Table of Contents

A Message from the Faculty of the Baccalaureate Nursing Program ........................................ 3
General Statement Regarding Student Responsibilities and Rights ........................................... 3
Technical Standards and Literacy Statement ............................................................................. 4
Good Moral Character .............................................................................................................. 4
University of Massachusetts Lowell Mission ........................................................................... 4

Academic Policies
1. Transfer of Credits .................................................................................................................. 5
2. Drop/Add ................................................................................................................................. 5

School of Health and Environment Mission ........................................................................... 5
1. Blood Borne Pathogen Policy ................................................................................................. 6
2. National Criminal Background Check Policy ......................................................................... 6
3. Clinical Affiliate Random Drug Screening Policy ............................................................... 6
4. Social Media Policy ................................................................................................................. 6

Department of Nursing Mission, Vision, and Philosophy ......................................................... 7

Chain of Command in the Department of Nursing ................................................................... 7

Communication in the Department of Nursing ......................................................................... 8

Baccalaureate Program Goals, Objectives, and Student Outcomes ......................................... 8

Department of Nursing Policies
1. Basic Math Competency and Math Calculation Policy ......................................................... 9
2. HESI Policy ............................................................................................................................... 9
3. Cell Phone/Laptop Policy ...................................................................................................... 10
4. Grading Scale Policy .............................................................................................................. 10
5. Academic Progression Policy ............................................................................................... 10
6. Appeal Process for Program Dismissal .................................................................................. 10
7. Midterm Warning Policy ....................................................................................................... 11
8. Leave of Absence (LOA) Policy ............................................................................................ 11
9. Academic Advising/Course Registration Policy ................................................................. 11

Department of Nursing Clinical Policies
1. National Background Check Policy ....................................................................................... 12
2. Health and Professional Requirements ................................................................................ 12
3. Professional Requirements: (For RN students) .................................................................. 12
4. HIPAA Policy ....................................................................................................................... 13
5. Professional Competencies Policy ....................................................................................... 13
6. Uniform Policy ..................................................................................................................... 13
7. Clinical Absence Policy .................................................................................................... 14
8. Preceptor Experience Policy ............................................................................................... 14

Nursing Laboratories
1. Nursing Laboratories Policies ............................................................................................... 15
2. Audio-Visual Media Equipment ............................................................................................ 16
3. Computer Laboratories ....................................................................................................... 16

Nursing Department Committees and Organizations ............................................................... 16

Other Student Nursing Organizations
1. Student Nurses Association ................................................................................................... 16
2. Nursing Students Without Borders ..................................................................................... 16
3. Men in Nursing ..................................................................................................................... 16
4. The Eta Omega Chapter of Sigma Theta Tau International ............................................... 17

Department of Nursing Scholarships ......................................................................................... 17

Course of Study for Bachelor of Science Premlicensure Students Option .................................. 18
Course of Study for Bachelor of Science Registered Nurse Students Option ............................ 19

Resources .................................................................................................................................. 20

Student Signature Page (to be completed and return to Nursing Department) .............................. 21
A Message from the Faculty of the Baccalaureate Nursing Program

Welcome to the Baccalaureate Nursing Program of the University of Massachusetts Lowell (UML), School of Health and Environment (SHE)! Whether you are just entering the nursing program or continuing as a UMass Lowell nursing student, we want you to know about the educational resources available to you at the University, in the School, and within the Department. This handbook has been developed to assist you with your progression through the baccalaureate nursing program. It has been created and updated with two objectives: to provide clear and thorough guidelines; and to serve as a practical, helpful resource. Please also refer to the UML Undergraduate Online Academic Catalog, the University Programs of Study, and the University website: www.uml.edu, as well as the Department of Nursing website: http://www.uml.edu/SHE/Nursing/ and/or contact your academic advisor.

Whether your future involves key clinical positions, advanced practice, nursing research, faculty opportunities or combinations of these, all require innovation, passion, strong intellectual skills and leadership based on quality standards and best practices. As you learn, discover and achieve, it is your UMass Lowell and student nurse experiences that will support your personal and professional success. We encourage you to read this handbook, become familiar with it, and gain an understanding of the policies and procedures that govern our program and contribute to creating Massachusetts Nurse Leaders. Your amazing journey begins now! Prepare to successfully advance in your student nursing career at the University of Massachusetts Lowell!

Please become very familiar with this Handbook. Students are responsible for using the Baccalaureate Nursing Student Handbook as a resource when questions arise and as a guide to academic and nonacademic policies and procedures.

General Statement of Nursing Student Responsibilities and Rights

Students are expected to adhere to the policies and procedures currently in effect. It is the responsibility of each student to be aware of and to comply with current policies and procedures. Failure to stay informed is not an acceptable excuse for non-compliance. The University of Massachusetts Academic Policies are located in the Undergraduate Online Academic Catalog at http://www.uml.edu/catalog/undergraduate/default.htm

Students are advised to pay particular attention to the following policies, which can be found at http://www.uml.edu/catalog/undergraduate/policies/default.htm

- Academic Integrity
- Attendance Policies
- Withdrawal from Courses
- Repeated Coursework/Course Deletions
- Off-Campus Study
- Student Complaints and Right of Access to Student Records
- Advanced Placement Policies for Baccalaureate Applicants
- Transfer Policies for Registered Nurses
- Services for Learning and Physically Disabled Students

In addition to the above policies, all students taking nursing courses are expected to adhere to the following Departmental Essential Professional Competencies in both clinical and didactic settings.
1. Demonstrate effective affective responses.
2. Assume responsibility for own actions and outcomes.
3. Demonstrate acceptance of limited knowledge and experience.
4. Follow through on commitments, is dependable and punctual.
5. Demonstrate self-direction in seeking learning opportunities.
6. Show respect for others in the classroom.
7. Accept constructive feedback when offered.
8. Seek validation of clinical judgments with faculty and/or preceptor.
9. Able to separate personal issues from professional responsibilities.
10. Keep the patient/client/resident as the priority.
11. Respect cultural and personal differences of others; is not judgmental about patients’, clients’, residents’ lifestyle.
12. Set priorities and reorganize as necessary.
13. Project professional image/demeanor.

Grading of the Essential Professional Competencies is Pass/Fail. Successful demonstration of these competencies is essential for the passing of any clinical or didactic course. Any student who is not demonstrating these competencies by the conclusion of the semester will fail the course. Warnings may be given at any point throughout the semester.

