights and responsibilities of students as needed.

6.4 FACULTY AND COMMUNITY AFFAIRS COMMITTEE

- a. Membership:
The committee shall be composed of the Director of Research and Practice and faculty members representing graduate and undergraduate programs.
- b. Duties:
The committee shall recommend policies and make suggestions about faculty development, the department's relationship with community agencies, recruitment of students, and publicity about the department and its programs to the faculty. The committee will plan and implement orientation for new faculty and other faculty development activities.

ADVISORY COMMITTEE

- a. Chairperson:
The Chairperson of the Department shall be the Chairperson of the Advisory Committee.
- b. Membership:
Three members shall be appointed by the Chairperson, and two members shall be elected by the faculty.
- c. Duties:
This committee consults with the Department Chairperson regarding departmental issues.

ARTICLE VII: PARLIAMENTARY AUTHORITY

When not otherwise specified in these Department Bylaws or Bylaws of the Board of Higher Education, the most current version of Robert's Rules of Order will be observed.

A schedule of the meeting dates for each committee is available from the Nursing Department secretary.

Appendix A: OTHER EDUCATIONAL EXPENSES

The following are some additional expenses required of nursing students, and for which they should budget. **They are approximate costs.**

I. Textbooks

Required Textbooks.....		\$600.00/semester
.....		
NCLEX-RN Review Course (optional).....		\$350.00-\$500.00
NCLEX Book.....	Review	\$50.00
.....		
NCLEX Examination and Licensure.....		\$343.00
(Exam—\$200; Licensure—\$143)		

II. Clinical Expenses

Annual Physical Exam and lab work (CastleBranch).....	Varies
CPR Training (American Heart Association – Health Care Provider)	\$95.00-\$165.00
Uniforms.....	\$60.00-\$80.00
White shoes.....	\$30.00-\$50.00
Stethoscope and equipment.....	\$85.00-\$125.00
Travel expenses to clinical sites.....	\$150/semester
Typhon	\$80.00
Drug Testing.....	\$45/semester
Background Check.....	\$110.00/year

Appendix B: HEALTH CLEARANCE REQUIREMENTS

Summary of Required Health Clearance

Each student in the Department of Nursing must have current health clearance prior to each clinical nursing course (NUR 301, 303, 304, 400, 405, 409). Health clearance is valid for twelve (12) months.

Health clearance is required by the New York State Department of Health to determine that health care workers and students do not pose a health risk to clients, families or co-workers and to assure that the student is physically able to fulfill the objectives of the educational program.

Attached is an examination form and list of laboratory tests which must be completed by a physician or nurse practitioner of your choice. The completed form, including the evaluation of lab results, must be returned to the Department of Nursing office two weeks prior to beginning the clinical rotation.

Documentation of immunization/immunity to communicable disease needs to be completed only once if immunity is confirmed.

(Download Health Clearance Form from Department of Nursing Website)

https://www.lehman.edu/media/School-of-Health-Sciences-Human-Svcs-and-Nursing/Nursing/Documents/HealthClearanceForm-Rev.June2021_000.pdf

Please save a copy of your completed *Health Clearance Form* for your own records. Upload completed forms to Castle Branch.

Appendix C: POLICY ON ALCOHOL & OTHER UNAUTHORIZED DRUG USE

The Departmental policy is formulated within the context of City University and Lehman College policies and procedures. With this foundation, an ad hoc committee of students and faculty addressed the health risks of unauthorized use of drugs. The philosophical orientation of nursing as it relates to health and caring is embodied in the policy. It is in that spirit it is intended to address faculty and students.

CUNY RULES AND REGULATIONS ON CAMPUS CONDUCT

The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by University students or employees in the workplace is prohibited. Employees of the University must also notify the College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction. Unlawful possession, use, or distribution of alcohol by students or employees on University/college premises or as part of any University/college activities is prohibited (refer to *Lehman College Undergraduate Bulletin*).

COLLEGE POLICIES, PROCEDURES AND REGULATIONS

The use of illegal drugs will subject the individual to the penalties provided by law. Individual problems with drugs may be discussed in strict confidence with the counseling faculties of the College. The use of legal drugs that are nevertheless injurious to health is not condoned. The use of alcohol by anyone under 21 years of age is illegal and prohibited (*Lehman College Undergraduate Bulletin*).

