

UMassAmherst

Elaine Marieb  
College of Nursing



## **Undergraduate Student Handbook 2025-2026**

## Faculty Welcome to Students

Welcome to the Elaine Marieb College of Nursing at the University of Massachusetts Amherst. This is an exciting place to live, study, work, and grow. We are part of a large university thriving on a tradition of excellence, and offer an exciting curriculum supported by an array of educational resources. This handbook is a resource for you. The curricula for our programs, as well as specific admission, retention, progression, and graduation policies for each track, are contained within this handbook. Please read this handbook carefully, as it contains the most updated policies that pertain to your educational experience.

Our talented and committed faculty are innovators, striving to offer the best possible student-centered instruction. Our goal is to encourage lifelong learning in students who will soon be entry-level clinicians, returning professionals who seek to enhance their knowledge, skills and analytical abilities, and researchers developing new knowledge for the discipline. The educational experience you receive is supported by the outstanding commitment of our staff.

We are a force for innovation, learning and discovery in preparing culturally proficient nurses to meet the complex healthcare needs of a global community. We encourage and invite you to be an active participant within the college, as a member of the Student Nurses' Association, a committee member, or a volunteer in many of the university and college's activities.

As educational opportunities and policies are subject to periodic changes, the Elaine Marieb College of Nursing and the University of Massachusetts must reserve the right to make changes affecting any matters discussed in this publication. For recently updated policies, please refer to the online version of the handbook on the Elaine Marieb College of Nursing website: [www.umass.edu/nursing](http://www.umass.edu/nursing).

Thank you for choosing the University of Massachusetts Amherst Elaine Marieb College of Nursing to advance your nursing career. We look forward to an exciting year!

*The baccalaureate degree programs in nursing, master's degree program in nursing and Doctor of Nursing Practice degree program at the University of Massachusetts Amherst Elaine Marieb College of Nursing are accredited by the **Commission on Collegiate Nursing Education**, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791. The baccalaureate degree program is fully approved by the **Massachusetts Board of Registration in Nursing**. The University of Massachusetts Amherst is accredited by the **New England Commission of Higher Education** (formerly the Commission on Institutions of Higher Education) of the **New England Association of Schools and Colleges (NEASC)**.*

## Foreword

The Nursing Student Undergraduate Student Handbook is designed to complement the University and Elaine Marieb College of Nursing websites as well as the University *Code of Student Conduct* (<https://www.umass.edu/dean-students/student-conduct/code-of-conduct>) and *Academic Regulations* (<https://www.umass.edu/registrar/academic-regulations>). Students are responsible for acting in accordance with the University of Massachusetts Amherst and Elaine Marieb College of Nursing regulations and policies set forth in these publications. The Elaine Marieb College of Nursing Undergraduate Student Handbook also provides additional information specific to the nursing program, which will be helpful to you throughout your studies here.

The Student Handbook is reviewed annually during the summer term and is as accurate and current as possible. Any changes in policies, procedures, or regulations will be communicated via email to students, who will assume responsibility for complying with them. Please take the time to familiarize yourself with the Handbook. It provides an extremely useful continuing orientation to the programs, faculty, and standards of the Elaine Marieb College of Nursing. If you have a problem or concern that is not adequately answered by the Handbook, please consult your academic advisor, faculty advisor, or program assistant.

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# Elaine Marieb College of Nursing History, Accreditation and Organization

## History

At its founding in 1953, the Elaine Marieb College of Nursing offered the first baccalaureate nursing program in public higher education in the Commonwealth of Massachusetts. Four years later, the College launched the first Master of Science degree program, and in 1994, the Commonwealth's first publicly supported Ph.D. program in Nursing in collaboration with the University of Massachusetts Medical School Graduate School of Nursing. In 2005, the college offered its first Ph.D. program sponsored uniquely by the Elaine Marieb College of Nursing and in 2006 the first Doctorate of Nursing Practice (DNP) program in the state.

Continuous accreditation first by the National League for Nursing, and currently by the Commission on Collegiate Nursing Education (CCNE), along with the success of graduates in passing both licensing and certification exams, testify to the enduring quality of the College's programs, faculty, and curriculum.

The Elaine Marieb College of Nursing is one of eleven schools and colleges comprising the University of Massachusetts Amherst, founded in 1863. The University is a Carnegie Designated Research University Very High (RUVH) and the flagship campus of the five-campus public university system. Sponsored research now totals over \$220 million a year, with increasing emphasis on the life sciences and biotechnology applications.

Embodying the university's commitment to high quality, accessible education, the Elaine Marieb College of Nursing is committed to meeting the challenges faced by the nursing profession in the context of the changing dynamics of society, the global environment, and the delivery of health care.

The Elaine Marieb College of Nursing is named in honor of distinguished two-time UMass Amherst alumna Elaine Marieb, who earned a Master of Science degree from the Elaine Marieb College of Nursing with a specialization in gerontology in 1985, and a PhD in zoology from the College of Natural Sciences in 1969. A trailblazing educator with an abiding belief in the power of education to change lives, Marieb earned six different higher education degrees in all, and connected deeply with the students she taught at Springfield College and Holyoke Community College. She reached countless more students in classrooms worldwide through her many best-selling textbooks and laboratory manuals, widely considered the gold standard for teaching anatomy and physiology.

The Elaine Nicpon Marieb Charitable Foundation made a transformational gift of \$21.5 million to the Elaine Marieb College of Nursing in 2021. This gift enables the college to bolster student support; expand the simulation labs and other resources to provide a top-tier nursing education; and establish a Center for Nursing and Engineering Innovation and an endowed professorship to attract outstanding researchers and educators.

## Accreditation

*The baccalaureate degree program in nursing, master's degree program in nursing and Doctor of Nursing Practice degree program at the University of Massachusetts Amherst Elaine Marieb College of Nursing are accredited by the **Commission on Collegiate Nursing Education**, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791. The baccalaureate degree program is fully approved by the **Massachusetts Board of Registration in Nursing**. The University of Massachusetts Amherst is accredited by the **New England Commission of Higher Education** (formerly the Commission on Institutions of Higher Education) of the **New England Association of Schools and Colleges (NEASC)**.*

# Values, Vision, Mission and Goals

*Approved by the Faculty Assembly May 21, 2008; reviewed June 2018; March 2024*

## Vision

EMCON community-members leading and transforming healthcare delivery, patient care, and equity in service to the wellbeing of all.

## Mission

The Elaine Marieb College of Nursing advances nursing education, practice, and research to promote health and health equity.

## Values

We, the faculty of the Elaine Marieb College of Nursing, are committed to:

### ***Caring and Collaborative Relationships***

- Caring and compassion as the heart of evidence-based nursing practice.
- Collaboration with clients, nursing, and interdisciplinary peers to enhance health and healing.
- Attending to the needs and input of vulnerable and underserved populations.

### ***Leadership***

- Reducing health disparities and promoting health in a global society.
- Enhancing the social conscience and professional development of all.
- Environments are ecosystems that interact with nursing practice, culture, and public policy.
- Developing student identity as agents for innovation in the world.

### ***Excellence***

- The reciprocal relationships among teaching, scholarship, and engagement.
- Encouraging integrity and a high moral character in all members of the Elaine Marieb College of Nursing.
- Becoming reflective practitioners to increase the authenticity of our work (Boyer, 1990).

### ***Innovation***

- Creative ways of acquiring, managing, and sharing knowledge.

### ***Diversity***

- Striving to design and provide culturally sensitive nursing care in a global society.
- Promoting diversity in our college and in the profession.

### ***Lifelong Learning***

- Arts, humanities, and sciences as a foundation for nursing education.
- Learning as a dynamic, collaborative process that promotes mutual growth of students and teachers.



## **Goals**

We, the faculty of the Elaine Marieb College of Nursing, are committed to the following goals:

### **Engagement Goals**

Establish innovative scholarly engagement models that define and respond to the health of the public.

- Search for answers to the most pressing social, civic, economic, and moral problems facing our profession and world today (Boyer, 1990).
- Facilitate an organizational culture of diversity that promotes collaborative partnerships, relationships, and affiliations within a global community.
- Promote faculty practice, which reflects faculty expertise and needs of our communities of interest.
- Promote faculty development and systematic understanding through a variety of mechanisms.
- Contribute to systematic and structural improvement of the University systems.
- Promote service to the underserved and vulnerable populations in our region.

### **Teaching Goals**

We prepare professional nurses by creating an innovative environment for inquiry, discovery, and learning with diverse populations.

- Ensure a flexible learner-centered environment that utilizes information technology to its highest potential to ensure collaboration and inclusiveness.
- Foster the advancement of students through graduate education.
- Ensure a comprehensive, cohesive curriculum which prepares students for leadership in a changing and diverse sociopolitical world.

### **Scholarship Goals**

Enhance the art and science of nursing by creating, translating, and disseminating knowledge.

- Facilitate the scholarship of discovery, integration, application, and teaching.
- Foster a creative environment that supports scholarship activities.
- Enhance mechanisms for interdisciplinary scholarship.

# Elaine Marieb College of Nursing Key Policies

## Admissions Policy

The Elaine Marieb College of Nursing complies with the University of Massachusetts Amherst policies on admission. The University of Massachusetts Amherst “prohibits discrimination on the basis of race, color, religion, creed, sex, sexual orientation, age, marital status, national origin, mental or physical disability or veteran status in any aspect of the admission or treatment of students or in employment.”

## Undergraduate Nursing Major

Admission to the freshman Nursing class at the University of Massachusetts Amherst is contingent upon successful completion of required high school courses at a level consistent with the University’s and the Elaine Marieb College of Nursing’s admissions standards. The University of Massachusetts Amherst uses a holistic admissions review. Factors like personal experiences, strengths, and compatibility with the university are also considered.

Candidates must provide satisfactory evidence of secondary school graduation (official High School or GED/HiSET transcript), or its equivalent (e.g., Associate, Bachelor, Master, or Doctoral degree).

Candidates must include translations and evaluations of non-English transcripts. Candidates must also comply with the immunization requirements specified by the Massachusetts Department of Public Health. Applicants are notified about admissions decisions by the University's Undergraduate Admissions Office. More information about the admissions process is available on the Admissions website [Undergraduate Admissions : UMass Amherst](#)

## Accelerated BS

Admission to the Accelerated BS in Nursing is contingent upon successful completion of a first undergraduate degree (BA or BS) and the required prerequisites for the Accelerated BS in nursing program. Candidates must provide satisfactory evidence of secondary school graduation (official High School or GED/High School transcript), or its equivalent (e.g., Associate, Bachelor, Master, or Doctoral degree).

Candidates must include translations and evaluations of non-English transcripts. Candidates must also comply with the immunization requirements specified by the Massachusetts Department of Public Health. Accelerated BS in Nursing applications are submitted to the University+ Admissions Office and reviewed and approved by the Elaine Marieb College of Nursing. Applicants are notified about admissions decisions by the Elaine Marieb College of Nursing. More information about the admissions process is on the admissions website. Additional information can be sought by emailing the Flexible Education Division at [Admissions : University+ Session : UMass Amherst](#) .

## RN to BS

Admission to the RN to BS is program is currently on hold while the program undergoes review and revision (effective fall 2023).

Admission to the RN to BS program includes registered nurses who have completed required prerequisites and whose cumulative GPA is 2.5 or higher. Candidates must provide satisfactory evidence of secondary school graduation (official High School or GED/HiSET transcript), or its equivalent (e.g., Associate, Bachelor, Master, or Doctoral degree).

Candidates must include translations and evaluations of non- English transcripts. Candidates must also comply with the immunization requirements specified by the Massachusetts Department of Public Health. RN to BS applications are submitted to the University+ Flexible Education Division Admissions Office and reviewed and approved by the Elaine Marieb College of Nursing. Applicants are notified about admissions decisions by the Elaine Marieb College of Nursing. More information about the admission process is available on the [Admissions :](#)

## **Technical Standards for Admission and Progression**

<https://www.umass.edu/nursing/book/technical-standards-admission-and-progression>

By accepting admission and enrolling in the UMass Elaine Marieb College of Nursing (EMCON), students acknowledge that they have read this policy and certify that they understand the technical standards for admission and progression in the program.

In addition to classroom learning, nursing education requires a clinical/practicum component that involves caring for patients. This policy reviews EMCON expectations for the student's participation in and adherence to required technical standards in the classroom, simulation, and throughout clinical settings.

The [Elaine Marieb College of Nursing values](#) diversity and is committed to fostering an inclusive environment for all students, including those with disabilities. This commitment ensures access to nursing education and clinical practice while maintaining the safety and integrity of patient care. EMCON does not discriminate on the basis of disability. If reasonable accommodations will allow a qualified student with a disability to meet these technical standards, accommodations will be provided. Students may request accommodation through [UMass Disability Services](#), which will provide specific guidance to students on required documentation and to faculty and staff on recommended accommodations.

Some students may acquire disabilities during their course of study. In such cases, students should again work with [Disability Services](#) to develop reasonable accommodation. The student, Disability Services, and EMCON program leadership will collaborate to organize reasonable accommodation. Sometimes it is not possible for students to meet technical standards with reasonable accommodations; in this event, the student will be dismissed from the program. Essential eligibility requirements for participation in the nursing program include the following technical standards:

### **Observation/Communication**

- Auditory, visual, olfactory, and tactile ability - or functional equivalent - sufficient to detect and interpret changes in patient condition, environmental hazards, and safety concerns in diverse clinical settings
- Capacity to accurately obtain and use data for oral and written communications, and use visual images, sounds, and verbal and non-verbal communication to inform patient care
- Ability to record information accurately, timely, and clearly in oral and written form and communicate effectively and sensitively with patients, their families, and colleagues in the healthcare system

### **Physical/Motor**

- Physical and motor abilities sufficient to safely and effectively perform patient care and handling, ergonomic practices, and diagnostic and therapeutic interventions, including in emergencies
- Gross and fine motor abilities sufficient to provide therapeutic nursing interventions that are safe and effective and that maintain safety and security standards
- Motor ability sufficient to meet the requirements specific to the specialty scope of practice, with or without adaptive equipment

### **Intellectual— Conceptual, Integrative, and Quantitative**

- Critical thinking sufficient for clinical and academic judgment
- Sophisticated problem-solving skills, including calculation, reasoning, analysis, and synthesis; ability to learn through a variety of modalities, including classroom, simulation, and clinical settings, individual and team-based learning, preparation of oral and written reports, and use of technology to support academic work
- Ability to integrate and assimilate complex information from multiple sources in varying amounts, and multiple educational experiences in a timely fashion in order to formulate accurate patient assessments and management plans
- Ability to comprehend spatial relationships and three-dimensional relationships of structures

### **Interpersonal**

The development of mature, sensitive, and effective relationships with patients and other members of the health care team are essential. The ability to function in the face of uncertainties inherent in clinical practice, adaptability to

change environments, flexibility, compassion, integrity, motivation, interpersonal skills, and concern for others are all required.

- Interpersonal ability to interact appropriately, sensitively, and compassionately with individuals, families, and groups from diverse backgrounds irrespective of the patient's race, ethnicity, social, emotional, cultural, religious/political preference, gender or sexual orientation, ability to pay and intellectual backgrounds
- Ability to adhere to the [Elaine Marieb College of Nursing Student Code of Conduct](#) in academic and clinical settings
- Ability to demonstrate appropriate judgment in decision-making, in order to maintain safety and security of patients and to behave appropriately with patients, staff, students, and supervisors
- Ability to function and adapt effectively under physically demanding workload, long hours, and in times of physical and mental stress; display flexibility and openness for changing environments and integrate constructive feedback given in the classroom and clinical settings
- Ability to nurture respectful, mature, healthy client-provider and collegial relationships
- Ability to uphold standards as outlined in the EMCON student handbooks ([undergraduate](#) and [graduate](#)).

### Progression Policy

1. Students are advised to follow the recommended sequence of courses. The student carries the responsibility for ensuring that the prerequisites for coursework are met.
2. The academic standard for students in the Elaine Marieb College of Nursing is a cumulative grade point average (CGPA) of 2.5 or above, with no grade in a required prerequisite course below a C (2.0). Those courses include KIN 270 and KIN 272, any Human Nutrition course, PSYCH 100, MICROBIO 255 and STATISTICS. Refer to the University policy in [Academic Regulations : University Registrar : UMass Amherst](#).
3. Successful completion of the physical and biological science prerequisites, college writing, and the R1 and R2 Math Tier requirements are required before beginning clinical courses.
4. The passing grade in all Nursing courses is a C (2.0) or higher.
5. If the Cumulative GPA falls below 2.5 or the student has a grade below C in a required prerequisite or nursing course, the student is required to meet with the academic advisor.
6. Successful completion of all Nursing courses also includes successful mastery of all related course objectives including a minimum score of 2.0 on each criterion in the Clinical Evaluation Tool (CET) and completion of the required clinical hours.
7. Each semester of required nursing courses **MUST** be successfully completed before progression to the next semester or to graduation, as outlined in the plan of study, except for Preventive Care and Integrative Therapies, Introduction to Nursing Research, or courses designated as electives.
8. Students who do not progress satisfactorily through the nursing curriculum in its regular sequence or who take a leave of absence are not guaranteed that the curriculum and courses from which they departed will be in place upon their return. They will be expected to complete the curriculum of their new graduation cohort.
9. Students who are not successful in passing a course or returning from a withdrawal from course are required to meet with the course faculty, program director, and the academic advisor as a support for the student to develop a plan for support and academic success before continuing in the program. Continuation in the program is based on space availability Nursing courses may be repeated once with no prior approval and a second time with the permission of the Academic Dean. Failure to pass an undergraduate nursing course with a grade of C or better by the third attempt will lead to dismissal from the nursing program.
10. Repeating a nursing course is on a space-available basis and requires payment of course tuition

and fees.

11. Completion of standardized examinations is required for preparation for the National Council of State Boards of Nursing licensing examination (NCLEX-RN®)
12. Students will be cleared for graduation and application for the RN licensure examination (NCLEX-RN®) when all graduation requirements of the College and University have been met.
13. Students must abide by all university policies in addition to those of the Elaine Marieb College of Nursing.

FA 3/8/19; Updated 5/15/19; reapproved 9/21/22; 5/17/23; 4/2/25

### **Unified Attendance Policy**

#### **(to replace BOTH “Attendance Policy” and “Clinical Attendance and Make Up Policy”)**

The university policy for class attendance may be found here: <https://www.umass.edu/registrar/class-absence-policy>. This policy applies in all classroom (didactic) courses of the Elaine Marieb College of Nursing with additional details below addressing the unique clinical experiences of the program. Please note any additional requirements related to classroom attendance credit or notification of the instructor in course syllabi.