Technical Standards and Computer Literacy Statement

Upon entrance and throughout the nursing program, all students are required to demonstrate essential functions to fulfill the requirements of the nursing curricula. These include technical standards for admission, continuation and graduation as well as computer literacy. The technical standards can be found in the undergraduate catalogue or at:
http://www.uml.edu/catalog/undergraduate/colleges/health_environment/nursing/major.htm#Technical Standards

Good Moral Character

The University of Massachusetts Lowell, Department of Nursing encourages all prospective Nursing students to familiarize themselves with the statutory requirements of licensure in the Commonwealth prior to applying for admission to the Nursing program. The Massachusetts Board of Registration in Nursing publishes an information sheet on good moral character. Copies are available from the Commonwealth of Massachusetts Board of Registration in Nursing, 239 Causeway Street, Boston, MA 02114 and on-line at: http://www.mass.gov/eohhs/provider/licensing/occupational/nursing/licensing/good-moral-character-requirements-for-licensure.html Prospective applicants to the nursing program who intend to apply for licensure in states other than Massachusetts are encouraged to contact the appropriate authority in those states to ensure that they will meet the requirements for licensure application in those states.

University of Massachusetts Lowell Mission

The University of Massachusetts Lowell is a comprehensive, public institution committed to excellence in teaching, research and community engagement. We strive to transform students to succeed in college, as lifelong learners and as informed citizens in a global environment. UMass Lowell offers affordable, experience-based undergraduate and graduate academic programs taught by internationally recognized faculty who conduct research to expand the horizons of knowledge. The programs span and interconnect the disciplines of business, education, engineering, fine arts, health and environment,
humanities, sciences and social sciences. The University continues to build on its founding tradition of innovation, entrepreneurship and partnerships with industry and the community to address challenges facing the region and the world (http://www.uml.edu/About/default.aspx).

University Academic Policies

Transfer of Credits

1. Upon acceptance to nursing transfer of credits is completed by the admissions office.

2. If a student wishes to transfer courses after enrollment, the student first checks the online Transfer Dictionary to see if the course has received prior approval or denied transfer. If the course is not listed, then the student should consult with the assigned academic advisor about prior courses taken, and provide a course description as well as an unofficial transcript. An official transcript for the course needs to be sent directly to the Registrar.

3. Students may complete an Exception Form (available online from the General Education website under Forms) to direct a course to a requirement (e.g. AH elective) if the course is not listed in the transfer dictionary or to waive a course (e.g. General Psychology as the student has successfully passed one or more upper level psychology courses).

4. Additionally, an undergraduate Academic Petition form (available online from the Registrar’s website under Forms) can be used for transfer of unusual course or other registrar needs. The Academic Petition form with the course description and transcript attached is signed by the student and academic advisor and then submitted to the Chairperson of the Department of Nursing (Dr. Karen Devereaux Melillo) for her signature and then to Dr. Shortie McKinney, Dean of the School of the School of Health and Environment. If the course is that of another department, the Chairperson for that department also needs to provide a signature accepting the course for transfer.

Drop/Add/Swap

Courses for which a student is registered may be "dropped" or new courses may be "added" or “swapped” if the drop/add procedure is followed before the deadline date noted on the academic calendar (approximately 10 days after the beginning of the semester). Please note that practicum courses can not be swapped after the LAST DAY OF FINAL EXAMS of the preceding semester. Any necessary changes in practicum sections only will be done with the permission of department administrators.

School of Health and Environment

The mission of the School of Health and Environment is to promote human health and development to allow healthy individuals and families to live in safe and productive communities and environmentally sustainable economies. This mission requires of us and our students a vision of just, secure and sustainable social, economic and environmental systems, and is expected to undergo continual evaluation and revision to achieve our vision.

We recognize that achieving this mission requires:

- improving our understanding of health, disease and disability and their social context,
- increasing citizens’ understanding of health problems and their environmental, social, economic causes,
- expanding community and workplace opportunities for promoting good health,
- developing environmentally sound systems of production and consumption,
• exploring the fullest understanding of our region defined by common political, social, ethnic, economic and cultural boundaries
• addressing the determinants of social and economic disparities in our region,
• maintaining a health care system that is effective and compassionate, and promoting innovative government policies to support human health and development.

http://www.uml.edu/catalog/undergraduate/colleges/health_environment/mission/default.htm

SHE Policies

**Blood Borne Pathogen** - The School of Health and Environment’s policy on Blood Borne Pathogens dictates that students with category I or II exposure status must participate in training on blood borne pathogens and universal precautions prior to clinical laboratories and practica in which they will be taking part in tasks/procedures where exposure is possible and at least annually thereafter.

**National Criminal Background Check** - By law, certain agencies have the right to require a criminal record check on any student affiliated at their institutions. SHE students are advised that any coursework, placement, community service, voluntary activity or service learning related to the University may require direct and unmonitored access to children, elderly, patients, disabled or other at risk populations and therefore you may be required to undergo a national CORI check (Criminal Offender Record Information) and/or SORI (Sex Offender Record Information). Depending on agency policy, students may be expected to pay for the cost of the CORI or SORI check. Students who refuse to submit to a CORI and/or SORI will be deemed ineligible for placement and continued matriculation in their program may be jeopardized. Personnel who are authorized to request, access and review CORI and/or SORI reports are identified in the UMass Lowell CORI Policy for Students available on the UMass Lowell Human Resource web site. Failure to pass a CORI and/or SORI check may also jeopardize continued matriculation, clinical placements, and state licensure.

**Clinical Affiliate Random Drug Screening** - Students enrolled in SHE programs may also be required to undergo and pass a drug screening analysis in order to be eligible for placement in an off-campus learning experience. Per contractual obligations with external agencies, students assigned to clinical educational experiences at some facilities may be required to undergo and pass random drug screening analysis in order to remain at that clinical facility. Test results obtained during testing will be held in confidence and treated as medical information. If a student tests positive and further action is required, only those personnel with a need to know will be provided access to test results. Depending on agency policy, students may be expected to pay for the cost of drug screening. Students who do not have a negative drug screen or refuse to submit to a drug screen analysis, will be deemed ineligible for clinical placement which may affect their ability to progress in the program.

**Social Media** - The School of Health and Environment recognizes that all involved in health care have a moral, ethical and legal responsibility to maintain individual’s rights to privacy. HIPAA protects patient privacy by law and includes any individually identifiable patient information in oral or recorded form where the information could identify an individual by name, medical condition, demographic data or other means. Students in the School of Health are expected to act with honesty, integrity and respect the privacy rights of others. All students in the School of Health and Environment are expected to meet their professional responsibilities when using social media and other electronic networks including but not limited to blogs, instant messaging, social networking sites, email, public media sites and photographs. This policy prohibits posting written material or photographs that identify patients, health care agencies, educational institutions or other students in clinical sites or patient related activities. This policy applies whether using University devices and computers or personal equipment. In addition, all School of Health and Environment students are required to abide by clinical agency policies related to the use of social media and technological resources. Failure to adhere to this policy may result in probation,
suspension or dismissal from the School of Health and Environment and/or legal prosecution under the requirements of HIPAA.