All persons in society, including faculty, students, and staff in the Department of Nursing, are susceptible to illnesses that may impair their ability to function at an optimum level. Chemical dependency is one of these illnesses. Alcohol use and other drug use* are behaviors that may lead to chemical dependency. We believe that chemical dependency and alcohol and other drug use are issues that can be discussed and dealt with in a constructive, non-judgmental manner. If treatment is necessary, it is available and is beneficial.

The Department of nursing is an alcohol and drug free department. We define the use of drugs in a two-fold way: One definition is the recreational use of drugs and the other is the use of drugs to manage illness. Recreational use of drugs and illegal substances will not be tolerated. Alcohol use or the use of other drugs which have the potential to impair judgment and/or motor skills during the hours of clinical practice and classroom lecture is not acceptable. Members of the Department of Nursing (faculty, staff, and students) have the obligation to report such use by other members to their supervisor or instructor. We recognize that there are definitive circumstances which may require individuals to be on a continuous or permanent medication to manage an illness. Prescribed medications which affect judgment and function are to be documented in the health clearance record by the health care practitioner signing that record. The purpose of this policy is to provide

guidelines for coping with those situations of alcohol and other drug use by Lehman College nursing students, which may occur in the Department of Nursing and the clinical area.

*The term drug use as stated in this policy refers to the use of alcohol and other unauthorized drugs.

Policy Implementation:

Assessment: The following list of behaviors and conditions may be caused by a variety of circumstances including, but not limited to, substance use:

1. Mood swings, depression, irritability
2. Frequent absenteeism over the semester and within the clinical day (frequent trips to the bathroom, leaving the unit).
3. Elaborate or inadequate excuses for tardiness or absence
4. Odor of alcohol or other drugs
5. Shakiness, tremors of hands
6. Slurred speech
7. Watery eyes, dilated or constricted pupils, diaphoresis
8. Unsteady gait
9. Sleeping, nodding in clinical conferences or class lectures

Planning/Intervention:

If there is a question as to whether these behaviors are related to substance use, the following faculty interventions should occur:

Discuss observed symptoms and signs with the student. Be open, direct, and clear about what you have observed or what has been reported to you.

Make a decision regarding the student's ability to safely and competently complete assigned responsibilities for that day. The decision may involve patient safety. If on a particular day in the clinical area, a student is deemed unsafe by the clinical instructor, the instructor reserves the right to remove the student from the unit and/or agency for the remainder of the day. The clinical instructor will excuse the student from the clinical setting and refer the student to an appropriate health care practitioner for evaluation.

Document observation discussion between faculty and student, and that student was referred to a health care practitioner. Be sure to review this documentation with student and have the student sign that it has been read. The original signed document should be filed in the student's departmental file.

An assessment by an appropriate health care practitioner is required for the purpose of determining whether the student is impaired and to recommend a therapeutic plan, if indicated. When the student has received appropriate clearance from the practitioner, the student may return to the nursing classroom and clinical experience.

If it is determined that there is no impairment and no treatment is indicated, the student may return to the classroom and clinical activities. If the clearance letter from the practitioner states no impairment and no treatment, the letter is filed in the student's record in the nursing office.

If impairment is diagnosed and treatment recommended, the letter is filed in a confidential student record file accessed only by one faculty member designated by the faculty to do so. The student may require a leave of absence.

Referrals: There are many facilities available for treatment of substance use. The Bronx Directory of Substance Abuse Services is available "on reserve" in the library and also may be checked out for home use. It is a resource guide to drug and alcohol treatment programs in the Bronx. Many of these programs have sliding scale fees. There is also a computer in the nursing department that has a directory listing alcohol treatment programs in all five New York City boroughs.

Some Characteristics of Alcohol and Other Substance Abuse

Assessment: The following signs and symptoms have been identified as some of the characteristics of alcohol use or use of other drugs.