#### **Excused Absences and Attendance**

Attendance in class, clinical, simulation, and lab is mandatory for all students. See attendance policy in [Academic Regulations : University Registrar : UMass Amherst Academic Regulations](#) for further information about excused absences.

Students who anticipate military and religious absences should notify the faculty at the beginning of the term so accommodation can be made to complete the learning objectives in a timely way.

Students with communicable illnesses should not attend regularly scheduled clinical sessions.

Students are required to communicate an unexpected absence no later than two hours before class or clinical in the method requested by the course or clinical faculty.

FA 3/8/19; 9/21/22; 5/17/23; 4/2/25

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### **Clinical Attendance and Make-up**

#### **Purpose**

The University of Massachusetts (UMass), Amherst Elaine Marieb College of Nursing (EMCON) is committed to preparing student nurses who are caring, collaborative and innovative leaders. This policy informs faculty and students of the steps to follow in the event of an absence from a nursing clinical experience.

**PLEASE NOTE: The unique nature of clinical experience credentialing limits opportunities for make-up experiences in clinical settings. When absences are considered excused according to university policy, course coordinators and faculty will make a reasonable attempt to provide make up activities.**

**Students with more than 2 clinical experience absences (or equivalent >10% missed learning time) will be unable to meet course objectives and will need to repeat the course. All clinical hours must be completed in order to pass the course.**

I. **POLICY STATEMENT** (approved by faculty assembly September 2023)

Nursing clinical experiences prepare students with essential knowledge, skills, and attitudes for safe professional nursing practice. The clinical experience is defined as including all teaching and learning activities occurring in on and off campus clinical site placements, in laboratory days and lab course sections, and in simulation experiences. Missed clinical experiences represent a missed opportunity to meet the clinical course objectives and to gain the experience necessary for independent nursing practice. Clinical course objectives are used as the measurement tool for clinical experience grading, and all clinical objectives must be met for successful completion of the nursing program. The completion of all clinical experiences is essential to meeting clinical objectives.

In alignment with University Policy (linked above), faculty will make reasonable attempts to provide makeup activities to meet the course objectives for students with excused absences. Required clinical makeup activities are determined by the clinical or lab instructor and the course coordinator. Students who have an unexcused absence in clinical courses will receive deductions on the final course grade via the Clinical Evaluation Tool. **As stated above, more than two absences will result in the need to repeat the course to give students access to the essential learning of clinical experiences.**

II. **PROCEDURE**

- a. Faculty, in conjunction with the course coordinator, will inform students at the start of the semester the process for reporting an absence.
- b. Faculty, in conjunction with the course coordinator, will inform students with communicable illnesses not to attend regularly scheduled clinical experiences in alignment with public health guidance.
- c. All clinical experience hours are required as assigned. Any absence must be reported by the student to the faculty member and the clinical site, as appropriate, 2 hours prior to the start of the clinical.
- d. Tardiness that exceeds 2 hours will be considered a clinical absence.
- e. The clinical and lab faculty will notify the course coordinator of all absences and makeup assignments within 48 hours.
- f. If the student's absence exceeds one clinical day, the clinical instructor and course coordinator will meet to determine the student's standing in the course.
- g. Clinical or lab makeup activities are assigned by the clinical instructor and course coordinator to ensure that the course objectives are met. Due dates for the makeup activities are determined by the clinical instructor and course coordinator. All makeup activities must be completed prior to the last day of class.

Unsafe practice issues: If the student is sent home from clinical for unsafe practice refer to the unsafe practice policy.

FA 3/8/19; 9/21/22; 5/17/23; 4/2/25

**Unexcused Absences and Attendance**

Attendance is critical to successful progression. Students who have an unexcused absence in clinical courses will receive deductions on their Clinical Evaluation Tool and/or documentation as a violation and will receive a reduction in the final course grade.

FA 3/8/19; 9/21/22; 5/17/23; 4/2/25

## Academic Integrity Policy

The Elaine Marieb College of Nursing follows the University of Massachusetts Amherst Academic Integrity Policy as written in the Undergraduate Academic Regulations

[Academic Regulations : University Registrar : UMass Amherst](#)

[Academic Integrity : Undergraduate Student Success Center : UMass Amherst](#)

UMass Amherst is strongly committed to academic integrity, which is defined as completing all academic work without cheating, lying, stealing, or receiving unauthorized assistance from any other person, or using any source of information not appropriately authorized or attributed. The UMass community is centered, among other things, on teaching and learning, a complex process in which many stakeholders, including students, instructors (tenure-stream, lecturer, and adjunct professors as well as graduate student TAs and TOs), administrators, and relevant staff, are a part. As a community, we hold each other accountable and support each other's knowledge and understanding of academic integrity. The following policy defines the responsibilities towards our collective goal.

Academic integrity asks the community to work together. Scholarship depends upon the reliability of information and reference of the work of others. No form of cheating, plagiarism, fabrication, or facilitating of dishonesty, via analogue or digital methods, will be condoned in the University community. Instructors are to be clear about the expectations in their course(s)/assignment(s) of how work should be completed; students are to demonstrate their own learning during examinations and other academic exercises and appropriately credit other sources of information or knowledge. Instructors may analyze student work, electronically or by other means, for originality of content. Instructors may include student work in databases for the purpose of checking for possible plagiarized content.

UMass Amherst holds academic integrity in the highest regard and as a foundation of our institution. Therefore, the community of students, instructors, and staff are expected to uphold academic integrity. Upon matriculation to UMass Amherst, all students received and acknowledged a commitment to academic integrity (**Appendix A: Commitment to Academic Integrity**). Because students are an integral part of the UMass community, they share responsibility for participating in, and upholding, academic integrity.

### Academic integrity infractions include but are not limited to:

- **Cheating:** Intentional or attempted use of trickery, artifice, deception, breach of confidence, fraud, or misrepresentation of one's academic work as well as intentional or attempted use of unauthorized materials, including generative AI tools, assistance, collaboration, information, or study aids in any academic exercise (unless explicitly permitted by instructor).
- **Fabrication:** Falsification and/or invention of any information or citation in any academic exercise.
- **Plagiarism:** Knowingly representing the words, ideas, art, and/or creative works of another, including generative AI tools, as one's own work in any academic exercise. This includes submitting without citation, in whole or in part, prewritten term papers, research, art, or other creative works by others, including but not limited to commercial vendors who sell or distribute such materials.
- **Lying:** Knowingly providing false information, submitting false documents, or misleading anyone in connection with any academic matter.

- **Facilitating dishonesty:** Knowingly helping or attempting to help another commit an academic integrity infraction, including distributing course materials without permission, manipulating digital technologies with unauthorized course information, substituting for another in an examination, or allowing others to represent as their own one's papers, reports, or academic works.

The above definitions are guidelines and are the foundation for the initiation of either the informal or formal academic integrity process. While there may be cases of genuine misunderstanding, if there is a misunderstanding so egregious that common sense would indicate a different course of action, instructors may choose to pursue academic sanctions within the academic integrity process.

Sanctions may be imposed on any student who has committed or facilitated an academic integrity infraction. In instances where student-staff (for example, student tutors) suspect an academic integrity infraction, they should report their concerns to their supervisor, who should follow up with any needed communication. For this policy, TOs are responsible for administering the academic integrity policy in their classes. Graduate TAs are responsible for reporting to the instructor of record any suspicions of academic dishonesty. Graduate TOs who oversee their own classes should communicate their suspicions to their course director, faculty advisor, and/or department chair for support during the process.

Upholding academic integrity is centralized in the Academic Integrity Office, which is part of Academic Affairs, and reports to the Provost's office. All reported cases of academic integrity infractions will go through and be held by the Academic Integrity Office.

Please see the **Academic Integrity Procedures** and the **Appendices** for detailed information and support on proceeding with academic integrity action.

FA 02/19; 9/21/22; 5/17/23; 4/2/25; 9/25

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## Social Media Policy

### Background and Purpose

In an increasingly technologically connected and public world, students must be mindful of their behavior and its consequences online, including the use of social networks, including but not limited to Facebook, Instagram, TikTok, etc. It is likely that students, patients, supervisors, potential internship sites, and future employers may be interested in searching for or accessing your online information. Although all information about you is not likely to be within your control, students should exercise caution and restraint and use safeguards when possible. Activities online, including those that you may consider purely personal in nature, may reflect upon your student or professional life. Adherence to this policy also will support your confidentiality and safety.

#### 1. Social Media in Clinical and Simulation Laboratory.

- a. The use of social media platforms is prohibited while performing direct patient care activities or in health care unit work areas, unless Social Media use in these areas has been previously and specifically approved.
- b. Students should not use social media platforms in hospital or clinic spaces unless previously approved by the clinical site and instructor. Please note that the use of electronic devices such as cell phones for social media use is prohibited in clinical and simulation/laboratory settings. Students should adhere to all applicable institutional and legal privacy,



confidentiality and property policies and laws.

## 2. Social Media Guidelines

- a. Patient privacy must be maintained in all communications. Do not disclose information that may be used to identify patients or their health condition and remember that even de-identified information may be recognized by patients, their families, or their employers and is a violation of HIPAA.
- b. **Protect confidential and proprietary information:**
  - I. Do not post confidential or proprietary information about Elaine Marieb College of Nursing students, faculty, employees, alumni or people or issues you encounter in your clinical settings.
  - II. Information related to patient care or clinical work should not be shared on any electronic platform that is not approved by Elaine Marieb College of Nursing for nursing education. This is especially true in cases where postings related to patient care or clinical work could compromise patient confidentiality or reveal patient identity. All persons must follow the applicable federal requirements such as FERPA and HIPAA regulations.
3. Unless you are serving as an approved, official spokesperson for the University of Massachusetts or EMCON, online communications are your personal opinions and do not reflect the opinion of UMASS, EMCON, or its affiliated entities. Students are personally responsible for their posts (written, audio, video or otherwise).
4. There should be no expectation of privacy when using a university account to visit internet websites. Email communications and internet use may be subject to disclosure under the Public Records Act or for audit purposes.
5. [https://www.ncsbn.org/public-files/NCSBN\\_SocialMedia.pdf](https://www.ncsbn.org/public-files/NCSBN_SocialMedia.pdf) should be referred to for more detailed information on social media use.

FA 5/17/23; 4/2/25

## E-Mail Guidelines

1. While at the University of Massachusetts Amherst, use your university email, not your personal email, for all college and university-related communication.
2. Be mindful that emails you send are retrievable and may exist permanently. Emails sent through the UMass system are considered public records and property. Emails should be professional, concise, and carefully worded to mitigate risks.
3. Addresses and Subject Lines
  - a. Always use a brief but relevant subject heading (avoid using this space for your message).
  - b. Always use a greeting and end with your name
4. General advice for emails:
  - a. Keep to the subject.
  - b. Use proper grammar and spelling.
  - c. Do not include e-mailed credit card numbers or social security numbers.
  - d. Do not send any names or information that could breach confidentiality.
  - e. Do not send angry messages. It is better to make personal contact to discuss issues.
  - f. Do not use ALL capital letters to emphasize or highlight your message. This is considered to be rude and can be interpreted as shouting at someone.
  - g. Proofread and make sure the appropriate people are on the e-mail.
  - h. Replies and Reply-All's
    - i. Only include enough of the original e-mail to continue the thought. Avoid sending a string of previous e-mails. This may not be appropriate.

- ii. If you have been sent a question on an e-mail list, send your personal reply to the original mailer only, not the entire list, unless indicated otherwise.
  - iii. If you are copied on an e-mail, no reply is required.
- i. Signatures
  - i. Always use a signature when you can.
  - ii. Avoid appending long and inappropriate text to your signature.
- j. Courtesy and Timing
  - i. Remember to use "please" and "thank you."
  - ii. Use formal address when indicated such as "Dr., Dean, Professor."
- k. The standard for a reply is 24 hours during normal business hours when the university is in session.
- l. Use emoticons (smiley faces, etc.) sparingly if at all.

FA 02/19; 9/21/22; 5/17/23; 4/2/25

<https://www.umass.edu/languages-literatures-cultures/guides-online-student-behavior-and-communication>

## Virtual Classroom/Meeting Etiquette

All University classroom policies will apply to virtual classes and virtual meetings. When participating in a virtual class or virtual meeting please adhere to the following guidelines.

- Do not share the URL and/or password of the class meeting unless you have permission from the host.
- Find a quiet, private place to attend the meeting. If possible, avoid highly "personal" places such as bedrooms, bathrooms, or lounging on the couch. A desk or table is ideal and can help you retain your focus in the session.
- Be "camera ready" or presentable, wearing regular classroom attire. **All meeting attendees are expected to keep their camera on during asynchronous classes. If you need to temporarily turn your camera off or leave the setting, please inform your instructor. If you are unable or unwilling to be on camera, you may be removed from the class or the meeting unless you have received permission to have your camera off from the meeting host.**
- No eating, smoking, or adult beverages are permitted in the virtual classroom. If you need to eat or drink, please note in the chat and turn off your microphone and camera until you are finished eating and drinking.
- Avoid potentially offensive backgrounds (real or virtual).
- Treat your classmates, instructors and Teaching Assistants with respect.
- Limit video distractions such as children, pets, or excessive noise.
- Use proper grammar and spelling when using the chat. Avoid "text talk."
- Adhere to all Course Netiquette Rules and university conduct guidelines. In nursing courses, netiquette is essential for maintaining respectful and professional online learning environment. Here are some key rules to follow:
  - Use clear and concise language: Avoid acronyms, emoticons, and slang terms.
  - Proofread your communication: Ensure correct grammar and spelling.
  - Be sensitive to diversity: Respect the diverse nature of people in your courses.
  - Maintain constructive feedback: Comment on other students' work in a constructive manner.
  - Use descriptive subject lines: Summarize the message in your subject line.
  - Protect privacy: Use the BCC field when sending emails to a whole list of people.
  - Be mindful of copyright law: Properly cite all source materials to avoid plagiarism.
  - Keep personal information private: Do not share your password or confidential personal/patient information via email or forums.

These guidelines help create a positive and productive virtual learning environment, ensuring that all students can learn effectively and respectfully.

## Preparing for a Virtual Classroom Session

The following tips will help you prepare for a virtual classroom session:

- Test all technology, including the web cam, internet and Wi-Fi connection, audio (headset, microphone, and/or speakers), and (if applicable) screen sharing *before* the meeting.
- Protect sensitive information. If you are sharing your screen, make sure that only intended content is seen. Prior to hosting or attending a meeting, close all unnecessary tabs and apps, clear the browser to avoid potentially embarrassing auto-complete results, and ensure that nothing personal or sensitive is on the desktop.
- Open any material that will be shared, including audio, video, documents or websites, prior to the meeting. This will ensure that they are working, and help the meeting flow smoothly, avoiding unnecessary delays.
- Log into the meeting a few minutes early so that any technical issues can be addressed and resolved.
- Be mindful of and check your background and lighting.
  - Ensure that there is nothing personal, potentially embarrassing or offensive in the video background. Use of a virtual background (if permitted) can help masquerade unsightly backgrounds.
  - Check the lighting on the video. Avoid sitting with your back against a window, as well as, too little or too much direct light.
- Position your camera to show your face, avoid directing it too high or too low.
- Mute your audio if you are not speaking and be mindful of background noise when you unmute to speak. Excessive background noise is distracting and disruptive to the class. Do not type while your microphone is unmuted, as it is loud and distracting. Look at the camera when you are speaking.

## Tips for Success

1. Stay seated and present during the virtual class. Pay attention and participate.
2. Be ready for interaction. As with the physical classroom, be prepared to discuss course material and assignments, interact with your instructor and classmates, and ask questions.
3. Do not interrupt other people when they are speaking or attempt to speak over them.
4. Prepare for class by reading materials prior to the session and formulating your questions.
5. Turn off all notifications and ensure your cell phone is turned off or on silent.
6. Avoid multi-tasking during the class session. Do not work on other tasks, such as checking your Email, texting, gaming or working on other classwork. Give the class your full attention and focus.
- By attending a virtual class session, you are agreeing to adhere to the guidelines established above. The goal of these guidelines is to create the most supportive, inclusive, and productive learning environment possible for everyone.

<https://creativecommons.org/licenses/by/4.0/>

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## Course Exemption Policy

### Students:

- Course exemptions are allowed through Advanced Placement, university testing, or military transcripts during the undergraduate admissions process.
- The Elaine Marieb College of Nursing policies for undergraduate course exemption are

- consistent with the University policy.
- All Nursing courses must be taken according to the plan of study for the specific student's track.
- For more information, please see the University Exemption Policy in the [Academic Regulations : University Registrar : UMass Amherst](#)

FA 1/21/19; 9/21/22; 5/17/23; 4/2/25

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## **Transfer Policy and Transfer of Credits**

The University of Massachusetts Amherst Admissions office evaluates transfer credits for students applying for their first undergraduate degree. No nursing courses are accepted for transfer credit.

The Elaine Marieb College of Nursing *does not accept transfer or change-of-major students currently. There is no minor in Nursing.*

Veterans can apply for transfer on a case-by-case basis as space allows.

FA 01/31/19; 9/21/22; 5/17/23; 4/2/25

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## **Advanced Placement Credit Policy**

Undergraduate Four-Year Nursing Majors who are awarded advanced placement credit based on a College Level Examination Program (CLEP) or an Advanced Placement (AP) examination administered by the College Board, or based on a local exam, will be granted no grade for these credits. These credits, if appropriate, may be counted toward satisfaction of the University's requirements. CLEP and AP are transfer credits.

Official copies of AP and/or SAT Subject Test scores should be sent electronically to UMass Amherst. Our CEEB # is 3917.

FA 1/21/19; 9/21/22; 5/17/23; 4/2/25

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## **Transfer of Military Credit Policy**

UMass Amherst and the Elaine Marieb College of Nursing adhere to the VALOR Act Academic Credit Evaluation Policy. We use the American Council on Education (ACE), CLEP, and DSST guidelines and apply the same standards to credits for military education as those applied to coursework from accredited colleges and universities. The JST military transcript is available in electronic format only and may be requested via the [Joint Services Transcript](#) (JST) website.

*More information about advanced placement is provided in the University Registrar's Academic Regulations [Academic Regulations : University Registrar : UMass Amherst](#) and on the Registrar website [Transferring Credit : University Registrar : UMass Amherst](#)*

FA 1/21/19; 9/21/22; 5/17/23; 4/2/25

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## **Training or Service for a Military Health Care Occupation Policy**

The Elaine Marieb College of nursing accepts relevant education, training and service completed by an applicant as a current or veteran member of the armed forces or military reserves toward credit for completion of a baccalaureate degree in nursing.