**Department of Nursing**

The **Mission** of the Department of Nursing is to educate students, advance knowledge, and provide service to the University, the profession, and the community through excellence in the discovery, application, integration, and dissemination of knowledge. The health promotion needs of individuals, groups, families, and communities are emphasized.

The Department’s **Vision** is to be a center for excellence in nursing education, research, and community service.

The **Philosophy** of the Department of Nursing reflects beliefs regarding person, environment, health, nursing, and education. People have unique qualities and individual needs for respect, worth and recognition of personal dignity. They have the right to make choices and establish goals, which influence and are influenced by the environment. Health is a dynamic state of physiological, psychological, social, and spiritual well-being. Nursing is a health care discipline guided by professional standards of care supporting individuals, families, groups, and communities in the promotion of health throughout the lifespan. Education is a self-actualizing, creative, lifetime endeavor involving values clarification, progressive systematic inquiry, critical analysis, and judgment. The baccalaureate program incorporates a liberal arts and science education with generalized preparation in professional nursing. The master’s program is predicated upon a baccalaureate education and prepares advanced practice nurses. The doctoral program builds on both the generalized preparation in professional nursing and the specialist preparation at the master’s level to prepare nurse practitioners and scholars in health promotion.

**Accreditation**

The baccalaureate and master’s degree programs in the Department of Nursing are accredited by the Commission on Collegiate Nursing Education (CCNE) and approved by the Massachusetts Board of Registration in Nursing.

**Chain of Command in the Department of Nursing**

In the event that you need to communicate a concern or need relating to courses/clinical expectations while a student in the nursing department, we ask that you follow the designated chain of command. First you should discuss your concern/need with the faculty member of the course/clinical that you are having the concern/need. If you cannot resolve this issue, you should bring this concern/need to the practicum course coordinator. If you still cannot resolve your concern/need or if it pertains to a didactic course, then you should bring this to the attention of the baccalaureate program director. If you and the program director cannot resolve your concern/need, then you should make an appointment with the Chair /Associate Chair of the Department of Nursing. Lastly, if you have not resolved your concern/need, then you would schedule a meeting with the Dean/Assistant Dean of the School of Health and Environment. To effectively meet all students’ needs, we ask that you follow the appropriate chain of command as outlined for you.
Communication in the Department of Nursing

All persons in the Department of Nursing (students, faculty and staff) are expected to conduct themselves in a professional manner when communicating with one another.

Communication via Email: Students are provided an UML email account. The Department of Nursing and UML business offices send official communications to your assigned UML email account. All students are encouraged to check for e-mail messages frequently, at least twice a week; and periodically during winter and summer breaks. Course faculty may recommend an even greater frequency or may send email via course Blackboard websites. Additionally, email etiquette necessitates proper salutation titles (e.g. Professor or Dr.), grammar, spelling, and conclude with your full name and UML ISIS #.

Communication via USPS: The Department of Nursing and University on occasion may send official communications to your home address especially during winter and summer school breaks. It is important that we have your current home address. Please be certain that your contact information is current on the Intercampus Students Information System (ISIS).

Communication via Telephone: The Department of Nursing and University also may attempt to contact you via your telephone number. Once again it is important that we have your current home and cell number. Please be certain that your contact information is current on the Intercampus Students Information System (ISIS).

Communication via Bulletin Boards: Bulletin boards for each student level (freshmen – seniors) are located in the hallway on the second floor of Weed Hall near the Nursing Laboratories in Weed 201 and 206. There also are bulletin boards located on the second floor of Weed Hall for the UML Student Nurses Association and the Eta Omega Chapter of Sigma Theta Tau; on the third and fifth floors of O’Leary Library for graduate nursing programs and the Bring Diversity to Nursing project. These locations will change with the move to the new Health and Social Sciences Building. Each student is responsible for checking the bulletin boards frequently for official notices and general information.

Communication via Online Course Websites: Many baccalaureate faculty use online course websites through Blackboard, the University’s learning and course management system as well as Turnitin.com. If your course has designated websites, then it is your responsibility to check it weekly for course announcements, activities, and assignments. Faculty often post student grades for class assignments and exams on the course website.

Baccalaureate Program Goals

The Baccalaureate Program prepares nurse generalists who:

1) Develop therapeutic relationships with individuals, families, groups and communities.
2) Demonstrate competence in the implementation of standards of practice.
3) Apply ethical principles and legal requirements in the delivery of care to individuals, families, groups and communities.
4) Collaborate with individuals, families, groups, communities and health care professionals in the delivery of care.
5) Utilize theories and research findings in practice.
6) Promote health in diverse populations.
7) Participate in efforts to influence health care policy.
8) Assume responsibility for lifelong learning and professional career development.
### Student Outcomes

<table>
<thead>
<tr>
<th>Graduates of the Baccalaureate Nursing Program are prepared to:</th>
<th>Indicators of Success:</th>
</tr>
</thead>
</table>
| 1. Practice nursing in any health care setting.               | a. Pass the NCLEX-RN exam  
                                                       | b. Sustain employment in the practice of nursing |
| 2. Sustain life-long learning.                                | a. Obtain advanced degrees  
                                                       | b. Attend various educational programs related to health care practice |
| 3. Contribute to the profession of nursing.                   | a. Become a member of professional groups and organizations  
                                                       | b. Present papers and posters related to nursing practice  
                                                       | c. Participate on committees in health care agencies  
                                                       | d. Engage in research utilization and evidenced-based practice |

### Department of Nursing Policies and Procedures

**Basic Math Competency and Medication Calculation Policy** - To assure safe administration of medication to patients in the clinical area the following policy has been developed. This policy will become effective September 1, 2012. (Registered Nurse students are exempt).

1. All sophomore students must pass a basic math test prior to beginning **33.210 Fundamentals of Nursing**. Students may find tutoring sessions to be helpful. Failure after two (2) attempts will require students to attend tutoring prior to a third attempt. Failure after three (3) attempts will require students to successfully complete the concurrent **30.210 Clinical Calculations** course. Students must successfully pass this course with a minimum of 90% (A-) or they will be dismissed from the nursing program without appeal.