Background indicators include:

- Family history of alcoholism or drug abuse.
- History of frequent change of work site, in the same or different institutions
- Prior medical history requiring pain control
- Prior reputation as conscientious and responsible employee

Behavioral signs include:

- Increasing isolation from colleagues, friends, and family
- Frequent complaints of marital and family problems
- Frequent reports of illness, minor accidents, and emergencies
- Absenteeism
- Complaints from others about the person's alcohol/drug use and/or poor academic/clinical performance
- Evidence of blackouts
- Mood swings, irritability, depression, or suicide threats and/or attempts (which may be caused by accidental overdose)
- Use of long-sleeved clothing continuously, even in warm weather
- Strong interest in patients' pain control, the narcotics cabinet, and use of pain control medications. Frequent trips to the bathroom or other unexplained, brief absences
- Elaborate or inadequate excuses for tardiness or absence, including long lunch hours and calling in sick for clinical days
- Difficulty meeting schedules and deadlines
- Illogical or sloppy writing

Physical signs include:

- Smell of alcohol on breath
- Shakiness, tremors of hands
- Slurred speech
- Watery eyes, dilated or constricted pupils
- Diaphoresis Unsteady gait
- Runny nose
- Sleeping, nodding, in clinical conferences and in class
- Nausea, vomiting, diarrhea
- Weight loss or gain
- Increasing carelessness about personal appearance



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APPENDIX D: REVISED CUNY NURSING PROGRAMS ADMISSION POLICY

(June 24, 2020)

Effective immediately, all CUNY nursing programs will consider applicants for admission who are eligible for licensing in New York under the regulations of the New York State Education Department. The regulation provides eligibility for citizens and non-citizens who are “not unlawfully present,” including those with Deferred Action for Childhood Arrivals (DACA) and those permanently residing in the United States under color of law (PRUCOL).

Applicants may demonstrate eligibility through documents that verify that they meet the required criteria. The most common documents include:

1. Proof of U.S. citizenship through a birth certificate, U.S. passport, naturalization certificate, or a certificate of citizenship.
2. Proof of legal permanent resident status with what is known as a “Green Card”.
3. Proof of various eligible categories, listed below, generally through an employment authorization document (EAD) or other satisfactory documentation.

Eligible immigration categories:

1. International student with F-1 status
2. Asylee
3. Refugee
4. Temporary Protected Status (TPS)
5. Deferred Action for Childhood Arrivals (DACA)
6. Individuals paroled into the United States whose parole has not expired
7. Persons residing in the U.S. pursuant to an Order of Supervision
8. Persons granted a stay of deportation/removal
9. Persons granted an indefinite voluntary departure
10. Persons on whose behalf an immediate relative petition has been approved
11. Persons who have filed an application for adjustment of status to permanent resident
12. Persons granted Deferred Action Status
13. Persons who entered and have continuously residency in the U.S. before 01/01/1972
14. Persons granted suspension of deportation or cancellation of removal
15. Cuban/Haitian entrants
16. Persons with a pending application for asylum, withholding of removal or deportation, protection under the Convention Against Torture (CAT), cancellation of removal, or TPS
17. Persons in T or U non-immigrant status
18. Self-petitioner under the Violence Against Women Act
19. Other persons living in the U.S. who are not unlawfully present

<https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/registrar/resources/Revised-Nursing-Programs-Admission-Policy-June-25-2020.pdf>

Appendix E: LEHMAN COLLEGE STUDENT HEALTH CENTER

Eligibility & Cost:

The Student Health Center is a primary healthcare facility available to all Lehman College students with a valid ID. Most of the services are free of charge and covered by the student activity fee. Other services are available for a small fee.

Primary Care:

The team of providers is experienced in treating common medical problems. They offer initial diagnosis and treatment for a broad spectrum of illnesses and injuries with appropriate follow-up care.

Confidentiality:

Medical records are strictly confidential. Information will not be released without written authorization, except by court order.

The Student Health Center is located in:

Building Old Gym, Room B008

Phone: 718-960-8900

Fax: 718-960-8909

DEPARTMENT OF NURSING
LEHMAN COLLEGE
Department of Nursing

Appendix F: STUDENT COMPLAINT FORM

Student: _____ ID #: _____

Date: _____ Course #: _____ Instructor: _____

Nature of Complaint (describe) (attach additional sheet of paper if needed)

What steps were taken to resolve the issue (describe):

Student signature: _____ Date: _____

Instructor signature: _____ Date: _____

Date received by Director of Program _____ Undergraduate () Graduate ()

Date Program Director met with student: _____

Referred to: _____

Director Signature

Undergraduate () Graduate ()

Lehman College
Department of Nursing

ACKNOWLEDGEMENT FORM

After reviewing the Undergraduate Nursing Program Student Handbook, students admitted to the Nursing Program are required submit this form online along with other Admission Documents.

I have read and understand the policies and procedures and other information contained in the Undergraduate Nursing Program Student Handbook. I agree to adhere to all policies contained therein.

Name (Print)

Signature

Date