FA 5/17/23; 4/2/25

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## **Educational Mobility Policy**

The University of Massachusetts Elaine Marieb College of Nursing supports the American Association of Colleges of Nursing <https://www.aacnnursing.org/news-data/position-statements-white-papers/educational-mobility>

The RN to BS track in the undergraduate program is designed to promote education mobility and continue the development and education of the nursing workforce by recognizing and building on knowledge and skills attained by learners prior to their matriculation in formal education programs. The Elaine Marieb College of Nursing is committed to using flexible approaches that are incorporated into curricula and reflect consideration in individual student learning needs.

Admission to the RN to BS is program is currently on hold .

FA 1/31/19; 9/21/22; 5/17/23; 4/2/25

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## **Withdrawal Policy**

The Elaine Marieb College of Nursing policy is consistent with the University procedure for withdrawal from a course or from the University. See the [Home : Dean of Students Office : UMass Amherst](#) on the policy for withdrawal. [Withdrawing from UMass : Dean of Students Office : UMass Amherst](#)

## **Withdrawing from a Course**

To withdraw from a course, students can drop the course in SPIRE or enlist the assistance of the Undergraduate Advisor, McKay Perry [emperry@umass.edu](mailto:emperry@umass.edu) .

During the add/drop period, students may drop the course in SPIRE, with no record. After the add/drop period and until the mid-semester date, "W" drops are accepted and can be done in SPIRE. After the mid-semester date, students must petition the Academic Dean.

### **NOTES:**

- Withdrawing from a course will affect the program of study and may affect the student's graduation date.
- Enrollment in clinical nursing courses is contingent upon successful completion of their required didactic co-requisite courses. Therefore, if a student withdraws from a didactic co-requisite nursing course, they must also withdraw from the associated clinical course.
- If a student withdraws from courses that bring their total enrollment below a full-time load of 12 credits, it may affect financial aid package. Please check with the Office of Financial Aid ([www.umass.edu/umfa](http://www.umass.edu/umfa)).

## Withdrawing from the University

- Students withdrawing DURING the semester should visit the [Dean of Students Office website](#) for information regarding Withdrawing from the University.
- Students withdrawing from the University AFTER the current semester ends but before the first day of classes of the next semester must fill out an [End of Term Withdrawal : University Registrar : UMass Amherst](#) request in SPIRE.

FA 1/31/19; 9/21/22; 5/17/23; 4/2/25

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## Readmission Policy

### Readmission after Withdrawal

Students in the Elaine Marieb College of Nursing in good standing at the end of their most recent semester of enrollment are eligible for reentry to the University after a withdrawal.

Undergraduate nursing students who have withdrawn from the nursing program must request to re-enter the undergraduate program of the College of Nursing. after a lapse of one year or longer and If accepted for re-entry re-admitted students must follow the current program of study at the time of re-entry. Readmission is contingent upon available space in the program. In order to enroll and be entitled to pre-register, students must follow the procedure delineated by the Registrar. Returning students must also process their bill payment on time.

If the student's academic status after their last semester of enrollment is suspension or dismissal, the student's eligibility for readmission is based on the guidelines described under Academic Status in the Undergraduate Academic Regulations.

FA 1/31/19; 9/21/22; 5/17/23; 4/2/25

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## Graduation and Senior Recognition Ceremony Policy

Students may participate in the nursing Senior Recognition/Pinning Ceremony and receive a diploma only after successful completion of all nursing program requirements for the degree.

### University Graduation Requirements Summary for 4-year Nursing Major

1. Admission to Nursing major
2. 120 credits
3. A cumulative Grade Point Average of at least 2.5 overall
4. Meet Elaine Marieb College of Nursing requirements
5. General Education requirements (may not be taken pass/fail)
  - a. Writing - 2 courses (6 credits): College Writing (CW) and Junior Year Writing course in major department
  - b. Social World - 4 courses (16 credits), with at least two having a Social and Cultural Diversity component: Literature or Arts (AL/AT; 1 course), Historical Studies (HS; 1 course, Social and Behavioral Sciences (SB; 1 course), and a 4th course from any Social World except Historical Studies.

- c. Biological and Physical Sciences – 2 courses (8 credits), with 1 Biological Science (BS) and 1 Physical Science (PS)
- d. Basic Math Skills - 1 course (R1) or exemption by Tier 1 Math Exemption Exam.
- e. Analytic Reasoning - 1 course (3 credits); (Statistics may cover both Math Requirements)
- f. Integrative Experience will be fulfilled upon taking Nursing 438.
- g. Freshman Diversity Course (Nursing 212 fulfills this requirement)

Additional information about university graduation is provided in the [Academic Regulations : University Registrar : UMass Amherst](#)

FA 1/31/19; 9/21/22; 5/17/23; 4/2/25

### **University Graduation Requirements Summary for Accelerated BS in Nursing**

- 1. Admission to the Accelerated 2<sup>nd</sup> Bachelor of Science in Nursing track
- 2. 58 credits of nursing courses
- 3. Grade of C or higher in nursing courses
- 4. Meet Elaine Marieb College of Nursing requirements
- 5. Cumulative Grade Point Average of at least 2.5 overall in nursing courses

FA 1/31/19; 9/21/22; 5/17/23; 4/2/25

### **University Graduation Requirements Summary for RN to BS Online Track in Nursing**

*Admission to the RN to BS is program is currently on hold while the program undergoes review and revision (effective 2025).*

- 1. Admission to RN to BS track
- 2. Active unencumbered RN license
- 3. 30 credits of nursing courses
- 4. 120 credits total
- 5. Grade of C or higher in nursing courses
- 6. Cumulative Grade Point Average of at least 2.5 overall

FA 12/21/21; 9/21/22; 5/17/23; 4/2/25

## **Student Rights and Grievances Policy**

### **Academic Grievances**

To help determine if a situation is an academic grievance and to understand the process, nursing students are referred to the Ombuds Office ([Welcome to the Ombuds Office : Ombuds Office : UMass Amherst](#)). The Ombuds Office is a confidential and neutral place where students and instructors can receive help weighing their options, understanding relevant policies and available resources, and receiving referrals for more formal measures when circumstances warrant. It is sometimes the case that the issue of concern can be resolved through informal mediation and the Ombuds Office can provide informal mediation services.

The following Grievance Procedure applies to all university undergraduate and graduate degree programs. [Academic Grievances : Undergraduate Student Success Center : UMass Amherst](#)

FA 02/19; 9/21/22; 5/17/23; 4/2/25

### **Common Clinical Placement Requirements Among Cooperating Agencies**

## Health Requirements

Students in the Elaine Marieb College of Nursing are required to adhere to certain health maintenance procedures in compliance with standards prescribed by affiliating clinical agencies and The Commonwealth of Massachusetts General Laws, Chapter 76, Section 15C, entitled *Immunization of college health science students*. Students may use the services of their own family health care providers or the University Health Services. The policies are intended to protect the health and well-being of the client as well as the nursing student engaged in clinical practice. The health maintenance plan is as follows:

All students need to set up an account with Exxat after admission to the Elaine Marieb College of Nursing. You will be responsible for uploading evidence of your immunizations and required documents into the self-service system before your first clinical. Certified Background Check will also perform a national background check on all students, which is necessary before entering clinical placements.

- **All students must always carry health insurance while registered as a student.**

## CPR Requirement

American Heart Association Course: BLS for the Healthcare Provider is the only CPR course accepted by all our affiliated agencies. American Red Cross CPR is currently NOT accepted.

Online courses are also not acceptable.

## N95 Fit Testing

Students are required to complete the **OSHA Respirator Medical Evaluation Questionnaire**. If Fit testing is required by the clinical agency, the student will be informed and scheduled for fit testing with University Environmental Health and Safety and complete the **University of Massachusetts at Amherst Request for Medical Evaluation**. If students have been recently Fit tested at a health care facility, they may provide that documentation as evidence of current Fit testing.

## Professional Liability Insurance

[Contact Professional or Student | Malpractice Insurance | NSO](#). (Upload the one-page "Certificate of Insurance" for your file.) Students are required to acquire and submit proof of medical malpractice insurance before entering courses with a clinical component. Students are also responsible for ensuring that a copy of the one-page certificate of insurance is on file at least three weeks prior to the start of the semester. Students are not allowed to participate in clinical experiences until this documentation is on file. Students will upload this insurance certification to their Exxat.com account.

## Annual Update

Exxat will send an email reminder for annual updates at least two weeks prior to their due date. Healthcare agencies will not allow students to begin clinical experiences until this information has been received. Timely submission will prevent a student's clinical status from being in jeopardy. Students are required to notify the Elaine Marieb College of Nursing of any significant change in their health status that may affect clinical experiences. Examples include serious illness, accidents, injuries, or surgery which would require health care provider clearance prior to returning to the clinical setting. Students with significant health changes must provide documentation of clearance from their provider to return to clinical activities. The provider clearance note must specify any limitations.

**NOTE:** It is the student's responsibility to make arrangements with the University Health Services (UHS) or their private health care provider in a timely fashion in order to comply with the above policies. When applicable, the College of Nursing will publicize the availability of special clinics set up by UHS to assist with required immunizations or updates.

**STUDENTS MUST PROVIDE THE COLLEGE OF NURSING WITH THE REQUIRED APPROPRIATE DOCUMENTATION OF HEALTH STATUS TO PARTICIPATE IN EACH CLINICAL PRACTICUM.**



*A delay in returning the necessary documentation will prevent a student from attending clinical experiences.*

## **Criminal Offender Record Information (CORI/SORI) Checks and Fingerprinting**

CORI ([Massachusetts] Criminal Offender Records Index) and SORI ([National] Sex Offender Records Index) checks are required by most clinical agencies and will be completed on all students and faculty once they are admitted to the program and yearly thereafter. Progression and clinical placements in the nursing program may be contingent upon a satisfactory CORI/SORI investigation. Please review [CORI and Fingerprinting : Elaine Marieb College of Nursing : UMass Amherst](#) for more details on CORI checks.

*Note: Some clinical agencies may require a National Background Check and Fingerprinting; this process will be explained as necessary.*

## **Undergraduate Elaine Marieb College of Nursing Credentialing Policy**

As part of your professional role, nursing students are required to have very specific credentials in order to be present in hospitals, clinics, and community settings where we interact with the public. These are very similar, if not identical, to the requirements that you will have soon with an employer in the healthcare industry. Part of your education in nursing is learning to be prompt and meticulous about ensuring that all your documentation is on time and kept current to attend clinical. Please read this policy carefully to the end. It is the student's responsibility to maintain their current credentials that may include CPR, a criminal background check, fingerprinting, immunizations, special training, etc. It is recommended that you begin a file with copies of all your documents, so you always have them at the ready for clinical agencies and employers.

1. At the Elaine Marieb College of Nursing, we use an external company that assists us in assuring clinical agencies that our students are credentialed for clinical. Exxat is the name of the company that securely maintains documents for the College, and this is where you must submit your materials for credentialing.
2. Before you come to nursing school, you may begin the credentialing process by taking an American Heart Association BLS for Healthcare Providers CPR class, seeing your healthcare provider, undergoing TB testing, and getting immunized.
3. When you enroll, you will be directed by email to register with Exxat.
4. As soon as you register with Exxat, you will get an email to begin uploading your documents into their secure site. You must have everything uploaded into Exxat by:
  - Accelerated students – July 10 for fall clinicals, November 1 for spring clinicals and March 1 for summer clinicals.
  - Nursing majors – July 10 for fall clinicals and November 1 for spring clinicals.
  - All students- Between July 1 -2 each year, you must upload modules to Centralized Clinical Placements at [www.mcnplacement.org/orientation](http://www.mcnplacement.org/orientation). (please note that CCP is not accessible outside the USA. If traveling, be sure to plan ahead so that you are in the USA when this is required).
  - All students – October 1 for flu immunization verification.
5. You may from time to time receive an email from Exxat informing you that something has expired, and these must be attended to immediately. Never ignore reminders from Exxat, as it is likely you have a new requirement that has triggered a reminder email. Your director, instructors and coordinators will be able to see your compliance throughout the semester.
6. Anything marked INCOMPLETE in your Exxat account must be completed before you go to clinical. Anything marked REJECTED is incorrect documentation and the Exxat site will

- direct you how to correct the error. Anything marked OVERDUE must be completed immediately.
7. Students must attend to this in the term prior to a clinical course to have everything completed in a timely way and should not leave for vacation without ensuring that everything is complete. Some components must be completed in Massachusetts.
  8. Each term, on the first day of class in any clinical course and before you go to the clinical site, we will check to make sure you have completed all the requirements for students on the Exxat site.
  9. You may not attend clinical and will be sent home if you are not properly credentialed.
  10. At that point, a better use of your time will be going to complete whatever you failed to complete, but you will be missing precious learning time in clinical, and it will be recorded as a 0.5 deduction in your clinical evaluation in unprofessional behavior. This will also be an unexcused clinical absence and cannot be made up, potentially impacting your ability to be successful in the course.

If you have questions or trouble uploading documents, please contact the Database Administrator, [Jennifer Heim \(Jheim@nursing.umass.edu\)](mailto:Jennifer.Heim@nursing.umass.edu) at the Elaine Marieb College of Nursing, phone # 413-545- 5049. University Health Services (UHS) collects state required immunization data through their New Student Immunization Office which is required for all UMASS students and a separate process. *Please also follow any instructions you receive from [UHS Cares for UMass. : University Health Services : UMass Amherst.](#)*

*Adopted by Faculty Assembly December 2016, edits approved 5/17, 5/18; 4/2/25*

## **Elaine Marieb College of Nursing Deans, Program Directors, and Faculty**

*\*Indicates Graduate Faculty Status*

### **Deans**

**Allison Vorderstrasse\***, *Dean (Professor)* BSN, Mount Saint Mary College, 1996; MSN (Adult Nurse Practitioner-Diabetes Specialty Concentration) Yale University School of Nursing 2002; DNSc (Chronic Illness Self-Management) Yale University School of Nursing, 2006; Certificate, NIH/NINR Summer Genetics Institute, 2011. Fellow in the American Academy of Nursing.

### **Associate Dean of Academic Affairs - Vacant**

**Michael J. Lepore\***, *Associate Dean for Research; Professor.* BA, Philosophy & Psychology, Assumption University, Worcester, MA 1998; MA, Sociology, Georgia State University, Atlanta, GA, 2005; Graduate Certificate, Gerontology, Georgia State University, Atlanta, GA, 2005; PhD, Sociology, Georgia State University, Atlanta, GA 2008; Postdoctoral training, Health Services Research, Brown University, Providence, RI, 2010.

**Jessica Dillard-Wright\***, *Associate Dean for Equity and Inclusion; Associate Professor*, BS in Science, Technology, and Culture, Georgia Institute of Technology, 2004; MA, Women's History, Sarah Lawrence College, 2006; MSN (CNL), Medical College of Georgia, 2009, MSN (Community-based Nurse-Midwifery), Frontier Nursing University, 2015; PhD in Nursing, Augusta University, Augusta, GA, 2020

### **Undergraduate Program Director**

**Celeste Surreira\***, *Undergraduate Program Director; Clinical Associate Professor*, Diploma in Nursing, Baystate Medical Center School of Nursing, Springfield, MA, 5/1985; Bachelor of Science in Nursing, University of Massachusetts Amherst, 5/1996; Master of Science in Nursing and Clinical Nurse Leader, University of Massachusetts Amherst, 5/2011; DNP/FNP, University of Massachusetts Amherst, 5/2014.

## Simulation Director

**Gina Grabowski**, *Simulation Director Lecturer*; BS in Nursing, University of Massachusetts Amherst, 2001; MS in Nursing, Sacred Heart University, 2018.

## Honors Director

**Kimberly Dion\***, *Clinical Professor*, AS (Nursing), Holyoke Community, 1996; BS, University of Massachusetts Amherst, 2001; MSN, University of Hartford, West Hartford, CT, 2006; PhD, University of Massachusetts Amherst College of Nursing, 2015; Fellow in International Academy of Addictions, Nursing, 2023.

## Graduate Program Directors

**Gabrielle Abelard\***, *Director Master's program. Clinical Professor*, BS, University of Massachusetts Amherst Nursing, 1997; MS in Mental Health Nursing, Adult Clinical Nurse Specialist, 2001; Post Master's Certificate, Nursing, Psychiatric Mental Health Nurse Practitioner, 2013; DNP (Integrative Health), Regis College, Weston MA, 2014.

**Terrie Black\***, *Director DNP Program, Clinical Professor*, BSN, Pennsylvania State, 1988; MBA., Western New England, 1996; DNP, University of Massachusetts Amherst, 2015. Fellow in the American Academy of Nursing.

**Rae Walker\***, *Director PhD Program, Professor* BS Nursing 2007, PhD in Nursing 2013, Johns Hopkins University, Baltimore, Maryland; Fellow in the American Academy of Nursing

## Full-Time Faculty, Elaine Marieb College of Nursing

**Ann Becker\***, *Clinical Associate Professor*, BS in Nursing, Simmons College, 1984; DNP, Public Health Nurse Leader, 2017

**Terrie Black\***, *Clinical Professor*, BSN, Pennsylvania State, 1988; MBA., Western New England, 1996; DNP, University of Massachusetts Amherst, 2015. Fellow in the American Academy of Nursing.

**Jeannine Blake**, *Assistant Professor*, BS (Biology) St. Lawrence University, 2012. BS (Nursing), University of Rhode Island, 2016, MS (Nursing), University of Massachusetts, Amherst, PhD (Nursing) University of Massachusetts Amherst, 2022. Post-Doctoral Research Fellow, Elaine Marieb Center for Nursing Engineering & Innovation, UMass Amherst.

**Katherine Bobianski**, *Lecturer, Graduate Clinical Placement Coordinator*, BS (Nursing) University of Massachusetts, 2001, MS (Nursing) University of Connecticut, 1999.

**Carrie-Ellen Briere\***, *Associate Professor*, BS, University of Connecticut, 2009; MS, University of Connecticut, 2013, Ph.D., University of Connecticut, 2014.

**Brenda Boguslawski**, *Clinical Instructor*, BS (Nursing) University of Massachusetts Amherst, 2015; MS (Nursing Education) Grand Canyon University, 2018.

**Lucinda Canty\***, *Associate Professor, Associate of Liberal Arts, Hartford College for Women, CT*1989; BSN,

Columbia University, NY, 1991; MSN Yale University, CT, PhD (Nursing), University of Connecticut, CT 2020.