2. In subsequent junior and senior years, medication calculation exams will be leveled to reflect placement in the program. There are 3 levels of medication calculation difficulty. Junior students in the fall semester take a level 1 exam, junior students in the spring semester take a level 2 exam, and senior students in the summer session and/or fall semester take a level 3 exam. All junior and senior students will take the medication calculation exam on the first day of clinical orientation each semester. Failure will require students to concurrently enroll and successfully pass **30.210 Clinical Calculations**. Students must successfully pass this course with a minimum of 90% (A-) or they will fail the concurrent practicum and be dismissed from the nursing program.

3. After successfully passing the course **30.210 Clinical Calculations** at any point in time while enrolled in the nursing program, subsequent medication calculation exams must be passed with a 90% or higher after three (3) attempts. Failure will result in dismissal from the nursing program.

**HESI Policy** - All pre-licensure nursing students will be required to take nationally normed tests throughout the curriculum. The specialty tests, which become part of the course grade, will be given in the following courses: Nursing Fundamentals, Pathophysiology, Health Promotion and Risk Reduction of Families I and II, Pharmacology, and Acute Care Nursing. All pre-licensure senior level-nursing
students will take two HESI Exit comprehensive exams while enrolled in 33.413 Role Transition. These exams will be a part of the course grade. Senior nursing students who do not achieve a HESI score of 800 or higher on the first HESI exit exam must enroll in an approved online review course and provide evidence of ongoing participation prior to taking the second HESI exit exam. (Registered Nurse students are exempt).

In addition to enforcing the policy, a HESI Confidentiality Statement will be signed by all students prior to taking HESI exams. The agreement states that students consent not to disclose to any individual or remove any documents about the content of HESI test items, answers, or rationales. Failure to honor this agreement will result in their name being submitted to the MA BORN and in possible legal action.

**Cell Phone/Laptop Policy** - In classrooms, pre/post conferences, clinical setting and during nursing laboratory sessions cell phones are to be turned off or set to vibrate when you anticipate receiving an important call. No personal business or texting is permitted. Please inform your instructor of any critical situations. In the classroom, laptops may be used to review class handouts or take notes. Checking emails, playing games, and completing other school or personal work is not permitted. University PC/laptop recommendations can be found at [http://www.uml.edu/it/documents/Recommended_PCLaptop.pdf](http://www.uml.edu/it/documents/Recommended_PCLaptop.pdf)

**Grading Scale Policy**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Letter</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>100</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>93</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>90</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>89</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>86</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>84</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>83</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>79</td>
</tr>
<tr>
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<tr>
<td>D</td>
<td>1.0</td>
<td>70</td>
</tr>
<tr>
<td>D-</td>
<td>0.0</td>
<td>69</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>&lt;60</td>
</tr>
</tbody>
</table>

**Academic Progression Policy** - To qualify for continued matriculation in the nursing program, all students must maintain ongoing cumulative averages of 2.70 or better by achieving the following averages at the end of each semester: 1) a semester average of 2.70 or better, 2) not less than a grade C in any professional major course and 3) a semester average of 2.70 or better for professional courses attempted in the major. Students enrolled in nursing also must maintain a cumulative grade point average of 2.70 or better in required science courses. **Students who fail to satisfy these academic requirements will be dismissed from the nursing program** ([http://www.uml.edu/catalog/undergraduate/colleges/health_environment/degree_programs/retention-continuance.htm](http://www.uml.edu/catalog/undergraduate/colleges/health_environment/degree_programs/retention-continuance.htm)).

**Appeal Process for Program Dismissal** - Students who are dismissed from the Baccalaureate Nursing Program may appeal the decision regarding their continuation in the program by submitting a letter of appeal to the Chair of the Nursing Department by the listed due date in their dismissal letter, so it can be forwarded to the Professional Review Committee. The appeal letter should address what happened, how it happened, what options you would like the committee to consider, and what resources you will use to be successful in the nursing program should you be allowed to continue. You may either bring your letter of appeal to the Office of the Department of Nursing or send it as an attachment to Maureen_Martin@uml.edu, Administrative Assistant. After carefully deliberating all the data available, the Committee will make their recommendations and a decision will be sent prior to the beginning of the semester to your UMass Lowell email address.

Students must meet the conditions for continuation in the Department of Nursing as described in their detailed probation conditions correspondence and per the Undergraduate Course Catalog on Retention and Continuance in the School of Health and Environment and its Programs; this is a **one-time probationary period**. Failure to maintain all School and Department academic requirements subsequent to
that, as outlined in the catalogue (http://www.uml.edu/catalog/undergraduate/default.htm) “will result in dismissal from the program” with no further appeal to the Department of Nursing.

Consequently, students may submit a written appeal to the Dean of the School of Health and Environment by the listed due date. After deliberation of the available data, the Dean will either request a second appraisal by the Professional Review Committee or uphold the dismissal.

Students who cannot continue in the Nursing Program must withdraw from all enrolled nursing courses and change their major. Students may select and apply for another major within the University if they qualify under University policies. The services of the Centers for Learning and the Office of Career Services are available to students for individual career counseling and guidance and to discuss other career options. Students also may choose to meet with the Counseling Center at UMass Lowell, which provides psychological counseling services, consultation and community referrals to help students gain a better understanding of and cope with their feelings, relationships, choices and academic studies. If you do not wish to remain at the University in another major, you must notify the Office of the Registrar by completing the withdrawal form available at http://www.uml.edu/registrar/docs/withdrawalfromuniversity.pdf.

**Midterm Warning Policy** - Students who are in danger of failing or are failing any nursing course will be given a midterm academic or clinical warning. Students who are on academic and or clinical warning will remain on that warning for the rest of the semester and must contact their academic advisor within one week to develop a plan of action for the remainder of the semester.

**Leave of Absence (LOA) Policy** - Nursing students may be granted a LOA for extenuating circumstances (e.g. health reasons, family obligations, deployment, completion of prerequisites/nursing courses but assigned class year does not permit progression). Students seeking a LOA should meet with their academic advisor, submit a written request to the Department Chair, complete a University withdrawal form http://www.uml.edu/registrar/docs/withdrawalfromuniversity.pdf, and submit an application for readmission form http://www.uml.edu/registrar/docs/readmit_form.pdf prior to returning the following semester. Please note that a LOA may lead to a delay in program progression if space is not available in the next semester or year’s nursing class.

**Academic Advising/Course Registration** - Each student is assigned to an academic advisor upon matriculation into the program. Your assigned advisor is listed on your ISIS page http://www.uml.edu/it/isis/. Advisors are available during office hours to meet with students on two days per week during designated time periods totaling 3 hours each week with 5 hours during pre-registration, at which times students may call or sign up for meetings. Advisors are available to provide advice and counsel about course selection, student concerns and questions, or about resources at the University. Students are responsible for setting up an appointment with their advisors during registration periods (early April and November) to discuss academic progress, course selection or any academic concerns the student may have. Once the student is matriculated and after meeting with the advisor, registration may be done on the ISIS system. No swaps of practicum sections will be honored without administrative approval after the last day of final exams. Students on probation also need to make monthly appointments to meet with their advisor. Failure to fulfill this condition of probation may lead to program dismissal.
Department of Nursing Clinical Policies

National Background Check Policy - Upon admission, students in the nursing program are required to undergo a national background check. In addition, depending on the agency policy, students may be expected to undergo and pay for the cost of a second background check. Failure to pass the background check may jeopardize continued matriculation, enrollment in clinical practica, and state licensure.

Health and Professional Requirements - Documentation of health requirements is required by both the Department of Nursing and Student Health Services. These requirements are mandated by State Law and contractual agreements with our clinical sites. All students must submit the required Health and Professional Requirement documentation by the following deadlines*:

- **Fall semester- August 1st**
- **Spring Semester- December 1st**
- **Summer rotations- May 1st**

* For those clinical rotations which require students to switch to a new location after seven weeks, students are responsible for submitting any additional hospital specific documentation no later than **October 1st for Fall rotations and March 1st for the Spring rotations.**

All students who do not meet the above deadlines will receive a clinical warning which will be applied towards the semester that they will be entering in and will not be guaranteed a clinical placement for that respective semester.

Keep a copy of these documents for yourself. Provide copies to the Director of Clinical Resources and the UML Student Health Center.

All documents must be placed by the student in the Clinical Documentation lock box currently located outside of the Department of Nursing 5th floor O’Leary Library to ensure receipt by the above required dates. Students should not be sending documentation via any other route, such as Fax, USPS, or Electronically as it does not ensure receipt of documents by the above required deadlines.

Health Requirements:

- A copy of your recent and complete **History and Physical Exam** signed by your healthcare provider; forms available on the web at [http://www.uml.edu/student-services/Health/Health-Forms.aspx](http://www.uml.edu/student-services/Health/Health-Forms.aspx)
  Students are asked to sign a **Medical Release Form** allowing this information to be released by Student Health Services.

- Documentation of **Immunizations** (include dates and lab results):
  - Mantoux/PPD test (TB)* (within the past 3 months. Date and result of reading required. Must be renewed every year although some agencies may require renewals as often as every 3-6 mos. Positive Mantoux/PPD test requires a documented chest x-ray (within the last 5 years) and an annual physical exam/letter (with recommendations) from your PCP.
  - 1st MMR and 2nd MMR (Measles (Rubeola) Mumps and Rubella vaccine) or titers indicating immunity to Rubeola, Rubella and Mumps.
  - Tetanus/Diphtheria (Td) or Diphtheria /Tetanus/Pertussis (DTaP) within the last 10 years
  - Hepatitis B vaccine (3 doses and/or lab titer indicating immunity)
  - Varicella (Chicken Pox) stated history of disease or titer indicating immunity or varicella vaccine
  - Seasonal influenza and HINI strongly recommended annually
**Professional Requirements:**
- **Current CPR certification** (AHA Healthcare Provider or ARC Professional Rescuer)
- **Current First Aid certification** (Students who are RNs, LPNs, EMTs, and Paramedics are exempt but must provide a copy of a current license or certification)
- National background check by UML (complete application and provide copy of driver’s license)
- RN-BS students: MA Nursing License* (second license required if practica are out-of-state)

*All asterisked items have expiration dates and renewal information must be provided prior to the expiration date.

**HIPAA Policy** - All students must be educated annually regarding the *Health Insurance Portability and Accountability Act (HIPAA) of 1996*, the federal law that addresses patient rights and ethics by mandating the confidentiality and privacy of patient information.

**Professional Competencies Policy** - Professional Competencies: All students enrolled in nursing courses are expected to adhere to the Essential Professional Competencies as stated in the Professional Competencies Contract. Grading of these is pass/fail. Successful demonstration of these competencies is essential for passing any clinical or didactic course. Any student who is not demonstrating these competencies by the conclusion of the course will fail the course despite passing grades earned in the didactic or practicum course. Warnings may be given at any point during the semester, and the student will remain on warning until the end of the semester.

**Uniform Policy** - A professional appearance reflects pride in oneself, the professional image of the Department and communicates confidence and competence to those for whom you care. The official UML student nurse uniform is a neat and clean unisex royal blue scrub top embroidered with the words UMass Lowell Nursing with matching scrub pants. A plain white crew, mock or turtle neck top beneath the scrub top is permissible. A white laboratory jacket similarly embroidered, UML name pin, plain all-white clean socks and shoes, watch with a second hand, stethoscope (no fabric covering), black pen, pen-light, bandage scissors, and smooth edged Kelly clamp also are required.

Student hair is to be neat, clean, conservative, restrained, above the collar of shirt and out of the face, and of naturally occurring color(s). Beards and mustaches should be neatly trimmed and well-groomed. A minimal amount of makeup is acceptable. Fingernails are clean and kept short, less than ¼” from fingertip. If nail polish is worn, it must be clear and chip-free. In addition to a watch, one band ring and one pair of small stud earrings may be worn.

Alternate settings/conditions (i.e. psychiatric settings, assisted living facilities, preparation time) require business casual clothing (no scrubs), UML name pin, and clean, comfortable/supportive shoes with socks or stockings. Shirts are to be conservative, plain. If shirt is not tucked in then when sitting, stretching, reaching or bending, your belly/midriff/underwear should not be visible. In addition, some clinical agency preparation visits may require students to wear their UML laboratory jacket.

Students also must adhere to agency dress codes and the MA Centralized Nursing Clinical Placement System. Clinical faculty will advise the student(s) of any additional guidelines that are specific to the clinical agency, nursing unit, or learning experience. For example, students may be issued a clinical agency “student identification” badge. This badge is to be worn visibly at all times while on hospital/agency property. To maintain agency security, badges are to be returned to your clinical instructor at the end of your clinical experience.
Unacceptable appearances include: No visible facial/body piercing jewelry (e.g. lip, tongue, nose, eyebrow(s), additional ears, belly button) or tattoos; open-toe shoes, high-heeled shoes (greater than 2” heel), sandals, flip-flops, high tops, trim colors, open-back/sling back shoes; perfume, after-shave, cologne, strongly scented lotions and hair spray; artificial (acrylic, sculptured, or wraps) nails and colored nail polish; chewing gum; dangling earrings, bracelets, necklaces, rings on index fingers; halter/tube tops, see-through blouses or shirts, form-fitting/linging clothing, low-cut shirts, spaghetti straps, strapless, backless, or off-the-shoulder tops, low-cut/low-rise pants, visible underwear, exposed bellies/midriffs, denim jeans/pants, athletic attire (e.g., jogging/exercise suits, shorts, sweatpants), sweatshirts, baseball hats, headgear, hoods, head/earphones.