**Jeungok Choi\***, *Associate Professor*, BSN, Seoul National University, Korea, 1983; MSN, 1987; MPH, Tufts, 1999; PhD, Boston College, 2001.

**Joohyun Chung\***, *Associate Professor*, BS, Korea University, Seoul Korea, 1999; PhD Nursing Informatics, University of Utah, 2013; MS Statistics in Biostatistics, University of Utah, 2013.

**Tracey Cobb**, *Clinical Instructor, Bachelor of Science in Nursing, Samuel Merritt College & College of California, 12/1998, Master of Science in Nursing, Elms College, Chicopee, MA, 12/2013, PhD Candidate, University of Connecticut.*

**Christopher Diaz**, *Clinical Assistant Professor, BS in Nursing, Quinnipiac University, Hamden, CT, DNP (Family Nursing Practice), University of Massachusetts Amherst, 2023.*

**Lindsay Dubois**, *Clinical Instructor, ADN, Springfield Community College, 2009; Bachelor of Science Nursing, University of Massachusetts Amherst, 2011; MSN, American International College, 2015.*

**Lisa Duffy\***, *Associate Professor for EMCON/IALS, BSN Fairfield University, Fairfield, CT, 1996; MSN Boston College, Boston, MA, 2002; PhD Boston College, Boston MA, 2013; MPH Harvard T.H. Chan School of Public Health, Boston, MA, 2015.*

**Constance Flynn\***, *Clinical Associate Professor, BS 1982/MS University of Massachusetts Amherst, MA, 1987; DNP University of Massachusetts Lowell, MA. 2018*

**Karen Giuliano\***, *Associate Professor, BS in Nursing, Boston College, 1983; MSN, University of Rhode Island, 1989; PhD Nursing, Boston College, 2005. MBA, Global Management, Babson College, 2009. Fellow in the American Academy of Nursing.*

**Gina Grabowski**, *Lecturer/ Simulation Lab Director, BS in Nursing, University of Massachusetts Amherst, 2001; MS in Nursing, Sacred Heart University, 2018.*

**Katharine Green\***, *Clinical Associate Professor, BSN, University of Pennsylvania, 1982; MS, University of Minnesota, 1991; PhD, University of Massachusetts Amherst 2018.*

**MaryAnn Hogan\***, *Clinical Assistant Professor, BS, University of Massachusetts Amherst, 1976; MS, Anna Maria, 1985; PhD, University of Massachusetts Amherst 2022.*

**Favorite Iradukunda\***, *Assistant Professor, Diploma (Nursing and Midwifery), Ecole des Sciences Infirmières Sainte Elisabeth, Kabgayi, Rwanda 2007; BS (Nursing) University of Rwanda, College of Medicine and Health Sciences, Kigali, Rwanda, 2012; MS (Nursing) University of Cape Town Health and Rehabilitation Sciences, Department of Nursing and Midwifery, Cape Town, South Africa, 2016; PhD (Nursing) University of Massachusetts Amherst, 2020.*

**Linda M. Koh**, *Assistant Professor, BA (English), Southwestern Adventist University, MS (Public Health) Andrews University, 2009, BS (Nursing) Pacific Union College, 2017, PhD, (Nursing) University of Massachusetts, Amherst, 2022. Post-Doctoral Research Scholar, Stanford University School of Medicine.*

**Raeann LeBlanc\***, *Clinical Professor, BA, University of Massachusetts Amherst, 1989; MSN, Southern*

Maine, 1996; DNP, University of Massachusetts Amherst, 2012; PhD (Nursing) 2018.

**Maud Low**, *Clinical Assistant Professor*, BSN, Simmons, 1983; MS, Boston College, 1987, PhD (Nursing) University of Massachusetts Amherst, 2021.

**Lori Anne Lyne\***, *Lecturer*, BS., University of Massachusetts Amherst College of Nursing, 1993; MSN, University of Massachusetts Worcester; DNP, University of Massachusetts Amherst, 2018.

**Julia McDougal Ronconi\***, *Clinical Instructor*, BA (Biological Sciences) University of Colorado, Boulder (1992); BS (Nursing) University of Utah, Salt Lake City 1996; MS (Psychiatric/Mental Health Nursing) University of Utah, Salt Lake City 2004; DNP, University of Massachusetts, Boston, 2021.

**Kara Moriarty**, *Lecturer*, BS University of New Hampshire, Durham, NH, 1998; University of Connecticut, Storrs, CT, 2015

**Yeonsik Noh\***, *Associate Professor with a joint appointment in the College of Nursing and the Electrical Computer Engineering Department*, BS (Biomedical Engineering), Yonsei University, South Korea, 2006; MS (Biomedical Engineering) Yonsei University, South Korea, 2008; PhD (Biomedical Engineering) Yonsei University, South Korea, 2013.

**Hyeyoung Park\***, *Assistant Professor*, BS Seoul National University College of Nursing, 2009; MS in Nursing, Seoul National University College of Nursing, 2013; PhD, Duke University School of Nursing, 2019.

**Sheila Pennell\***, *Clinical Assistant Professor*, BS (Nursing), 2008, MS in Nursing, 2017, PhD, 2017, University of Massachusetts Amherst.

**Kristy Pereira\***, *Clinical Assistant Professor*, BS (Nursing), College of Our Lady of the Elms, 2002; MS (Nursing), American International College, 2012; PhD, Elaine Marieb College of Nursing, University of Massachusetts Amherst, 2023.

**Kalpana Poudel-Tandukar\***, *Associate Professor*, CGM, Certificate in General Medicine, Tribhuvan University, Nepal, 1992; MPH 2001; BPH, 1997; MPH, 2007, Flinders, Australia; PhD, Tokyo, Japan, 2007.

**Kristine Ruggiero \***, *Clinical Associate Professor*, BS (Nursing), Fairfield University, 1999, MS (Nursing) Yale University, 2004, PhD University of Massachusetts, Boston, 2014.

**Memnun Seven\***, *Associate Professor*, BSN, Gülhane Military Medical Academy, School of Nursing, Ankara, Turkey, 2003; MSN, Gülhane Military Medical Academy, Health Science Institute, Ankara, Turkey, 2008; PhD, Gülhane Military Medical Academy, School of Nursing, Ankara, Turkey; 2012; Postdoctoral Fellowship: University of Iowa, College of Nursing Iowa City, IA, USA (Genetics), 2015.

**Celeste Surreira**, *Clinical Assistant Professor*, Diploma in Nursing, Baystate Medical Center School of Nursing, Springfield, MA, 1985; Bachelor of Science in Nursing, University of Massachusetts Amherst, 5/1996; MS Nursing and CNL, University of Massachusetts Amherst, 2011; DNP/FNP, University of Massachusetts Amherst, 2014.

**Leonora Thomas**, *Clinical Instructor, Placement Coordinator*, BS, Boston College School of Nursing, 1985; MS, Boston College, 1990; Post-Master's Program, Rush University College of Nursing, Chicago, IL, 1996.

**Lisa Wolf\***, *Associate Professor*, BA, Anthropology/English, Amherst College, MA, 1988; MFA, Creative

Writing and Literature, Emerson College, MA, 1990; Diploma – Nursing, St. Elizabeth’s Hospital School of Nursing, MA, 1996; MS, Nursing/Nursing Education, Molloy College, NY 2006; PhD, Nursing, Boston College, MA 2011.

**Tingzhong (Michelle) Xue**, Assistant *Professor*, BS (Actuarial Science) University of Minnesota, MS (Nursing) De Paul University, 2016, PhD (Nursing) Duke University, 2024.

**Heidi Zahra**, *Lecturer/ Simulation Lab Tutors*, BA, Smith College, 2000, BS in Nursing (Accelerated), University of Massachusetts Amherst, 2001, MS in Nursing, Sacred Heart University, Fairfield, CT, 2018.

## Undergraduate Bachelor of Science Program

### General Information

The Elaine Marieb College of Nursing offers an undergraduate program leading to the Bachelor of Science degree and is comprised of three tracks:

- i. Four-year Nursing Major
- ii. Accelerated BS for second-degree students
- iii. Online RN to BS

This program is approved by the Massachusetts Board of Registration in Nursing and is fully accredited by the Commission on Collegiate Nursing Education (CCNE), a national nursing education accrediting body. Completion of requirements is part of the qualification for the non-licensed graduate to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN®), a prerequisite to working as a registered nurse.

The nursing major builds on general education requirements and courses that provide the foundation for an approach to nursing science that is humanistic and scientific. Lectures, case studies, group projects, seminars, clinical practice, simulation in the laboratory setting, multimodal content, self- paced modules and independent studies are used. Community agencies such as senior citizen centers, colleges, ambulatory-care centers, community hospitals, medical centers, home-care agencies, long- term care facilities, and community and public health agencies are used for clinical practice. Faculty assists students in exploring new areas and in laying the foundation for a critical thinking and problem-solving approach to nursing practice and research.

Students are expected to assume increasing responsibility for their own education by choosing the learning options that best serve their individual abilities, needs, and interests. Under faculty guidance, students provide nursing care to clients of all ages and develop skills in critical thinking, leadership, and research utilization.

### Objectives of the Bachelor of Science Program

The undergraduate program provides the knowledge and skills fundamental to professional nursing. Students emerge from this community-based program prepared for graduate study and able to:

1. Advocate for culturally relevant care for vulnerable and underserved populations to reduce health care disparities and promote social justice.

2. Collaborate to shape environments and systems that promote health and well-being, ensure safe, quality care for all, and maximize the unique contribution of nursing.
3. Enact the nursing role in a manner that consistently reflects caring, professional values, ethical principles, accountability, integrity, a commitment to lifelong learning, self-care, and an awareness of how personal values influence one's actions.
4. Exhibit a spirit of inquiry and creativity to identify gaps in nursing knowledge, critique new science and use evidence as a basis of practice. Provide safe, quality, patient- and family-centered holistic care across the lifespan to promote health and well-being of individuals, families, and communities.
5. Engage others to envision, influence, and implement practice and policy changes in healthcare to achieve a preferred future locally, nationally, and globally.
6. Collaborate with individuals, families, communities and interdisciplinary teams using professional communication to design, manage, and evaluate care, facilitate transitions of care and maximize outcomes.
7. Integrate emerging technologies and information management tools to enhance communication and healthcare access, support safe processes of care, and evaluate impact on health outcomes.

*(Approved by Faculty Assembly December 17, 2014; updated 5/15, 5/16; reviewed 5/18)*

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## Technology Requirements

The following information includes the required technology requirements for all undergraduate programs including Four Year Majors, RN to BS, and Accelerated Bachelor's Degree Program:

EMCON's IT is Jennifer Blake [jblake@umass.edu](mailto:jblake@umass.edu) with help from Central IT

### Laptops (Windows)

#### *Recommended Configurations*

We recommend systems that meet or exceed the following specifications:

- **Processor (CPU):** Intel Core i5 (sixth generation or newer) or equivalent
- **Operating System:** Microsoft Windows 10 Professional x64 (free via Azure Dev Tools for Teaching. Restrictions apply.)
- **Memory:** 16 GB RAM
- **Storage:** 500 GB internal storage drive
- **Monitor/Display:** 14" LCD monitor, resolution of 1600 x 900 or better.
- **Network Adapter:** 802.11ac 2.4/5 GHz wireless adapter
- **Other:** Internal or external Webcam, lock, carrying case, external hard drive for backups

#### *Minimum Requirements*

We support the following minimum computer configurations which you can use to connect to the campus-wide network.

Note: The following lists minimum requirements that allow for network connectivity and other basic functions. If you are planning on purchasing a new computer, please use the recommended configurations above.

- **Processor (CPU):** Intel Core i5 (sixth generation or newer) or equivalent
- **Operating System:** Microsoft Windows 10 x64 (free via Azure Dev Tools for Teaching. Restrictions apply.)
- **Memory:** 8 GB RAM
- **Storage:** 500 GB internal storage drive
- **Monitor/Display:** 13" LCD monitor
- **Network Adapter:** 802.11ac 2.4/5 GHz wireless adapter
- **Other:** Lock, carrying case

### Laptops (MacOS)

#### *Recommended configurations*

We recommend systems that meet or exceed the following specifications:

- **Model:** MacBook Pro 2016 or newer
- **Processor (CPU):** Intel Core i5 or better
- **Operating System:** macOS High Sierra or newer
- **Memory:** 8 GB RAM
- **Storage:**
- 256 GB solid state or higher (choose 512 GB if you plan to install Windows through Azure Dev Tools for Teaching. Restrictions apply.)
- **Network Adapter:** 802.11ac Wi-Fi adapter
- **Other:** Lock, carrying case, external hard drive for backups

#### *Minimum requirements*

We support the following minimum computer configurations.

**Note:** The following lists minimum requirements that allow for network connectivity and other basic functions. If you are planning on purchasing a new computer, please use the recommended configurations above.

- **Model:** MacBook Air/Pro
- **Processor (CPU):** Intel Core i3 or higher
- **Operating System:** macOS High Sierra or newer
- **Memory:** 4 GB RAM
- **Storage:** 160 GB internal hard drive
- **Display:** 13.3 LCD
- **Network Adapter:** 802.11ac Wi-Fi adapter
- **Other:** Lock, carrying case



**EDUROAM** – Connect to EDUROAM via <http://umass.edu/it/eduroam>

IT help 413-545-9400 (8:30 a.m. - 4:45 p.m. Monday – Friday)

[eds@umass.edu](mailto:eds@umass.edu) (Faculty/Staff)

[it@umass.edu](mailto:it@umass.edu) (Students/non-University devices)

**CANVAS** - Students and instructors: 24/7 Canvas tech support is now available directly from Instructure. Just [Canvas at UMass Amherst : UMass Amherst Information Technology : UMass Amherst](#) and click the Help button (located in the lower left on the web, or the menu in the Canvas Student app).

24/7 Canvas tech support is not provided by the UMass Amherst IT Service Desk, but rather by Instructure, the developers of the Canvas learning management system. See the [Canvas at UMass Amherst : UMass Amherst Information Technology : UMass Amherst](#) for more information.

IT Service Desk support is available for technical issues with the hours and options listed below.

In-Person Support

8:30 a.m. - 7:45 p.m. Monday - Friday

[Save your spot in line with Mobile Check-In!](#)

In-person support is available at the IT Service Desk located in the Campus Center just off the main concourse headed towards the Student Union.

No appointment necessary.

**University of Massachusetts Amherst e-mail Account** : Email options are explained at the UMass Amherst Office of Information Technology (IT) website: <https://www.umass.edu/it/email>.

## Four Year Major

### Admission Requirements

Students interested in the undergraduate major apply to the University of Massachusetts through the Common Application. Students are then notified of their acceptance to the nursing major by the University of Massachusetts Undergraduate Office ([www.umass.edu/admissions](http://www.umass.edu/admissions)) Acceptance to the university does not guarantee admission to the Nursing major; students may be accepted to an alternate major, which is outlined clearly on the acceptance letter from the University. Admissions criteria for freshmen are outlined on the Undergraduate Admissions website (<https://www.umass.edu/admissions/undergraduate-admissions/apply/first-year-students/first-year-admissions-requirements>) .

***Students must provide evidence of high school degree conferral as documented by official transcript, including translations and evaluations of non-English transcripts and compliance with the immunization requirements specified by the Massachusetts Department of Public Health. Your immunizations must be current and recorded with University Health Services***  
<https://www.umass.edu/uhs/immunizations> .

See the Undergraduate Admissions Statement on Diversity on the Office of Equity and Inclusion webpage: <https://www.umass.edu/diversity/home>.

## Program of Study for Nursing Majors

1. Please select courses listed in bold during the semester indicated.
2. Please also refer to University of Massachusetts graduation requirements:
3. Please select one or more of the following courses each semester to complete your General Education requirements and Nursing prerequisites in your first two years:

Gen Ed (HS)	4 cr
Gen Ed (AL/AT)	4 cr
Gen Ed (BS)	4 cr
Gen Ed (PS)	4 cr
Global and US Diversity (DG/DU)	4 cr (choose courses with HS or AL/AT)
Statistics (R1/R2) *	4 cr

\* *Statistics is a Nursing Prereq in your first 2 years. Stats 111, Stats 240, ResEcon 211 or 212 fulfill R1 and R2.*  
 All of the following prerequisite and nursing courses and at least 63 credits must be completed by the end of the sophomore year.

### Sample Program of Study: First Two Years (Freshmen entering Fall 2024 or later)

Course	Title	Credits
<b>Freshman Year Fall</b>	<b>Semester Total</b>	<b>15</b>
Prereq to KIN 270 (PS or BS)	KIN 100 or 110, BIOL 151, CHEM 110 or 111	4
Psych 100 (SB)	Introductory Psychology	4
Nursing 150 (RAP/non- RAP)	Faculty Seminar for 1 <sup>st</sup> -yr Nursing students	1
Nursing 100	Perspectives in Nursing	3
Engl/WP 112 or ENGL/WP 112H (CW)	College Writing (Writing Program)	3
<b>Freshman Year Spring</b>	<b>Semester Total</b>	<b>16</b>
KIN 270	Anatomy & Physiology I w/Lab	4
Nursing 212 (SI/DU)	Cultural Diversity in Health & Illness	4
Nutrition 130 (BS)	Human Nutrition	4
Gen Ed or Statistics		4
<b>Sophomore Year Fall</b>	<b>Semester Total</b>	<b>19</b>
KIN 272	Anatomy & Physiology II w/Lab	4
Microbiology 255	Introduction to Medical Microbiology w/Lab	4
Nursing 202	Issues of Aging in a Global Society	4
Nursing 210	Human Development Through the Life Cycle	3
Gen Ed or Statistics		4
<b>Sophomore Year Spring</b>	<b>Semester Total</b>	<b>14</b>
Nursing 333	Pathophysiology/Pharmacology I	3
Nursing 315	Health and Physical Assessment	3
Nursing 216	Principles of Nursing Care I	2
Nursing 298C	Principles of Nursing Care I – Practicum	2
Gen Ed		4

### Program of Study for last two years in Major

(Complete at least 57 cr in junior and senior year)

- Students are assigned when they take specialty courses (maternity, pediatrics, psychiatric/mental health, community health nursing, adult health nursing)
- There are two required Nursing Electives that are different from an elective taken in other departments. They must be taken for a letter grade. Students will have a choice based upon availability.
- Students will have an opportunity to request preference for their senior internship placement but the decision of where the internship is done is based upon faculty discretion regarding student's learning needs and availability of placements.
- NCLEX-RN licensure preparation assessments (ATI) must be taken as assigned.