**Clinical Absence Policy** - Student attendance at all clinical and skill laboratories is mandatory. Students who miss clinical time will be required to make up all missed time. There will be no excused absences. Students will be required to register for clinical make-up through Continuing Studies. The cost of each 6-hour clinical day will be $250.00 plus the Continuing Studies registration fee. This cost must be paid to continuing studies prior to the make-up day.

The telephone number for Continuing Studies is (978) 934-2480. Grades will be reported as Incomplete (INC) until the required clinical make-up time is completed. If only one day has been missed, then it is up to the discretion of the student’s clinical faculty member how this one-day of missed clinical will be made up. Students who do not make up the clinical time by the start of the next semester will not be able to progress to the next nursing course. This opportunity is provided for missed required work and cannot be used for grade improvement.

**Preceptor Experience Policy** - Clinical practica are set up by the Director of Clinical Resources with student and faculty input and assistance. The student’s clinical interests and location choice will be taken into account. All efforts will be made to satisfy the student's goals. **All student requests for a specialty preceptorship in MAT, PEDI, PSYCH, OR, PACU, ER, and ICU require a cumulative GPA of 3.3 or higher and a current senior clinical faculty recommendation.**

**Nursing Laboratories**

The nursing simulation and health assessment laboratories provide a clinical environment where students may practice varied approaches to nursing care with the assistance of a faculty member, laboratory director, or teaching assistant. Nursing students primarily use the laboratories to learn health assessment and nursing clinical skills. Audio-visual, computer, and written resources also are used for laboratory preparation and classroom presentation.

**Nursing Laboratories Policies**

1. Universal Precautions are to be utilized in all nursing simulation and skills laboratory procedures consistent with policies of the Environment Health and Safety Blood-Borne Pathogen Exposure Control Policy [http://www.uml.edu/EHS/policies_and_procedures/pandp.html](http://www.uml.edu/EHS/policies_and_procedures/pandp.html), School of Health and Environment and the University.

2. All laboratory instructors* and students utilizing the nursing and simulation laboratories will participate in specific training and orientation related to Environment Health and Safety Blood-Borne Pathogen Exposure Control and Post-Exposure Follow-up plan policies.

3. All individuals utilizing sharps in the laboratories are responsible for disposing of them in designated impermeable needle boxes and never into regular trash.
4. All needles and injectable syringes purchased for the laboratories will be equipped with safety devices.

5. All unused needles and syringes must be returned to their designated locked location and not left unattended in the laboratory.

6. An Incident Report known as University of Massachusetts Lowell Emergency Incident Report Form, available within the Nursing Laboratory and online at the Environmental Health and Safety Office (EHS) [http://www.uml.edu/EHS/Documents/UMass_Lowell_Emergency_Accident-\%20Incident\%20Report\%20Form.pdf](http://www.uml.edu/EHS/Documents/UMass_Lowell_Emergency_Accident-%20Incident%20Report%20Form.pdf), will be completed by students and supervising faculty for injuries occurring in the laboratory including any sharps injury by a needle stick, lancet or other item. Follow directions on the incident report form immediately notifying (1) EHS and (2) the Director of Nursing Simulation and Skills Laboratories (x4418), or if not available, the Nursing Department (x4538).

7. Instructors are responsible for the direct supervision of their students assigned to any learning experience within the laboratory setting.

8. Syringes, needles and medications may not be removed from the laboratory for practice at any time by either instructors or students.

9. Wherever possible, latex-free items have been ordered; however some items within the lab including mannequins may contain latex. It is the responsibility of the individual student or instructor to make it known if they have a latex sensitivity and to take appropriate precautions. Only latex free gloves will be purchased for the laboratory.

10. Students are required to sign an informed consent form for procedures performed upon them by another student, for physical exams, nursing skills, and for audio or video recording of their performance during simulation or other learning activities.

11. Students may sign out specific laboratory equipment for use outside of the laboratory setting with the written permission of the Director of Nursing Simulation and Skills Laboratories or the SHE Staff Assistant I. Sign-out sheets will be kept until equipment is returned and will be monitored by person authorizing sign-out.

12. Please notify the Director on Nursing Simulation and Skills Laboratories or the Staff Assistant I if any equipment is broken, missing or needs to be replaced.

13. Please request assistance as needed to recharge items such as ophthalmoscopes or otoscopes or replace batteries so that all equipment remains fully charged.

14. Please do not apply povidone-iodine, ink or any substance to the mannequins or patient simulators unless specifically identified as compatible for use with the equipment.

15. Instructors and students using the laboratory should request assistance from the Director of Nursing Simulation and Skills Laboratories if unfamiliar with any equipment or supplies in the laboratory.

16. All individuals using the laboratories are expected to leave the laboratory in an orderly and clean condition, including disposing of trash, returning equipment to designated locations and organizing the laboratory after each use.
17. Hours of availability for the nursing and simulation laboratories and scheduled classes are posted outside of each laboratory room. Scheduling additional laboratory sessions/rooms are available by request.

* Laboratory instructors include faculty, staff, teaching assistants and undergraduate/graduate tutors.

**Audio-Visual Media Equipment** - A list of all the nursing audio-visual media is available from the Director of Nursing Simulation and Laboratories. The programs are available for classroom presentations or personal viewing. In general, the programs may not be signed out for home or agency use due to the high replacement costs. The University Media Center, South Campus also has a large volume of programs in house as well as the availability of online programs from Films on Demand [http://library.uml.edu/media/](http://library.uml.edu/media/). Most classrooms on campus are Smart Classrooms with computer/DVD capability as well as some video and document camera availability. Presentations using audio-visual equipment outside of Weed Hall should be scheduled in one of the rooms at the University Media Center, O’Leary Library, South Campus.

**Computer Laboratories** - The School of Health and Environment has two computer laboratories (Weed 212 and 216) available to students enrolled in courses within the college. The laboratories are under the direction of the SHE Computer Network Administrator and computer laboratory personnel. Laboratories are open five days a week; the regular hours are 8:30 am to 9:00 pm Monday through Thursday and 8:30 am to 6:00 pm on Friday. The extended night hours are based on the availability of student assistant funding. Please check the schedule outside the laboratory door as to its availability as classes, testing, and other events may be scheduled thus the laboratory is unavailable at this scheduled time. Students will need a memory device (disk, USB flash drive) to transfer documents from the working computer to the printing computer when accessing printer. Please note that student documents are erased from the laboratory computers on a daily basis. Make certain that you have saved a copy on a memory device or sent a copy to your email account. Lastly, there is no smoking, eating, or drinking allowed in any of the computer laboratories.