Course	Title	Credit
<b>Junior Year Fall</b>	<b>Semester Total</b>	<b>15</b>
Nursing 316	Principles of Nursing Care	2
Nursing 334	Pathophysiology/Pharmacology II	3
Nursing 317 (CW)	Writing in Nursing Ethics (2 <sup>nd</sup> College Writing req.)	3
Nursing 398E	Principles of Nursing Care: Practicum	2
Nursing 420	Introduction to Nursing Research	3
Elective		2
<b>Junior Year Spring or Senior Fall</b>	<b>Semester Total</b>	<b>14</b>
Nursing 325	Maternal-Newborn Nursing	2
Nursing 398I	Maternal-Newborn Nursing: Practicum	2
Nursing 326	Nursing Care of Children	2
Nursing 398F	Nursing Care of Children: Practicum	2
Nursing 327	Psychiatric-Mental Health Nursing	2
Nursing 398G	Psychiatric-Mental Health Nursing: Practicum	2
Elective		2
<b>Junior Year Spring or Senior Fall</b>	<b>Semester Total</b>	<b>15</b>
Nursing 432	Nursing Care of Adults: Acute	3
Nursing 433	Nursing Care of Adults: Chronic	3
Nursing 498C	Nursing Care of Adults: Practicum	3
Nursing 439	Community Health Nursing	3
Nursing 498T	Community Health Nursing: Practicum	3
<b>Senior Year Spring</b>	<b>Semester Total</b>	<b>12</b>
Nursing 438	Professional Role in Nursing (Integrative Experience –IE)	3
Nursing 498	Internship	4
Nursing 441	Decision Making Strategies for Professional Nursing	1
Nursing Elective		2
Nursing Elective		2
<b>TOTAL CREDITS:</b>		<b>120</b>

### Estimated Costs

The University of Massachusetts at Amherst sets the tuition and fee structure for all traditional Undergraduate and Graduate programs, except for Flexible Education Division (University+)/Online Education programs. The following websites will provide you with the most up-to-date tuition and fee structure and meal plan rates.

Tuition and Fees: <https://www.umass.edu/bursar/tuition/undergraduate-tuition>

Bursar's Office Explanation of Fees: <https://www.umass.edu/bursar/fee-explanation>

Estimated Meal Plan Costs: <https://www.umassdining.com/meal-plans>

Nursing program fee is \$1000 per semester.

The Elaine Marieb College of Nursing provides the best possible clinical experiences for students, using a wide variety of in-patient, outpatient, and community sites (with day, evening, weekend, and night shifts used seven days a week). For this reason, public transportation or sharing transportation have not been reliable as means to get to the clinical agencies. **Students must provide their own transportation to clinical sites assigned by their course faculty.**

Other Estimated Supplies and Miscellaneous Costs for the Nursing Program as of September 2023 are posted on the Elaine Marieb College of Nursing website (costs are subject to change without notice).

**NOTE: Students are required to have health insurance.**

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## **RN to BS (Online)**

### **General Information**

#### **CURRENTLY ON HOLD**

The RN to BS option is an online program of study offered by the Elaine Marieb College of Nursing through the University Without Walls. It is an intensive curriculum for registered nurses who are returning to college to complete their baccalaureate degree. The RN to BS option combines online instruction and student-tailored practice to meet the needs of registered nurses with other life responsibilities. It calls for substantial student autonomy in meeting established objectives.

Clinical practice is arranged under faculty direction with the cooperation of community agencies and health care facilities including senior citizen centers, colleges, ambulatory care centers, community hospitals, and medical centers. The faculty assists the student in exploring new areas and laying the foundation for a problem-solving approach to nursing practice and research.

To receive a University of Massachusetts Amherst Bachelor of Science degree, a total of 120 credits must be successfully completed; of which 45 must be UMass credits:

- 60 non-Nursing credits submitted as transfer credits.
- 30 credits earned in the University of Massachusetts Amherst Nursing program.
- 30 additional Nursing credits will be awarded for RN licensure.

### **Admission Requirements**

- A minimum grade point average of 2.5 on a 4.0 scale from courses taken for the Associates Nursing degree and all the nursing prerequisites.
- Current R.N. licensure (new graduates must obtain prior to starting 2<sup>nd</sup> semester in program)
- One professional letter of recommendation
- Completion of 52 non-nursing credits (60 transfer credits must be completed by the second semester of study), including a grade of C or better in all nursing prerequisites.
- Grades must be consistent with graduation requirements for students of Associate Degree programs or Diploma programs.

**Sixty (60) credits of non-nursing coursework are distributed over the following areas:**

- The University's General Education requirements, completed by all students earning a bachelor's degree from the University. This includes diversity courses as required by the University.
- Six nursing prerequisites (all to be completed prior to beginning the nursing course sequence): 1. Nutrition; 2. Human Anatomy (Anatomy & Physiology I with lab); 3. Human Physiology (Anatomy & Physiology II with lab); 4. Medical or General microbiology with lab; 5. Life Span Growth and Development; and 6. Statistics.
- Electives (7 to 9 credits)

An additional 30 credits may be earned via submission of RN licensure, of which 15 credits will be considered University of Massachusetts Amherst residence credit.

***A grade of C or higher is required in all coursework.***

Students must provide evidence of high school degree conferral as documented by official transcript, including translations and evaluations of non-English transcripts and compliance with the immunization requirements specified by the Massachusetts Department of Public Health.

**Application deadlines: \*This program is on hold and not currently accepting applications.**

**March 15** for June admission and **November 1** for January admission; to apply, visit <https://www.umass.edu/uww/resources/apply-to-rn-to-bs>

**RN to BS Program of Study**

**One Year Plan of Study**

Spring		
N418	Nursing Care of Families	3 cr
N420	Introduction to Nursing Research	3 cr
N438	Professional Role in Nursing	3 cr
Summer		
N212	Cultural Diversity in Health and Illness	4 cr
N317	Writing in Nursing Ethics	3 cr
N439	Community Health Nursing	3 cr
Fall		
N315	Health and Physical Assessment	3 cr
N440	Health Equity for Community Nursing	3 cr
N498S	Health Equity for Community Nursing: Practicum	2 cr
Winter		

N235	Introduction to Health Informatics	3 cr
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#### Two Year Plan of Study

Spring 1		
N418	Nursing Care of Families	3 cr
Summer 1		
N317	Writing in Nursing Ethics	3 cr
N439	Community Health Nursing	3 cr
Fall 1		
N315	Health and Physical Assessment	3 cr
Winter 1 or 2		
N235	Introduction to Health Informatics	3 cr
Spring 2		
N420	Introduction to Nursing Research	3 cr
N438	Professional Role in Nursing	3 cr
Summer 2		
N212	Cultural Diversity in Health and Illness	4 cr
Fall 2		
N440	Health Equity for Community Nursing	3 cr
N498S	Health Equity for Community Nursing: Practicum	2 cr
Winter 1 or 2		
N235	Introduction to Health Informatics	3 cr

**Total course credits: 30**

**+30 credits awarded for RN licensure**

**+60 incoming credits on admission**

**= 120 credits total to graduate**

For additional information, contact: Liz Theroux, RN-BS Program Assistant: [etheroux@acad.umass.edu](mailto:etheroux@acad.umass.edu), 413-545-5096. For the most up to date information, visit [www.umass.edu/nursing](http://www.umass.edu/nursing).

#### RN – BS: Estimated Cost

**As of September 2024 (Costs Subject to Change)**

The University of Massachusetts Amherst believes that the primary responsibility for financing your college education rests with you and your family. Financial aid is available to assist in your efforts. University tuition and fees are established each spring for the following academic year. The total of

these expenses is your Cost of Education and is used to determine your eligibility for financial aid.

**Tuition 2024-2025: \$550/credit plus \$85/term registration fee.**

*Cost per credit is the same for in state and out-of-state students.*

Other estimated supplies and miscellaneous costs for the RN-BS track as of September 2023 are posted on the Elaine Marieb College of Nursing website (costs are subject to change without notice). As an added incentive and to recognize our partnerships in the community, we also offer a 25% discount for the RN/BS program for RNs employed in our active community placement agencies and for associate degree in nursing graduates of Massachusetts Community colleges.

## **Accelerated Bachelor of Science**

### **General Information**

The Accelerated Track is a 16-month Elaine Marieb College of Nursing course of study. The program is designed for individuals with a non-nursing bachelor's degree who are interested in pursuing professional nursing. This is a full-time, fast-paced program that requires significant dedication and commitment. Students spend 4-5 days per week in the classroom and in clinical sites. Preparation for class and clinical is critical for success in this program. Outside employment is discouraged due to the intensity of this program.

The program builds on the students' previous education, experience, and required prerequisites. Lectures, case studies, group projects, seminars, clinical practice, simulated laboratory, independent study, multimodal content, and self-paced modules provide the foundation for an approach to nursing that is humanistic and scientific. Community agencies such as senior citizen centers, colleges, ambulatory-care centers, community hospitals, medical centers, home-care agencies, long-term care facilities, and community and public health agencies are used for clinical practice.

Completion of requirements is part of the qualification for the non-licensed graduate to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN®), a prerequisite to working as a registered nurse, and provides an academic foundation for graduate study in nursing.

Students who satisfactorily complete the 58 residence credits will be awarded a Bachelor of Science Degree with a major in Nursing. This 16-month track begins in the fall semester, and continues through the winter session, spring semester, summer sessions, and a second fall semester.

### **Admission Requirements**

Evidence of bachelor's degree in a field other than Nursing, as documented by official transcripts (including translations and evaluations of non-English transcripts).

- B or better (3.0) in the following prerequisite courses: General or Medical Microbiology with lab, Human Anatomy (or Anatomy & Physiology I with lab), Human Physiology (or Anatomy & Physiology II with lab).
- C or better (2.0) in the following prerequisite courses: Human Nutrition, Statistics, and Human Growth and Development throughout the Lifespan
- Overall GPA in the prerequisite courses of B or better (3.0)

- One letter of reference
- Resume
- Completion of essay
- Non-native speakers of English on Foreign Student Visas that apply for admission to the College must submit their TOEFL Scores. A minimum passing score is 80.

### Admissions Procedure

Applicants are ranked according to the strength of their GPA in the prerequisite courses, their overall undergraduate GPA, past or current clinical experience, recommendations, essay, resume, and (for foreign students) TOEFL scores.

The application deadline for classes that start in August is **January 8**. To apply, visit <https://www.umass.edu/universityplus/resources/apply-to-accelerated-bachelor-in-nursing>

Students must provide evidence of high school degree conferral as documented by official transcript, including translations and evaluations of non-English transcripts and compliance with the immunization requirements specified by the Massachusetts Department of Public Health.

### Accelerated BS Program of Study

The program starts with an orientation session before the first class begins. There are at least two days per week of clinical experience each semester that can occur on weekdays or weekends and on day, evening, and night shifts. In the summer and fall semesters of the following year, there may be up to four days of clinical each week. Each didactic class credit is equivalent to one hour in class per week and at least three hours of outside of class preparation and study. Each clinical credit hour equals 42 hours per semester. The total time commitment is 24-30 hours per week, plus study time of approximately 10-16 hours each week.

The Accelerated track is a full-time commitment with little room to accommodate personal schedules. The student may be required to rearrange other responsibilities to meet the demands of the program.

The Elaine Marieb College of Nursing provides the best possible clinical experiences for students, using a wide variety of in-patient, outpatient, and community sites (with day, evening, weekend, and night shifts used seven days a week). For this reason, public transportation or sharing transportation have not been workable as means to get to the clinical agencies. Instead, students must provide their own transportation to the clinical sites assigned by their course faculty.

Course	Course Title	Semester	Credits
<b>TOTAL TERM 1</b>	<b>Fall</b>		
N315	Health and Physical Assessment	Fall 1	3
N333	Pathophysiology/Pharmacology I	Fall 1	3
N406	Nursing Process: Clients with Common Health Disruptions	Fall 1	3
N407	Nursing Process: Clients with Common Health Disruptions: Practicum	Fall 1	4
N420	Introduction to Nursing Research	Fall 1	3
			<b>16 cr</b>



<b>TOTAL TERM 2</b>	<b>Winter</b>		
N304	Concepts of Nursing	Winter	2
			<b>2 cr</b>
<b>TOTAL TERM 3</b>	<b>Spring</b>		
N334	Pathophysiology/Pharmacology II	Spring	3
N436	Comprehensive Nursing	Spring	4
N437	Comprehensive Nursing: Practicum	Spring	3
N439	Community Health Nursing	Spring	3
N498T	Community Health Nursing: Practicum	Spring	3
			<b>16 cr</b>
<b>TOTAL TERM 4</b>	<b>Summer</b>		
N325	Maternal-Newborn Nursing	Summer	2
N398I	Maternal-Newborn Nursing: Practicum	Summer	2
N326	Nursing Care of Children	Summer	2
N398F	Nursing Care of Children: Practicum	Summer	2
N327	Psychiatric-Mental Health Nursing	Summer	2
N398G	Psychiatric-Mental Health Nursing: Practicum	Summer	<b>2</b>
			<b>12 cr</b>
<b>TOTAL TERM 5</b>	<b>Fall 2</b>		
N438	Professional Role in Nursing	Fall 2	3
N498	Internship*	Fall 2	4
N441		Fall 2	1
N321	Preventive Care and Integrative Therapies Decision-Making Strategies for Professional Nursing	Fall 2	2
Nxxx	Nursing Elective	Fall 2	2
			<b>12 cr</b>
<b>TOTAL CREDITS</b>			<b>58</b>

**\*About the Internship (N498):** The internship, following the successful completion of all previous semesters' courses, is an important component of the program for facilitating transition from student to professional nurse roles. This experience approximates the responsibility in a beginning level staff position offered under faculty guidance and a professional nurse preceptor mentor. The internship requires 12-24 hours a week in a clinical setting, providing the student with an opportunity to synthesize concepts and theory from previous coursework and to apply this knowledge in clinical practice.

The Accelerated Track may be revised in response to rapid advances in scientific technology, new trends in health care delivery, and evidence from nursing research. Refer to the Elaine Marieb College of Nursing website for the most up to date information:  
<https://www.umass.edu/nursing/academic-programs/accelerated-bs-nursing> .

### Accelerated BS: Estimated Fees and Expenses

*As of September 2024 (Fees are subject to change. Check with Bursar's office for most up-to-date fees)*

**Tuition 2025-2026: \$695/credit plus \$85/term registration fee.**

*Cost per credit is the same for in state and out-of-state students.*

Other Estimated Supplies and Miscellaneous Costs for the Nursing Program as of September 2024 are posted on the Elaine Marieb College of Nursing website (costs are subject to change without notice).

Students are responsible for paying for Room/Board and are required to always carry personal health insurance. The Elaine Marieb College of Nursing provides the best possible clinical experiences for students, using a wide variety of inpatient, outpatient and community sites (with day, evening, weekend, and night shifts used seven days a week). For this reason, public transportation or sharing transportation have not been workable as means to get to the clinical agencies. Instead, students **must provide their own transportation to the clinical sites assigned by their course faculty.**

*The University of Massachusetts Amherst believes that the primary responsibility for financing your college education rests with you and your family. Financial aid is available to assist in your efforts. The total of these expenses is your Cost of Education and is used to determine your eligibility for financial aid.*

## **Description of Nursing Courses in the Undergraduate Program**

***All courses are 3 credits unless otherwise noted.***

### **100 – Perspectives in Nursing (4-year Majors) 3cr**

This course provides an overview of healthcare services and historical events in nursing. The role of the nurse and patient experience will be introduced.

### **150 – Faculty Seminar for First-Year Nursing Students 1 cr**

Faculty seminars are used to explore the role of the professional nurse through discussions with nurse leaders, group discussions, critical thinking exercises, values clarifications and self discovery.

### **202 - Issues of Aging in a Global Society 4 cr**

Examination of concepts, issues, research, and theories related to human responses to biophysical, psychosocial, and cultural phenomena that affect older adults globally. (Gen. Ed. SB)

### **210 – Human Growth and Development throughout the Lifespan 3 cr**

The study of human growth and development from a lifespan perspective, emphasizing the evolution of the whole individual. Gross and fine motor development, cognitive growth, language development, and social growth at each age level. The interaction of such variables as culture, ethnicity, class, and gender. Major trends and issues with a focus on individual, institutional, contextual, and cultural influences and effects. Open to non-majors.

### **212 - Cultural Diversity in Health and Illness 4 cr**

Exploration of theoretical foundations for understanding cultural diversity in health and illness beliefs and behaviors and selected practical implications of this understanding. Emphasizes cultures within the United States. Prerequisite: admission to nursing major or consent of instructor. (GenEd. SI, DU)

### **216 - Principles of Nursing Care I 2 cr**

This course introduces concepts and principles essential for nursing practice including nursing process, therapeutic communication, and nursing care delivery. Concepts related to microbiology and infection control are introduced.

### **235 - Introduction to Healthcare Informatics (RN-BS) 3cr**

This survey course will provide a state-of-the-art overview of the role of information technology in healthcare with emphasis on essential content and applications in healthcare informatics.

**298C - Principles of Nursing Care I: Practicum 2 cr**

This clinical course provides an opportunity for students to develop beginning skills in gathering patient data and providing safe basic nursing care.

**304 – Concepts in Nursing (Accelerated) 2 cr**

This course provides an overview of healthcare and historical events in nursing. The evolving role of the professional nurse and trends in patient care are introduced.

**315 - Health and Physical Assessment in Nursing -3 cr**

Students organize, interpret and document data using processes of interviewing, physical exam, and clinical reasoning skills.

**316- Principles of Nursing Care II 2 cr**

Considers selected ethical, legal, and epidemiological issues of significance to nursing, in order to understand principles of health promotion of individuals within the community. Preparation for practice provided in relation to illness prevention and health maintenance or restoration using the nursing process. Concurrent with NURSING 315 and 398E. Prerequisite: upper division standing in major.

**317– Writing in Nursing: Ethics 3cr**

Ethics and the role of the nurse are used as the contexts for the development of writing skills. The techniques of specific types of writing are learned through writing assignments, peer editing and instructor feedback.

**321 - Preventive Care and Integrative Therapies 2 cr**

Students will incorporate evidence-based preventive care concepts into lifestyle management skills that address healthy nutrition, physical activity and integration of complementary modalities for client care.

**325 – Maternal-Newborn Nursing 2 cr**

This course introduces the student to the theory and practice of maternal-newborn nursing care for families in the childbearing year. Both uncomplicated and high-risk pregnancy, birth, postpartum, lactation, and newborn care are discussed. Prereq: Successful completion of Level 1 Nursing courses.

**326 - Nursing Care of Children 2 cr**

The development of nursing knowledge and skills related to children and families during childbearing and childrearing experiences, including communication, teaching/learning, assessment, and management. Concurrent practicum: NURSING 398F. Prerequisite: successful completion of all Level 1 requirements.

**327- Psychiatric-Mental Health Nursing 2 cr**

The experience of mental health and illness addressed from selected theoretical perspectives and theories upon which the clinical practice of community mental health nursing is based and considered. Concurrent practicum: NURSING 398G. Prerequisite: successful completion of all Level I requirements.

**333- Pathophysiology/Pharmacology I 3cr**

This course explores major elements of altered disease processes at the cellular, tissue, and

organ levels and pharmacological agents used to treat, manage, prevent or cure diseases across the lifespan.

**334– Pathophysiology/Pharmacology II 3cr**

This course explores major elements of specified disease processes at the cellular, tissue, and organ levels and the pharmacological agents used to treat, prevent or cure diseases across the lifespan. Students examine processes that interfere with human health and underlie disease, address pathological changes in the body, and integrate this knowledge with pharmacological therapy and safe medication management. Nurses must have an understanding of pathophysiology and a current knowledge of pharmacology in order to optimally provide for the health needs and safety of patients.

**398E – Principles of Nursing Care II: Practicum 2 cr**

An opportunity to apply theory to nursing practice and to develop beginning proficiency in basic nursing and health promotion skills with the individual in the community. Concurrent with NURSING 315, 316.

**398F – Nursing Care of Children: Practicum 2 cr**

The application of principles of therapeutic and professional communication, teaching-learning, anticipatory guidance, parenting safety, assessment and management of individuals and families, health and illness states, and professional development to affect the health of children, parents, families, and self. Concurrent with NURSING 326.

**398G – Psychiatric-Mental Health Nursing: Practicum 2 cr**

The development of competencies in community-based care of clients in need of psychiatric mental health nursing services with the goal of promoting optimal mental health. Concurrent with NURSING 327.

**398I - Maternal-Newborn Nursing: Practicum 2 cr**

This course focuses on providing care that positively affects health of pregnant women, newborns, parents and families. Principles of health and illness states, professional development, anticipatory guidance, parenting safety, assessment and management of individuals and families will be employed.

**406 – Nursing Process: Clients with Common Health Disruptions 3cr**

This course will develop a theoretical foundation for the nursing process and the underlying rationale for fundamentals of nursing practice. Nursing process is applied to the care of clients who are either at risk for or are experiencing common disruptions of health.

**407 – Nursing Process: Clients with Common Health Disruptions: Practicum 4 cr**

This clinical course provides opportunities for experience in application of nursing knowledge through nursing process and development of fundamental nursing skills. Clinical experiences will be offered primarily in secondary care settings including community hospitals, long-term care and/or rehabilitation facilities with clients across the life span. The emphasis is on health promotion and nursing care of individuals across the lifespan who are experiencing, or at risk for, common health disruptions.

**408 – Issues in Women’s Health 2 cr**

Students will explore the health needs of women across the lifespan and within the social context of health determinants that affect the life and health of women across cultures.

**409 - Nursing Care in the Neonatal Intensive Care Unit 2 cr**

This course introduces students to neonatal nursing (neonates born prematurely/ill and requiring NICU care). Students will examine the pathophysiology of the premature/ill neonate and management of the neonate and family.

**410 – Nursing, Social Change, and Health Justice 2 cr**

Examines the philosophy, theory, and role of nursing in leading social change for health justice. Includes emancipatory knowing, social change models, community engagement, coalition building, and activism.

**411 – Palliative Care Nursing – Responding to the Needs of Persons with Life-Limiting Illnesses 2 cr**

Examines the philosophy, theory, and role of nursing in palliative care. Includes palliative care communication, assessment, management of symptoms, end of life planning, and compassionate care for self and others.

**418 – Nursing Care of Families 3cr.**

Utilizing family theory and principles to guide practice, this online course explores foundations of family theory as it relates to health and illness in families across the lifespan.

**420 – Introduction to Nursing Research 3cr.**

This course will provide students with the opportunity to reflect on and integrate their learning and experiences in General Education courses and courses specific to the nursing major into real-world experiences in nursing, through the lens of nursing research. Skills, attitudes and knowledge from multiple sources and experiences will be discussed and used as a framework for student reflection. The aim of this course is to introduce the student to research designs and methods, evidence-based practice, critique of published nursing studies, and clinical problems and decision-making issues facing professional nurses today. Students will consider how multiple perspectives influence the design and conduct of nursing research, and how their own perspectives influence their reaction to published research.

**432 – Nursing Care of Adults: Acute 3cr.**

Concepts of restorative nursing care of clients across the lifespan who are sick. Prerequisite: successful completion of all Level I and Level II requirements. Concurrent with NURSING 498C.

**433 – Nursing Care of Adults: Chronic 3cr.**

This required course is focused on concepts of restorative nursing care for groups of individuals with complex health disruptions, which include illnesses that co-exist and cause acute exacerbations of chronic illnesses.

**436 – Comprehensive Nursing 4 cr**

This course focuses on the role and responsibilities of the nurse in assisting clients of all ages and their families in management of human responses to complex health disruptions. The content learned in this course will assist students in managing the care of clients in the clinical setting.

**437 – Comprehensive Nursing: Practicum 4 cr**

This course focuses on the role and responsibilities of the nurse in assisting clients of all ages and their families in management of human responses to complex health disruptions. Selected nursing diagnoses are used to organize and delineate the content. Clinical practice will take place in hospital and community settings.

**438 – Professional Role in Nursing 3 cr.**

Theory course focusing on historical, ethical, legal, political, societal and organizational issues to analyze professional nursing roles. The process of change within organizations, communities and health systems will be explored.

**439 – Community Health Nursing 3cr.**

Synthesis of public health theory, epidemiology, theories of health promotion, and nursing theory enable students to identify health concerns and become involved in promoting health and wellness in selected communities, while emphasizing diversity.

**440 – Health Equity in Community Health Nursing (RN to BS) 3cr**

Emphasis is placed on synthesis of new and previously acquired knowledge with community and aggregate nursing practice. Special attention will be placed on providing care to vulnerable and underserved populations in community-based settings.

**441 - Decision Making Strategies for Professional Nursing 1 cr (taken Pass/Fail)**

This course, offered the semester before graduation, assists students to further develop and practice decision-making skills needed for entry level clinical nursing practice using case scenarios and practice questions.

**498 – Internship 4 cr**

This practicum prepares students for beginning professional nursing practice. Students are expected to synthesize knowledge and skills to manage and advocate for groups of clients in various settings.

**498C – Nursing Care of Adults: Practicum 3cr.**

In this clinical practicum, students provide and manage nursing care for select clients with restorative health care needs. Emphasis is on providing care to sick clients in inpatient settings.

**498S – Health Equity in Community Health Nursing: Practicum (RN to BS) 2 cr**

Emphasis is placed upon refinement of nursing skills, including methods of health promotion across the life span, with vulnerable and underserved populations. Includes individual and group decision-making, leadership, and professional role transition.

**498T – Community Health Nursing: Practicum 3 cr**

The purpose of this clinical practicum is to provide the student with the opportunity to plan and provide community-based nursing care and a population based intervention.

## **Special Academic Programs**

### **Departmental Honors in Nursing: Commonwealth College (4-year Nursing Majors only)**

Departmental Honors (DH) is an Advanced Scholarship track of Commonwealth Honors College (CHC). Students have the option to complete either multidisciplinary honors (MH) or departmental honors.

#### **Successful graduation with departmental honors requires:**

- Completion of the DH requirements with minimum grades of B (or as specified below)
- 3.4 minimum cumulative GPA
- Submission of a properly formatted Honors Thesis will result in the award of "Departmental Honors" on the student's academic transcript.

For information about DH, speak with the Honors Program Director Kimberly Dion, ([kadion@nursing.umass.edu](mailto:kadion@nursing.umass.edu)). For information about the full CHC Curriculum see <https://www.umass.edu/honors/curriculum>.

### **Departmental Honors Admission Criteria:**

Minimally, to be eligible to apply for DH, students must have:

- An overall GPA of 3.40 or higher earned after one full-time semester of UMass Amherst coursework.
- The ability to complete the DH-Track requirements.
- The ability to complete the CHC residency requirement, i.e., 45-graded (not pass/fail) credits earned at UMass Amherst (not transferred).

### **Commonwealth Honors College Admission Process:**

- UMass Amherst students who are not already members of CHC must apply to DH or MH via the CHC online application using the following link: <https://www.umass.edu/honors/admissions>.
- Commonwealth Honors College members meet with the Department Honors Program Director (HPD) regarding their interest in joining Departmental Honors (DH), an Advanced Scholarship track of CHC. The HPD will determine a student's eligibility and preparedness for DH. Admission to DH will be at the discretion of the HPD based on the criteria as established by the department and CHC (see Admission Criteria above). The HPD will notify the CHC office of newly accepted DH students so appropriate steps can be taken for SPIRE designation.

### **Commonwealth Honors College Program Requirements:**

- 2 NURS honors courses 300-level or higher
- Successful completion of an Honors thesis.
- Individually contracted: NURS 499Y Honors Research and NURS 499T Honors Thesis

### **Nursing Residential Academic Program (RAP) (4-year Nursing Majors only):**

The Nursing Residential Academic Program (RAP) is designed exclusively for first-year nursing majors and is highly encouraged. This positive living and learning environment help first-year students excel academically and adjust to the University. All students accepted to the nursing major are required to join a Faculty First Year Seminar, whether they choose to do it in a RAP or not. Nurse RAP provides an opportunity for first-year students to live in the same residence hall, have access to a peer mentor, form friendships with other nursing students, and share common classes in the fall semester, including College Writing (ENGLWP 112) and Faculty Seminar for First Year Nursing Students (N150).

### **International Programs**

Nursing students may study abroad during the sophomore year and/or summer and spring breaks. Study abroad options in the 2024-2025 academic year may be available in Madrid, Spain, and Cyprus.

Contact Ann Becker, International Programs Director for Nursing ([abecker@uhs.umass.edu](mailto:abecker@uhs.umass.edu)), for more information.

# Elaine Marieb College of Nursing Requirements, Policies, and Procedures

## A. Elaine Marieb College of Nursing Academic Policies

*Students are responsible for acting in accordance with the University and College of Nursing regulations and policies. See also “Key Policies” at the beginning of the Handbook.*

### a. General Academic Policies

1. Students will follow the sequence of courses as outlined in the plan of study. The student carries the responsibility for ensuring that the prerequisites for coursework are met and that coursework is taken in the proper sequence. Any change to the plan of study must be approved by the Academic Dean.
2. The academic standard for students in the College of Nursing is a cumulative grade point average (CGPA) of 2.5 or above, with no grade in a required prerequisite course below a C (2.0). Those courses include CHEM 111 or any prerequisite for KIN 270 and, KIN 272, any Human Nutrition course, PSYCH 100, Microbiology (for students entering Fall of 2023 or later) and Statistics.
3. Successful completion of the physical and biological science prerequisites, college writing, and the R1 and R2 Math Tier requirements are required before progression into the Junior year of the nursing major.
4. If the Cumulative GPA falls below a 2.5 or the student has a grade below C in a required course, the student will not be allowed to progress to the next semester of required courses. Such students are required to meet with their academic advisor.
5. Each semester of required courses must be successfully completed before progression to the next semester, as outlined in the plan of study.
6. Students who do not progress satisfactorily through the nursing curriculum in its regular sequence or who take a leave of absence are not guaranteed that the curriculum and courses from which they departed will be in place upon their return. Such students will be expected to complete the curriculum of their new graduation date. Continuation in the program is based on space availability.
7. Didactic Nursing courses may be repeated once with no prior approval and twice with the permission of the Academic Dean. Failure to pass an undergraduate nursing course with a grade of C or better on the second attempt will lead to dismissal from the program. Repetition of a clinical course must be approved by the Academic Dean. If the student is denied a repeat of a clinical course, the student is dismissed from the College of Nursing. If an unacceptable grade is received in a required course, the student is on probation from the College of Nursing. Repeating any nursing course is on a space-available basis and requires payment of course tuition and fees.
8. Standardized NCLEX style examinations are required for progression in the program.
9. Students attending class or clinical who are impaired for any reason including the influence of alcohol and other substances will be asked to leave. If this behavior occurs in a clinical setting, it will be grounds for disciplinary action and dismissal.
10. Students must abide by all university policies in addition to those of the College of Nursing. Additional information may be found in the Registrar’s Academic Regulations document: Policies and Practices : University Registrar : UMass Amherst .

Students will be cleared for graduation and application for the RN licensure examination (NCLEX- RN®) when all graduation requirements of the university and College of Nursing have been met.



## Notes about final semester Internship course (N498)

1. Placement in an internship site is determined by the clinical facility and the College of Nursing. The College of Nursing will request the student's identified preferences; however, the College of Nursing cannot guarantee a placement in a requested facility or in a requested nursing field.
2. Medical/Surgical nursing is the default for all student requests. Example: if you request ICU, ER, Maternity; the College will add Med/Surg as a fourth option. Placements in Maternity, Pediatrics, ICU, ER, and PACU are **very limited**.
3. Requests will be sent to the first facility on the student's request list. If there are no available placements at that facility a request will be sent to the student's second facility of choice, etc.
4. Students **are not** to approach or contact nurses or Nurse Managers or other faculty regarding internship opportunities. Clinical agencies may refuse placements for students who do not follow the approved lines of communication for clinical placement. All communication regarding internship placements will be handled by the Clinical Placement Coordinator. Any contact information you have needs to be given to the Clinical Placement Coordinator.
5. Once a student's request is accepted by a facility no further searches will be made.
6. Students are required to be available for internship hours (class, lab, site hours) during all active University days in the semester.
7. Students must be available for other class days on the Amherst/Springfield campus as assigned. These include start of semester lab days, other courses, ATI testing days, and Simulation days. These days are mandatory and **require on-campus presence of the student for all courses**.
8. Students may receive communication over the summer months from the Course Coordinator regarding materials that may be due earlier than the start of term and students are responsible for checking for voicemails and emails daily. **Failure to submit required materials may cause your placement to be cancelled by the clinical agency or delay the start of internship hours.**
9. Credentialing materials must be completed in Exxat. **Failure to submit the required materials at the date and time specified by the College of Nursing will delay your start of internship hours and is a failure to meet clinical objectives for the internship course.**

### b. Grading

1. The standardized grading system used in all courses offered by the College of Nursing is as follows:

#### Theory Grading Scale

A = 93 -- 100	C = 73 -- 76
A- = 90 -- 92	C- = 70 -- 72
B+ = 87 -- 89	D+ = 67 -- 69
B = 83 -- 86	D = 63 -- 66
B- = 80 -- 82	F or IF = < 62
C+ = 77 -- 79	

#### Clinical Grading Scale

A = 4.0 (3.86 -- 4.0)	C = 2.0 (2.0 -- 2.29)
A- = 3.7 (3.7 -- 3.85)	C- = 1.7 (1.7 -- 1.99)
B+ = 3.3 (3.3 -- 3.69)	D+ = 1.3 (1.3 -- 1.69)
B = 3.0 (3.0 -- 3.29)	D = 1.0 (1.0 -- 1.29)
B- = 2.7 (2.7 -- 2.99)	F or IF = 0 (0 -- 0.99)
C+ = 2.3 (2.3 -- 2.69)	

2. No course required for the Nursing major may be taken on a Pass/Fail basis except as designated by the College of Nursing.
3. Clinical Evaluation Tool: All students who are completing clinical courses will be evaluated using a course-specific Clinical Evaluation Tool (CET). Please see [Appendix B](#) for a sample CET format.

4. The University Policy for **Incomplete grades** will be followed:

Students who are unable to complete course requirements within the allotted time because of severe medical or personal problems may request a grade of Incomplete from the instructor of the course. Incompletes are warranted only if a student is passing the course at the time of the request.

Instructors who turn in a grade of "INC" are required to leave a written record of the following information with the departmental office of the academic department under which the course is offered: (1) the percentage of work completed, (2) the grade earned by the student on the completed work, (3) a description of the work that remains to be completed, (4) a description of the method by which the student is to complete the unfinished work, and (5) the date by which the work is to be completed. In the case of an independent study where the entire grade is determined by one paper or project, the instructor should leave with the department information pertaining to the paper or project that will complete the course. To avoid subsequent misunderstanding, it is recommended that the student also be provided with a copy of this information.

Grades of Incomplete will be counted as F's until resolved and will, if not resolved by the end of the following semester, automatically be converted to an F. Faculty wishing to extend this deadline must write to the Registrar's Office stipulating a specific date by which the Incomplete will be completed.

Students are not permitted to re-register for a course in order to clear an Incomplete.

Requests for grade changes from INC to Y, from INC to a grade, from NR to a grade, or from a blank to a grade require the signature of the instructor only. In situations where an instructor has permanently left the employ of the University, the department chair or head (or designee) may change an INC to a final course grade after reviewing the information on student performance originally provided by the instructor at the time the INC was submitted and completing an evaluation of the makeup work of the student. Changes of an INC grade by the chair or head (or designee) require the signature of the Academic Dean in the College of Nursing. This procedure would normally be used only in cases where the original course instructor cannot be contacted, or the instructor refuses to evaluate the makeup work of the student or to provide an opportunity for the student to make up the missing work.

The College of Nursing states that if the course for which a student has received an Incomplete is prerequisite to another course, a grade of C or higher must be recorded before the student proceeds. In any event, contracts for completion are required when an INCOMPLETE is registered for the course. When the GPA is considered for honors, INC grades are detrimental to the CGPA.

5. Repeated Courses: Students may repeat a course for which they have received grades of C-, D+, D, or F. The grades received in both the original course and the repeated enrollment will remain on the student's record. Students may not enroll in a course more than twice without the approval of their Academic Dean.
6. American Psychological Association 7<sup>th</sup> edition -- APA style is the official style in citations for College of Nursing papers. For more information, please see the APA website at: <http://www.apastyle.org>.

### **c. Guidelines for Independent Study Contract**

The Independent Study Contract is a statement of bilateral obligations wherein the instructor agrees to provide direction and assistance, and the student agrees to complete stated learning activities to achieve objectives, which have been mutually agreed upon.

These guidelines are for use with departmental Independent Studies that permit variable allocation of 1 to 6 credits and may include a practicum, if desired. The Independent Study Learning Contract (LC) provides maximum feasibility and at the same time assures accountability for all concerned. University guidelines are followed for time expectations. For example, a 3-credit LC would be the equivalent of 3 class hours per week (or 42 hours per semester) plus approximately 9 hours of preparation per week (or 126 hours per semester).