**Nursing Department Committees and Organizations**

Students are encouraged to become members and representatives to the Baccalaureate Nursing Program Committee. Students may be elected or appointed by the student body and/or program director. Terms are for one academic year.

**Other Student and Department Organizations**

**The Student Nurse Association (SNA)** - All students enrolled in the baccalaureate nursing program are invited to join the UML Student Nurses Association. This organization is affiliated with the National Student Nurses Association and the American Nurses Association.

**Nursing Students Without Borders (NSWB)** - Their mission is to promote health empowerment through education, build networks for individuals to access health care resources, and distribute material donations to populations in need, while expanding the perspective of the nursing students and collaborating with community members.

**Men in Nursing (MiN)** - The group works with admissions, attends open houses and visits organizations within the community to make men in nursing more visible and therefore accepted.
The Eta Omega Chapter of Sigma Theta Tau International Nursing Honor Society - Eta Omega became a charter member of Sigma Theta Tau International in 1984. We have over 400 active members who are students, graduates or faculty of the University of Massachusetts Lowell and nurse leaders. Baccalaureate junior nursing students who meet the criteria for membership based on their overall Grade Point Averages (GPA) following the spring semester are sent invitations to apply. The deadline for receiving an application for membership is two weeks into the fall semester to allow time for students to obtain endorsements from faculty. The Induction Ceremony is usually held in November. RN-BS students are sent invitations after completion of one-half of the nursing courses. Induction can be in the fall or spring semesters. [http://www.uml.edu/SHE/Nursing/EtaOmegaHonorSociety/Default.aspx](http://www.uml.edu/SHE/Nursing/EtaOmegaHonorSociety/Default.aspx)

Department of Nursing Scholarships

The Madonna Schromm Memorial Scholarship Award is given to recognize a senior nursing student who demonstrates the qualities of commitment and dedication to nursing which were characteristic of the honoree.

The Patricia Tyra Scholarship Award is presented to a senior nursing student who has a career goal of psychiatric or community health nursing and interest in pursuing advanced studies in nursing.

The Shalin Wu Scholarship is awarded to the sophomore nursing student with the highest grade point average at the end of the freshman year.

The Shalin Wu Internship provides a stipend to a sophomore nursing student to provide visitation services to local nursing home residents throughout the school year. The intent of the donor is to provide companionship to nursing home residents while offering the recipient a valuable experience in preparation for clinical nursing studies.

The Shirley M. Cyronis Nursing Scholarship is awarded to a senior in recognition of superior academic achievement, proficiency in the clinical setting and leadership.

The Solomont Family Nursing Scholarship is provided by the Solomont Family, owners and managers of nursing homes in the Greater Lowell and the Merrimack Valley. The award is given to a senior nursing student who shows superior promise as a professional nurse and whose economic circumstances warrant their receiving scholarship assistance.

The Virginia Mobley Martin Scholarship is awarded every other year to an undergraduate nursing student of color in honor of Virginia Mobley Martin, an African-American WWII veteran who was the Operating Room Nurse Manager for 40 years at Hale Hospital in Haverhill, MA.

The Bring Diversity to Nursing (BDN) Stipends and Scholarships. The overall purpose of the BDN project is to recruit, retain, and graduate high-quality nursing students from minority and economically disadvantaged backgrounds. To be eligible for the stipend or scholarship program, students must be in need of financial assistance to pursue full-time course of study in the nursing program.
# Bachelor of Science Course of Study – Prelicensure Option

*(Class Entering September 2008 and Following)*

## FRESHMAN YEAR

<table>
<thead>
<tr>
<th><strong>Fall Semester</strong></th>
<th><strong>Spring Semester</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>35-101 Human A &amp; P I</td>
<td>35-102 Human A &amp; P II</td>
</tr>
<tr>
<td>35-103 Human A &amp; P I Lab</td>
<td>35-104 Human A &amp; P II Lab</td>
</tr>
<tr>
<td>48-101 Intro to Sociology</td>
<td>42-102 Col. Writing II</td>
</tr>
<tr>
<td>42-101 College Writing I</td>
<td>92-283 Intro to Stats</td>
</tr>
<tr>
<td>33-101 Strategies for Academic Success</td>
<td>AH Elective</td>
</tr>
</tbody>
</table>

TOTAL 14

## SOPHOMORE YEAR

<table>
<thead>
<tr>
<th><strong>Fall Semester</strong></th>
<th><strong>Spring Semester</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>35-251 Physiological Chem I</td>
<td>35-252 Physiol Chem II</td>
</tr>
<tr>
<td>35-253 Physiological Chem I Lab</td>
<td>35-254 Physiol Chem II Lab</td>
</tr>
<tr>
<td>35-211 Basic Microbiology</td>
<td>30-306 Intro to Gerontology</td>
</tr>
<tr>
<td>35-213 Basic Microbiology Lab</td>
<td>30-319 Pathophysiology</td>
</tr>
<tr>
<td>33-301 Research Nsg &amp; Health Care</td>
<td>33-210 NU Fundamentals</td>
</tr>
<tr>
<td>AH Elective</td>
<td>33-210L NU Fundamentals Lab</td>
</tr>
<tr>
<td>33-312 Concepts Prof. Nursing</td>
<td>33-312 Concepts Prof. Nursing</td>
</tr>
</tbody>
</table>

TOTAL 14

## JUNIOR YEAR

<table>
<thead>
<tr>
<th><strong>Fall Semester</strong></th>
<th><strong>Spring Semester</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>33-310 or 314 Health Promotion &amp; Risk</td>
<td>33-310 or 314 HPRRFI/ II</td>
</tr>
<tr>
<td>Reduction of Families I/II</td>
<td>5</td>
</tr>
<tr>
<td>33-311 or 315 HPRRF I/II Practica</td>
<td>33-311 or 315 HPRRFI/ II Practica</td>
</tr>
<tr>
<td>33-313 NU Assessment</td>
<td>2</td>
</tr>
<tr>
<td>33-313 NU Assessment Lab</td>
<td>AH Elective</td>
</tr>
<tr>
<td>33-318 Pharmacology</td>
<td>Free Elective</td>
</tr>
</tbody>
</table>

TOTAL 15

## SENIOR YEAR

<table>
<thead>
<tr>
<th><strong>Fall Semester</strong></th>
<th><strong>Spring Semester</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>33-410 Nsg. Care of Clients with Acute &amp; Life threatening Ill.</td>
<td>33-413 Role Transition</td>
</tr>
<tr>
<td></td>
<td>5</td>
</tr>
<tr>
<td>33-411 Nsg. Care of Clients with Acute &amp; Life Threat. Illnesses Pret.</td>
<td>33-414 Role Practicum</td>
</tr>
<tr>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Free Elective</td>
<td>Free Elective</td>
</tr>
</tbody>
</table>

TOTAL 16
### University of Massachusetts Lowell
#### Department of Nursing

Course of Study for Registered Nursing Students – OCE Offering

**PREREQUISITE COURSES (required for nursing courses)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Course</th>
<th>Date</th>
<th>Grade</th>
<th>Adv Initials</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>College Writing</td>
<td>42.101</td>
<td>College Writing I</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td></td>
<td></td>
<td>42.102</td>
<td>College Writing II</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>B.</td>
<td>Behavioral/Social Sciences</td>
<td>47.101</td>
<td>Gen. Psychology</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td></td>
<td></td>
<td>47.260</td>
<td>Child/Adolescent Dev.</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td></td>
<td></td>
<td>48.101</td>
<td>Intro to Sociology</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30.306</td>
<td>Intro to Gerontology</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>C.</td>
<td>Mathematics</td>
<td>92.283</td>
<td>Intro to Statistics</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>D.</td>
<td>Sciences</td>
<td>35.101/103</td>
<td>A+P I/Lab</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td></td>
<td></td>
<td>35.102/104</td>
<td>A+II/Lab</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td></td>
<td></td>
<td>35.211/213</td>
<td>Micro/Lab</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>E.</td>
<td>Tech/Informatics or SHE Elect</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
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</table>

**SUBTOTAL** 36 credits

**ELECTIVE COURSES (required for graduation)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Course</th>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Arts &amp; Humanities Electives*</td>
<td>1</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
<td>2</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>B.</td>
<td>Sociology/Psychology Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>C.</td>
<td>Free Electives</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>3</td>
</tr>
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<td>3</td>
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<tr>
<td></td>
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</table>

*General Education Requirement

**SUBTOTAL** 27 credits

**PREREQUISITE NURSING CREDITS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Course</th>
<th>Date</th>
<th>Grade</th>
<th>Adv Initials</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Credit by RN Licensure (30 credits)</td>
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<td></td>
<td></td>
<td>30</td>
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</table>

**REQUIRED NURSING COURSES**

<table>
<thead>
<tr>
<th>Item</th>
<th>Course</th>
<th>Date</th>
<th>Grade</th>
<th>Adv Initials</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>33.103</td>
<td>Academic Strategies Portfolio and Seminar (Blended)**</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>B.</td>
<td>33.301</td>
<td>Research and Health Care (Blended)**</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>C.</td>
<td>33.306</td>
<td>Health Assessment (Blended)**</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>D.</td>
<td>33.307</td>
<td>Concepts for Baccalaureate Nursing (Blended)**</td>
<td></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**SUBTOTAL** 30 credits

**TOTAL CREDITS FOR THE B.S. DEGREE = 120 credits**

- **75 is the maximum number of credits that can be transferred into the nursing program and 45 is the minimum number of credits needed to meet the university residency requirement.**
- **A minimum of 30 UML course credits is required for students obtaining a second major at UML and a minimum of 60 UML course credits is required to be considered for University Latin Honors (e.g. cum laude).**

**The RN to BS to MS Fast Track Option allows 6 graduate credits** (500 Level or above) taken while completing the senior year to count toward both degrees only when the RN completes an application to the Graduate Admissions office and is accepted into the RN to BS to MS Accelerated Program while a student in the BS program. Otherwise 500 Level courses taken in the senior year will count only towards the RN to BS degree. Although chemistry is no longer a required course, **one semester of chemistry and lab is highly recommended** for students considering the RN to BS to MS Fast Track Option. Also note that 33.301 RHC or its equivalent is a prerequisite to 33.601.

**Recommended graduate courses include** (can enroll in only two): 30-550 Human Development & Pathophysiology; 33.552 Social, Cultural & Policy Issues in Health Care; 33.600 Theoretical Foundations for Nursing; and 33.601 Research for Evidenced Based Practice (Note: 33.600 is a pre-requisite for this course).
Departmental Resources
Chair, Dept. of Nursing, Dr. Karen Devereaux Melillo   4417
Associate Chair, Dept. of Nursing, Dr. Lisa Abdallah   4432
Director, Baccalaureate Program, Dr. Jacqueline Dowling 4431
Director, Clinical Resources, Ms. Arline El-Ashkar   4469
Director, PhD Program, Dr. Barbara Mawn                  4537
Coordinator, Master’s/DNP Programs, Dr. Mary Aruda    4097
Director, Nursing Simulation and Laboratories, Ms. Joanne Dupuis 4418

School of Health and Environment (SHE) Resources
Dean, Dr. Shortie McKinney                               4510
Associate Dean, Susan Houde                              4426
Director, Academic Administration, Ms. Pauline Ladebauche 4419
Computer Network Administrator, Mr. Matt Gordon   4465
Staff Assistant I, Mr. Dale Pevey                        4491
Assistant to the Dean, Ms. Janet Paton                  4527

University Resources
Billing, Business Office                                 3570
Career Services                                          2355
Centers for Learning, South Campus                      2941
Counseling Center                                       4331
Emergency, Campus Police                                 2911
Financial Aid                                           4220
Graduate School, Dugan Hall                              2380
Libraries: O’Leary Library South                         3205
                     Lydon Library North                    4550
Parking Stickers, Access Services, South Campus Dining Hall 4221
Police Non-Emergency                                     2398
Registrar's Office                                       2550
Student ID, Access Services, South Campus Dining Hall    4221
University Health Services                               4991
University Web Page                                      www.uml.edu
University Closing/Weather Cancellations                 2121
I ______________________________________________________ (print your name)

have received, read, and understand the policies and procedures in the
Baccalaureate Nursing Student Handbook of the University of Massachusetts
Lowell. By signing this I hereby agree to follow and adhere to these policies. I
understand that the content of this handbook including policies and procedure are
subject to change and revision.

Signature____________________________________________Date______________

Please indicate your program option and when you expect to graduate:

_____ Traditional Pre-Licensure
_____ RN-to-BS

I expect to graduate: 20____

Submission of this signed page is required for progression in the Nursing Program.
Please return signed form to Maureen Martin, Department of Nursing. O’Leary 540