#### **Assumptions**

- The student has had sufficient background in the subject to be able to establish objectives that are pertinent and relevant to the chosen area.
- Both student and instructor are willing and able to accept the necessary responsibility and commitment, which can be considerable.
- There is coherence in the Learning Contract in that it is related not only to prior learning but also to future possibilities for study.
- It is possible to pursue the subject under study to the degree of complexity and level of intensity warranted.
- The terms of the LC are clearly understood by all parties concerned, are reasonable in scope and have a realistic timetable.
- Any LC that proposes research involving the participation of human subjects must be approved by the Elaine Marieb College of Nursing Committee on Scholarship and Human Subjects Review.
- The LC can be renegotiated if the situation warrants.

#### **Process**

- The student brings to the instructor a written statement of the objectives to be attained, and a brief description of the learning activities believed to assure the attainment of the objectives.
- The instructor aids in the refinement of the statement of objectives to assure that they will meet individual learning needs and involve adequate study of the subject.
- Both student and instructor identify appropriate and available learning resources.
- If a practicum is involved, the instructor is responsible for the Letter of Agreement with the cooperating agency in accordance with policy and procedure.
- The learning activities and the use of selected learning resources are spelled out and their relationship to the objectives is made explicit.
- The criteria for evaluation and the evidence upon which evaluation is to be based are established. It should be clear how, by whom, when and on the basis of what evidence evaluation will be carried out.
- A written agreement is completed and signed by the student and the instructor with copies retained by each and a copy filed in the student's academic folder.

### **d. NCLEX Preparation**

Students are required to use assigned NCLEX preparation software (ATI) concurrent with the curriculum to ensure success with RN licensure. The cost of ATI is incorporated in the EMCON fees. See

**e. Professional Conduct**

1. It is expected that each student shall understand and act in accordance with the values, vision and mission of the Elaine Marieb College of Nursing, the Code of Ethics as promulgated by the American Nurses Association, the University Code of Conduct, and the Academic Honesty policy of the University. Failure to do so will constitute a cause for dismissal regardless of academic standing.
2. Confidentiality of information related to clinical experiences and anonymity of patients and families are to be preserved.
3. Professional accountability and responsibility include attendance at all scheduled clinical and classroom course experiences and being on time and well prepared for the respective experiences.
4. Respectful communication is expected of nursing students in all interactions with patients, peers, faculty, and clinical facility staff.

**f. Academic Policy and Procedure for Professional Conduct Standards/Violation Report for Standard of Safe Nursing Practice of Professional Conduct Policy**

*(Approved by Faculty Assembly 2011)*

**Policy:**

While enrolled in the University of Massachusetts Amherst College of Nursing, all pre-licensure students are expected to always abide by the Professional Conduct Standards. This policy is applicable only to pre-licensure students; all other students are held accountable to the Board of Nursing for adhering to these standards. Failure to abide by these standards will result in disciplinary action that may include dismissal from the nursing program.

**Procedure:**

1. All students will receive a copy of the Professional Conduct Standards at the start of the first designated nursing course for their program. The standards will be reviewed, and the student will sign an acknowledgement form that will be placed in the student's academic file.
2. At the beginning of each subsequent academic year, the Professional Conduct Standards will be reviewed with students by the appropriate course coordinators.
3. Violation of these standards will result in the following disciplinary action:

**First Violation:**

1. The faculty member will give students an immediate oral warning. The incident will be documented by the faculty member on the Violation of Professional Conduct Standards form. One copy will be given to the student and one signed copy will be placed in the student's academic file.
2. If this violation is of a serious nature, it may be referred to the Assistant Dean of Undergraduate Education and the Associate Dean for Academic Affairs for further disciplinary action, which might include dismissal from the program.

**Second Violation:**

1. The faculty member will document the incident on the Violation of Professional Conduct Standards form. Following discussion of the incident with the student, the faculty member will forward a copy of the signed form to the coordinator and Director of Undergraduate Programs for review and recommendation regarding further action.
2. The recommendation of the coordinator and Director of Undergraduate Programs will be forwarded to the Associate Dean for Academic Affairs for review and recommendations regarding reprimand or dismissal. If necessary, the Associate Dean for Academic Affairs recommendation will be forwarded to the Dean of the Elaine Marieb College of Nursing for final decision. This disciplinary action process will be documented and placed in the student's academic record.
3. If the student has not been dismissed and remains in the program, any additional violation will be documented and forwarded as indicated in steps 1 and 2 above. Disciplinary action may include dismissal from the nursing program.

*See Appendix H for the reporting form for the University of Massachusetts Amherst Elaine Marieb College of Nursing Undergraduate Program Violation Report for Standard of Safe Nursing Practice of Professional Conduct Policy*

**g. Professional Conduct Standards**

In addition to the University's Code of Student Conduct Policy, the following behaviors are expected for all clinical nursing students. These include, but are not limited to:

- Student will always adhere to HIPAA privacy requirements, which include, but are not limited to not removing, photocopying, or scanning documents that have personal identifiers from the clinical area, not leaving workstation computers open, and not engaging in discussion of clients outside accepted work area.
- Student will notify appropriate personnel of any absence, tardiness and (e.g., client, faculty, client's primary RN, preceptor) before leaving any clinical learning assignment including but not limited to clinical agencies, Simulation or skills lab, orientation or clinical conferences
- Student will practice within educational level, experience, and responsibilities while in the role of the nursing student.
- Student will not engage in unauthorized photography in the laboratory or clinical unit.
- Use of cell phones in the clinical setting is not permitted.

#### **h. American Nurses' Association Code of Ethics**

The Elaine Marieb College of Nursing abides by and adheres to the ***Code of Ethics for Nursing***, which is set forth by the American Nurses' Association as it relates to the professional conduct of nurses.

##### **American Nurses Association Code of Ethics (revised January 2025)**

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the recipient(s) of nursing care.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.
10. Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

#### **i. Registration**

Before registering for courses, students are required to review course selections with the Academic Advisor during the scheduled Academic Counseling period each fall and spring. Changes in course schedules should be accomplished with

Academic Advisor consultation. Authorization for credits more than eighteen requires approval by the Academic Dean.

**j. Policy for Undergraduate Electronic Testing: Students**

1. Testing in the Elaine Marieb College of Nursing prepares students in a similar testing environment to current licensure testing (NCLEX), which is a strategy for your success.
2. Testing accommodations should be presented to the instructor at the beginning of the semester.
3. Seating will be at the faculty's discretion and may be assigned. It is in your best interest to arrive at the testing room 15 minutes early to ensure an on-time start. Students may not be allowed to enter the room after an exam begins.
4. Testing device should be fully charged and have the test downloaded before arriving. Students should restart their computers and be connected to **Eduroam** before beginning their test. Students are not permitted to have any programs open on their testing device besides the testing software system.
5. All bags and belongings are to be placed either at the front of the room or away from the testing environment. No other items may be present on the desk, including water bottles, mugs, or blank paper. No hats, headphones, or ear buds are allowed. Items such as phones or other electronic devices should be turned off and stored.
6. Keyboards, cases, and covers are permitted if they are attached to the device. These must be free of any writing or notes and available to the proctor to check.
7. Backward navigation (the ability to return to a previous question once it has been submitted) is disabled on all exams.
8. The following are **prohibited**:
  - a. Attempting to take the exam before the exam period,
  - b. Attempting to take the exam outside of the testing area,
  - c. Continuing to take the exam after the exam period has concluded,
  - d. During exam review, note taking, for example on paper or recording of any kind, including photography.
9. Students must follow University Policy regarding Academic Integrity  
<https://www.umass.edu/senate/book/academic-regulations-academic-integrity-policy>
10. Passwords may not be shared with other students.
11. Excused or make-up exam arrangements must be made with the instructor **before** the scheduled exam time.
12. In the event of an issue with the student's device, the student should immediately bring their testing device to the proctor for assistance.
13. Additional testing time will not be granted for a bathroom or other break.

(Approved, Faculty Assembly 4/19/17)

## **B. Clinical Setting Policies and Procedures**

### **a. Assigned Clinical Sites**

To provide maximum clinical experience for students, multiple sites are used seven days a week with the potential of evening, weekend, and night hours. Students must be aware that clinical site assignments are arranged according to agreements with healthcare agencies and may require adjustment to the student's work or personal schedule for that semester.

### **b. Transportation**

Students are required to provide their own transportation to clinical and community sites that are contracted with the program. Public transportation or sharing transportation have not been workable as means to get to the clinical agencies. Instead, students must provide their own transportation to the clinical sites assigned by their course faculty.

### **c. Health Requirements**

Students in the Elaine Marieb College of Nursing are required to adhere to certain health maintenance procedures in compliance with standards prescribed by affiliating clinical agencies and The Commonwealth of Massachusetts General Laws, Chapter 76, Section 15C, entitled *Immunization of college health science students*. Students may use the services of their own family health care providers or the University Health Services. The policies are intended to protect the health and well-being of the client as well as the nursing student engaged in clinical practice. The health maintenance plan is as follows:

#### **Health Requirements**

All students need to set up an account with Exxat after admission to the Elaine Marieb College of Nursing. You will be responsible for uploading evidence of your immunizations and required documents into the self-service system before your first clinical. Certified Background Check will also perform a national background check on all students, which is necessary before entering clinical placements.

**All students must carry health insurance at all times while**

**registered as a student. CPR Requirement**

American Heart Association Course: BLS for the Healthcare Provider. This is the only course accepted by all of our affiliating agencies. Online courses are not acceptable.

**N95 Fit Testing**



Students are required to complete the **OSHA Respirator Medical Evaluation Questionnaire**. If Fit testing is required by the clinical agency, the student will be informed and scheduled for fit testing with University Environmental Health and Safety and complete the **University of Massachusetts at Amherst Request for Medical Evaluation**. If students have been recently Fit tested at a health care facility, they may provide that documentation as evidence of current Fit testing.

### **Professional Liability Insurance**

Professional Liability Insurance: Contact: [www.nso.com](http://www.nso.com) (Upload the one-page "Certificate of Insurance" for your file.)

Students are required to acquire and submit proof of medical malpractice insurance before entering courses with a clinical component. Students are also responsible for ensuring that a copy of the one-page certificate of insurance is on file at least three weeks prior to the start of the semester. Students are not allowed to participate in clinical experiences until this documentation is on file. Students will upload this insurance certification to their Exxat.com account.

### **Annual Update**

**Exxat** will send an email reminder for annual updates at least two weeks prior to their due date.

Healthcare agencies will not allow students to begin clinical experiences until this information has been received. Timely submission will prevent a student's clinical status from being in jeopardy.

**Students are required to notify the Elaine Marieb College of Nursing of any significant change in their health status that may affect clinical experiences. Examples include serious illness, accidents, injuries, or surgery which would require health care provider clearance prior to returning to the clinical setting. Students with significant health changes must provide documentation of clearance from their provider to return to clinical activities. The provider clearance note must specify any limitations.**

**NOTE:** It is the student's responsibility to make arrangements with the University Health Services (UHS) or their private health care provider in a timely fashion to comply with the above policies. When applicable, the College of Nursing will publicize the availability of special clinics set up by UHS to assist with required immunizations or updates.

**STUDENTS MUST PROVIDE THE COLLEGE OF NURSING WITH THE REQUIRED**

**APPROPRIATE DOCUMENTATION OF HEALTH STATUS TO PARTICIPATE IN EACH CLINICAL PRACTICUM.**

*A delay in returning the necessary documentation will prevent a student from attending clinical experiences.*

**d. Criminal Offender Record Information (CORI/SORI) Checks and Fingerprinting**

CORI ([Massachusetts] Criminal Offender Records Index) and SORI ([National] Sex Offender Records Index) checks are required by most clinical agencies and will be completed on all students and faculty once they are admitted to the program and yearly thereafter. Progression and clinical placements in the nursing program may be contingent upon a satisfactory CORI/SORI investigation. Please review the website at [Massachusetts Criminal Offender Record Information \(CORI\) | Mass.gov](#) for more details on CORI checks.

*Note: Some clinical agencies may require a National Background Check and Fingerprinting; this process will be explained as necessary.*

**e. Undergraduate Elaine Marieb College of Nursing Credentialing Policy**

As part of your professional role, nursing students are required to have very specific credentials to be present in hospitals, clinics, and community settings where we interact with the public. These are very similar, if not identical, to the requirements that you will have soon with an employer in the healthcare industry. Part of your education in nursing is learning to be prompt and meticulous about ensuring that all your documentation is **on time and kept current** to attend clinical. Please read this policy carefully to the end.

**It is the student's responsibility** to maintain their current credentials that may include CPR, a criminal background check, fingerprinting, immunizations, special training, etc. It is recommended that you begin a file with copies of all your documents, so you always have them at the ready for clinical agencies and employers.

1. At the Elaine Marieb College of Nursing, we use an external company that assists us in assuring clinical agencies that our students are credentialed for clinical. Exxat is the name of the company that securely maintains documents for the College, and this is where you must submit your materials for credentialing.
2. Before you come to nursing school, you may begin the credentialing process by taking an American Heart Association BLS for Healthcare Providers CPR class, seeing your healthcare provider, undergoing TB testing, and getting immunized.
3. When you enroll, you will be directed by email to register with Exxat.
4. As soon as you register with Exxat, you will get an email to begin uploading your documents into their secure site. You must have everything uploaded into Exxat by:

- a. Accelerated students - August 1st for fall clinicals, November 1 for spring clinicals and March 1 for summer clinicals.
  - b. Nursing majors: July 10 for fall clinicals and November 1 for spring clinicals.
  - c. All students- Between August 1-15<sup>th</sup> **each year**, you must upload modules to Centralized Clinical Placements at [www.mcnplacement.org/orientation](http://www.mcnplacement.org/orientation).
  - d. All students – October 1 for flu immunization verification.
5. You may from time to time receive an email from **Exxat** informing you that something has expired, and these must be attended to immediately. Never ignore reminders from Exxat, as it is likely you have a new requirement that has triggered a reminder email.
6. Anything marked INCOMPLETE in your Exxat account must be completed before you go to clinical. Anything marked REJECTED is incorrect documentation and the Exxat site will direct you how to correct the error. Anything marked OVERDUE must be completed immediately.
7. Students must attend to this in the term prior to a clinical course to have everything completed in a timely way and **should not leave for vacation** without ensuring that everything is complete. Some components must be completed in Massachusetts and CCP is not available outside of the USA.
8. Each term, on the first day of class in any clinical course and before you go to the clinical site, we will check to make sure you have completed all the requirements for students on the Exxat site.
9. **You may not attend clinical and will be sent home if you are not properly credentialed.**
10. At that point, a better use of your time will be going to complete whatever you failed to complete, but you will be missing precious learning time in clinical, **and it will be recorded as a 0.5 deduction in your clinical evaluation in the area of unprofessional behavior**. This will also be an unexcused clinical absence and cannot be made up, potentially impacting your ability to be successful in the course.

If you have questions or trouble uploading documents, please contact the Database Administrator, Jennifer Heim at the Elaine Marieb College of Nursing, [jheim@umass.edu](mailto:jheim@umass.edu), phone # 413-545- 5049.

University Health Services (UHS) collects state required immunization data through their New Student Immunization Office which is required for all UMASS students and a separate process.

*Please also follow any instructions you receive from UHS ([Immunizations : University Health Services : UMass Amherst](#))*

*Adopted by Faculty Assembly December 2016, edits approved 5/17, 5/18*

#### **f. Good Moral Character Policy**

The Massachusetts Board of Registration in Nursing [BORN] establishes policies

(based on MGL c. 112, ss. 74, 74A and 76 and Board regulations at 244 CMR 8.00) for initial licensure as a registered nurse or licensure by reciprocity in the Commonwealth of Massachusetts. One of the criteria for application for licensure involves the determination of “good moral character.” Failure to meet this criterion could delay or prevent licensure. Please refer to the Mass.gov website: <https://www.mass.gov/service-details/good-moral-character-requirements-for-nursing-licensure> for complete information. It is the student’s responsibility to seek legal guidance with any concerns about meeting these criteria.

#### **g. Guidelines for Conduct in**

##### **Clinical Settings Conduct**

It is expected that every student in the College of Nursing will adhere not only to the University of Massachusetts at Amherst Code of Student Conduct, but also to the American Nurses Association Code of Ethics for Nurses. The statement of the Code, included in the next section, provides guidance for conduct and relationships in carrying out nursing responsibilities consistent with the ethical obligations of the profession and quality in nursing care. All students who are completing clinical courses will be evaluated for conduct using a course-specific Clinical Evaluation Tool (CET). Please see [Appendix B](#) for a sample CET format.

##### **Clinical Practice**

The Elaine Marieb College of Nursing maintains contractual agreements for student experience with a variety of agencies. Students must meet the expectations of both the college and the agency for appropriate professional conduct and attire. In the event that a cooperating clinical agency asks a student to withdraw because the student’s conduct or clinical performance is unacceptable to the agency, the University will attempt to arrange for the student to obtain the clinical experience at another agency where the objectives of the course can be met. However, the effort of the University to place the student in another agency will depend upon the circumstances under which the student was dismissed from the first agency. If a student cannot demonstrate ability to deliver safe care at the level required in a course, the instructor has a responsibility to remove the student, so that the safety and welfare of clients are not compromised. (For example, inadequate knowledge of care or medications needed by clients, inappropriate or disruptive behavior or communications with clients, faculty or agency staff.) The student will receive a grade of “F” in the clinical course.

Attendance at all scheduled clinical practice experiences is mandatory. Absence for any reason must be explained and will be evaluated by the instructor, who will decide whether an alternative experience must be arranged. In instances when the student is ill

with a communicable disease, they are to remain home until symptoms have resolved. If warranted, the student must provide documentation from a healthcare provider stating that she/he can return to clinical without restrictions.

Should the university be officially closed, for example during a snowstorm, clinical practice is cancelled.

The clinical instructor will use feedback from a variety of sources in determining your clinical grade. These sources may include both written and verbal communication from all members of the healthcare team, including patients and family members. However, the final determination of your grade is the responsibility of the clinical instructor.

Clinical experiences are based on students' learning needs and course objectives. Clinical experiences are primarily based in clinical agencies outside the University.

#### **h. Medication Administration and Dosage Calculation Exam Policy (Updated CUAM 2025)**

Students must adhere to the Elaine Marieb College of Nursing policy, Clinical Facility policy, and/or the State Regulations in the administration of medications.

1. A medication dosage calculation test is required in each semester when students will be passing medication.
  - a. Students must pass a practice medication dosage calculation test with a score of 100% before taking the official medication dosage test.
  - b. Students are required to pass the official medication dosage calculation test with a score of at least 90% in order to administer medications in the clinical setting.
  - c. Two retakes are allowed.
  - d. If the student does not achieve a passing score (90%) the student will not be permitted to administer medication. This will result in course failure.
2. Students may be limited in the medications that they can administer according to the course specific administration guidelines or Clinical Facility policy.
3. All medication administration must be approved and directly observed by the faculty, Registered Nurse, or preceptor.
4. Students must follow any course-specific guidelines regarding medication administration.

#### **Unsafe Nursing Practice Policy (Policy adopted 2011)**

The faculty of the Elaine Marieb College of Nursing has an academic, legal, and ethical responsibility to prepare graduates who are competent in safe nursing practice to protect health of individuals and communities. It is within this context that students are disciplined or dismissed from the Elaine Marieb College of Nursing for unsafe practice or unsafe behavior that threatens or has the potential to threaten the safety of a client, a family member or substitute familial person, another student, a faculty member, or other health care provider.

**Practices or behaviors that warrant disciplinary action include, but are not limited to:**

- Excessive use of faculty time to ensure safe practice by one student to the detriment of other students in the clinical rotation.
- Inadequate or poor preparation for or understanding of nursing care, patient's medications, or patient's nursing needs.
- Acts of omission or commission in the care of clients including, but not limited to:
  - physical abuse and/or neglect
  - placing clients in hazardous positions, conditions, or circumstances
  - mental, emotional or sexual abuse of others
  - failure to rescue
  - failure to use appropriate judgment in administering safe nursing care consistent with the level of nursing preparation
  - violating or threatening the microbiological safety of the client, such as by breaking aseptic technique during procedures
  - failure to use standard and transmission-based precautions in clinical practice
  - inability to apply previously learned skills and principles in providing nursing care
  - failure to observe or report critical assessment results regarding patients in a timely fashion
  - failure to assume responsibility for completing nursing actions
  - a violation of clients' rights

***Unsafe nursing practice is defined as any behavior determined to be actually or potentially detrimental to the client and/or to the health care agency.***

- A student may be removed from a clinical area immediately if, in the professional judgment of a faculty member, the student has demonstrated unsafe practice in a clinical area.
- A faculty member who removes a student from the clinical area due to unsafe clinical practice during the clinical assignment is required to notify the course coordinator within 24 hours, and to consult with the Director of Undergraduate Programs or Associate Dean for Academic Affairs.
- The faculty member will identify and document in writing the student's unsafe clinical practice, advise the student regarding the unsafe clinical performance and the requirements for addressing the deficiencies, and if appropriate, refer the student for remediation or assistance using the CON clinical learning contract. Students are expected to respond to the remediation plan within 48 hours by contacting the designated person who will assist them with remediation. Students need to be self-directed for remediation because unsafe practice involves skills that have been previously taught. This means that the independent use of class material, practice in lab, and use of recommended resources is expected.
- The faculty member's documentation of the student's unsafe clinical practice and recommended remedial action plan will be provided to the course coordinator, Director of Undergraduate Programs, Associate Dean for Academic Affairs, and the student's file.
- A student may be reinstated to the assigned clinical area only after

the recommended action plan has been followed, successfully completed, and appropriately documented.

- If, following the remediation plan completion, the student's clinical performance continues to remain unsafe; the Director of Undergraduate Programs or Associate Dean for Academic Affairs, in collaboration with the faculty member, may require additional remediation or may remove the student from clinical activities.

**If the same student needs to be removed from the clinical area more than once, the student may be dismissed from the program due to unsafe behavior.**

#### **j. Uniform Policy**

More information and how to order uniforms may be found online:

[Clinical Information for Undergraduate Nursing Majors : Elaine Marieb College of Nursing : UMass Amherst.](#)

As nurses and nursing students, it is our role to care for the public in many settings. The rationale for a consistent uniform policy is to present a professional image as well as to be mindful of disease transmission. The Elaine Marieb College of Nursing uniform policy is intended to maintain a consistent professional image, consider medical asepsis, and to be congruent with dress code policies of agencies used for clinical experience. **Students are to wear their full uniform and name tag during all clinical experiences and laboratory settings and in simulation.** The uniform for clinical experiences in the lab and clinical agencies (except for clinical settings that have different uniform requirements) will include:

1. Plain navy-blue uniform quality scrub pants and a white scrub/uniform top and jacket with the UMass Elaine Marieb College of Nursing logo are required. Two sets are recommended. No shirt sleeve showing beneath the scrub top is allowed.
2. The University of Massachusetts name badge must be worn on the front of the scrub/uniform top or jacket.
3. Clean, all white or all black, leather or vinyl, (no canvas) nursing shoes are required. Nursing clogs, if permitted by the clinical agency, must be closed toe and heel. White, navy blue or black hose or socks must be worn.
4. Uniforms must be kept clean and pressed.
5. Hair must be restrained and off the collar.
6. Make-up must be kept to a minimum.
7. **No artificial nails or nail polish shall be worn for infection prevention reasons** Fingernails must be neat and clean, and length should not exceed  $\frac{1}{4}$ ". There is strong evidence that artificial nails and nail polish harbor bacteria and can cause infection.
8. Jewelry must be limited to watches, and small inconspicuous rings. No bracelets are allowed. Earrings must be stud type, no dangling jewelry such as earrings, chains or bracelets due to safety and infection precautions.

9. Use of colognes and perfumes or odor of tobacco or cannabis is not permitted in the clinical setting, as they may have an adverse effect on individual patients. Students in this situation will be asked to change their clothes or sent home from the clinical site.
10. Clinical agency dress code policies, if stricter than College of Nursing policy, must be adhered to while in that setting.
11. If street clothes are required by the clinical agency, they must meet the standards of the clinical setting.

***Students who do not comply with the uniform policy will not be allowed in the clinical setting.***

**k. Undergraduate Health Facilities Identification Badge Policy**

- a. Students are responsible for any identification badges issued by health care facilities and are responsible for returning badges at the end of the clinical rotation or the end of the program.
- b. Students who have not returned badges will receive an incomplete for the clinical course.
- c. Students are responsible for the cost of replacing any lost or missing badges.

**l. Health/Illness/Injury Incident Policy (*Refer to university policy*)**

**PURPOSE:**

The University of Massachusetts (UMass) Amherst Elaine Marieb College of Nursing is committed to maintaining a safe, healthy and productive environment. This policy informs faculty, staff and students of the steps to follow to insure the immediate care of the student in the event of a health incident.

**POLICY STATEMENT:**

Any health/illness/injury incident, that occurs to a student in any teaching environment within the college or its affiliated clinical agencies must be documented and reported by the faculty member and student. All students must provide the college with emergency contact numbers during orientation, including a local number in case they require transportation from the college or clinical facility. It is the student's responsibility to ensure a safe transportation alternative. The UHS website <http://www.umass.edu/uhs/> mentions two transportation options that may be helpful. The [UHS Shuttle](#) offers free rides from any on-campus location to UHS (call 413- 577-7425). If the student is referred by the healthcare provider to off-campus services, then [HealthRide](#) is an option (email a voucher request to <https://www.umass.edu/uhs/accesstocare/rides/healthride> or another mode of transportation of the student's choice.

**PROCEDURE:**



## **A. On Campus**

1. If the incident is an emergency,
  - a. Call 911
  - b. This will trigger EMS. If the incident is not an emergency, call the UMass Police Department at 413-545-2121
  - c. If the individual is in need of mental health services, call the Center for Counseling and Psychological Health at 413-545- 2337.
  - d. Notify the Dean's office at 413-545-5093 or th Associate Dean for Academic Affairs, at 413- 545-0859 and report the location and nature of the incident as well as the faculty, staff or student's name.
  - e. If necessary, the student's emergency contact will be notified by the Office of the Dean or the Associate Dean of Academic Affairs
  - f. The student may be referred to University Health Services or the student's healthcare provider of choice. The student is responsible for all healthcare costs for her/himself incurred in treatment of said injury, both immediate care and any necessary follow-up care. The College is not financially responsible for any costs incurred by the student.
2. The faculty or staff member and student will complete the Elaine Marieb College of Nursing Health Incident Report Form within one business day (see Appendix F). This form includes a clear statement of the incident that occurred, who was involved, action that was taken, and any plan for follow-up. The description should be factual in nature and free of interpretation and impressions. If a student is unavailable to sign the Elaine Marieb College of Nursing Health Incident Report Form within one business day, the Nursing faculty member should indicate this on the form and obtain the student's signature as soon as possible. The form must be submitted to the office of the Associate Dean of Academic Affairs who will oversee any investigation or remediation necessary.
3. If warranted, the student must provide documentation from a healthcare provider stating that she/he can return to clinical without restrictions.

## **B. Off Campus**

1. If the incident is in a clinical facility, the policies and procedures set forth by that site must be followed. Neither the faculty nor the CON is responsible for the cost of any treatment involved in the student's care.
2. The faculty member will notify the office of the Associate Dean of Academic Affairs as appropriate and report the location and nature of the incident as well as the student's name and contact information.
3. If necessary, the student's emergency contact will be notified by the Office of the Dean or Office of the Executive Associate Dean for Academics, Research and Engagement.
4. The student may receive appropriate and necessary care at an acute facility emergency department, employee health office or be referred to

University Health Services or the student's healthcare provider of choice. The student is responsible for all healthcare costs for her/himself incurred in treatment of said injury, both immediate care and any necessary follow-up care. The College and clinical facility are not financially responsible for any costs incurred by the student.

5. The faculty member and student will complete the College of Nursing Health Incident Report Form within one business day, which includes a clear statement of the incident that occurred, who was involved, action that was taken, and any plan for follow-up. The description should be factual in nature and free of interpretation and impressions. If a student is unavailable to sign the Elaine Marieb College of Nursing Health Incident Report Form within one business day, the Elaine Marieb College of Nursing faculty should indicate this on the form and obtain the student's signature as soon as possible. The form must be submitted to the office of the Associate Dean for Academic Affairs who will oversee any investigation or remediation necessary.
6. If warranted, the student must provide documentation from a healthcare provider stating that she/he can return to clinical without restrictions.

#### **m. Undergraduate Nursing Student Drug Screening Policy (policy adopted 2024)**

##### **Purpose:**

The University of Massachusetts (UMass) Amherst Elaine Marieb College of Nursing (EMCON) is committed to high quality education and providing excellent clinical experiences for all nursing students. Clinical placements provide students with the required number of clinical hours needed for successful completion of their clinical courses and nursing program. During these experiences, students are expected to perform at their highest functional level to maximize the learning environment and ensure both patient and student safety.

##### **Policy Statement:**

Students enrolled in undergraduate nursing programs are required to undergo and pass a drug screening analysis to remain in the program and be eligible for placement in a clinical facility. Students assigned to clinical education experiences at the EMCON's contracted facilities may also have varying policies with additional drug testing requirements including random and for cause, scheduled drug screenings to remain at that clinical facility and in the program. Students need to adhere to these clinical site policies to qualify for these placements.

Although Massachusetts law permits the use of medical/recreational marijuana, federal law prohibits its use at educational institutions. See UMass Amherst Code of Student Conduct and Guide to University Alcohol and Drug Policies below.

[Code of Student Conduct : Dean](#)

[of Students Office : UMass Amherst](#)  
[UMA Alcohol-Drug Policy-Doc. T93-116.pdf : Faculty Senate : UMass Amherst](#)

**Procedure:**

2. Drug testing instructions are provided on our Exxat credentialing platform and are stated as follows at the following link: <https://portal.Exxat.com/UM21/package-selection>
  - a. Select your correct program and then drug test.
  - b. Register for the site you plan on utilizing for your drug test: Quest or Lab Corp.
  - c. Make an appointment for Quest Diagnostics or Lab Corp – wherever student is registered.
  - d. Once you register in Exxat you will receive an email to bring to your appointment. Please do not forget this email document since they will not be able to process your test.
3. Students who refuse to submit to this screening within the designated time frame will be ineligible for clinical placement and therefore unable to meet the objectives for the course, which may affect their ability to progress in the program.
4. Students who test positive for a legal, controlled substance/drug will be asked by the testing site's medical review officer (MRO) for a current prescription for that substance written by a healthcare provider indicating the need for the medication.
  - a. If the substance is an illegal substance or a controlled drug for which the student does not have a valid prescription, they will be ineligible for clinical placement and therefore unable to meet the objectives for the course, which may affect their ability to progress in the program.
  - b. Such students may reenroll in the clinical course when it is again offered but will again need to resubmit to drug testing in accordance with credentialing requirements prior to clinical placement.
  - c. Students will be responsible for any costs associated with additional testing that is required following a positive drug test result.

**C. Code of Student Conduct**

All undergraduate students are responsible for complying with the rules, regulations, policies, and procedures contained in this publication as well as those in other official University publications and announcements that may be issued from time to time. Please refer to the Dean of Students home page at <https://www.umass.edu/dean-students/student-conduct/code-of-conduct>. Here you will be able to access the Code of Student Conduct and the Academic

Regulations documents online.

### **Academic Integrity Policy**

<https://www.umass.edu/senate/book/academic-regulations-academic-integrity-policy>

Please refer to the policy concerning Academic Honesty at the Dean of Students home page located at [Campus Policies : Dean of Students Office : UMass Amherst](#) All members of the University community must participate in the development of a climate conducive to academic honesty. While the faculty, because of their unique role in the educational process, have the responsibility for defining, encouraging, fostering, and upholding the ethic of academic honesty, students have the responsibility of conforming in all respects to that ethic.

Intellectual honesty requires that students demonstrate their own learning during examinations and other academic exercises and that other sources of information or knowledge be appropriately credited. Scholarship depends upon the reliability of information and reference in the work of others. No form of cheating, plagiarism, fabrication, or facilitating of dishonesty will be condoned in the University community.

Formal definitions of academic dishonesty, examples of various forms of dishonesty, and the procedures that faculty must follow to penalize dishonesty are contained in the ACADEMIC HONESTY POLICY, which follows ACADEMIC REGULATIONS herein. A student identified by an instructor or another student of having committed a breach of the academic honesty regulations has the right to appeal before any penalty can be imposed. Appeals must be filed within ten days of notification by the instructor that s/he suspects dishonesty. Information on the appeals process is also contained in the ACADEMIC HONESTY POLICY, or can be obtained from the Ombud's Office, where appeals are filed.

In addition, the Academic Standards Committee adopted the **Policy Concerning Academic Honesty** in June of 2004, which states the following:

### **Policy Concerning Academic Honesty**

The integrity of the academic enterprise of any institution of higher education requires honesty in scholarship and research. Academic honesty is therefore required of all students at the University of Massachusetts Amherst.

Academic dishonesty is prohibited in all programs of the University.  
Academic dishonesty includes but is not limited to:

*Cheating* - intentional use, and/or attempted use of trickery, artifice, deception, breach of confidence, fraud and/or misrepresentation of one's academic work.

*Fabrication* - intentional and unauthorized falsification and/or invention of any

information or citation in any academic exercise.

*Plagiarism* - knowingly representing the words or ideas of another as one's own work in any academic exercise. This includes submitting without citation, in whole or in part, prewritten term papers of another or the research of another, including but not limited to commercial vendors who sell or distribute such materials.

*Facilitating dishonesty* - knowingly helping or attempting to help another commit an act of academic dishonesty, including substituting for another in an examination, or allowing others to represent as their own one's papers, reports, or academic works.

Sanctions may be imposed on any student who has committed an act of academic dishonesty.

Any person who has reason to believe that a student has committed academic dishonesty should bring such information to the attention of the appropriate course instructor as soon as possible. The procedures are intended to provide an efficient and orderly process by which action may be taken if it appears that academic dishonesty has occurred, and by which students may appeal such actions.

#### **a. Social Media and E-Mail Policy**

##### **1. Policies**

- a. Know your college and university's E-mail policies:
- b. Use professionalism, efficiency and protect yourself from liability.

##### **2. Addresses and Subject Lines**

- a. Check with the List Administrator of your college for faculty/student assignments to groups and e-mail distribution lists. Know who can use what lists and for what use.
- b. Always use a brief but relevant subject heading (avoid using this space for your message).
- c. Always use a salutation, "Hello Sue," and end with your name, "Jane Doe".
- d. Your address should ideally be a personal name and not a string of letters and numbers that cannot identify you.

##### **3. Content, Message, Length**

- a. Keep to the subject.
- b. Use proper grammar and spelling.
- c. Do not e-mail credit card numbers or social security numbers.
- d. Do not send person's names or any information that could breach confidentiality.
- e. Do not send angry messages. If there is a conflict, it is best to meet in person to discuss.
- f. Do not type messages in all lower case or all upper case – they are hard to read and hard to interpret.
- g. Do not SPAM. Use your list administrator to send broadcast e-mails

of importance to students or the College. If you have important class related information, include it in your website or use the class home page announcements feature.

- h. Proofread and make sure the appropriate people are on the e-mail.

#### 4. Replies and Reply-All's

- a. Only include enough of the original e-mail to continue the thought. Avoid sending a string of previous e-mails. This may not be appropriate.
- b. If you have been sent a question on an e-mail list, send your personal reply to the original mailer only, not the entire list, unless indicated otherwise.
- c. If you are copied on an e-mail, no reply is required.

#### 5. Signatures

- a. Always use a signature when you can. Keep it to 4 or 5 lines (mailing, phone, and fax info).
- b. Use your mail service to automatically insert this signature.
- c. Avoid appending long and inappropriate text to your signature.

#### 6. Courtesy and Timing

- a. Remember to use "please" and "thank you."
- b. Use formal address when indicated such as "Dr., Dean, Professor."
- c. Don't expect an e-mail reply any faster than a phone reply would take.
- d. If you need an immediate answer from someone, use the telephone.
- e. If you schedule meetings, please allow for one-week advance warning via e-mail.
- f. Use emoticons (smiley faces, etc.) sparingly.

### **b. Technology Policy**

**PURPOSE:** To provide students with information regarding the acceptable use of technology in the classroom and clinical setting.

#### **1) POLICY STATEMENT:**

The use of technology is an integral part of today's classroom and clinical environment. However, when technology is used inappropriately it can also hinder the teaching, learning, and patient care process. Therefore, each professor will establish times when the use of technology in the classroom and in clinical is appropriate. During those times, the technology must be used for purposes that are relevant to the specific course and not distracting fellow students. Using technology at times other than those permitted by your course professor will be considered disruptive behavior and will result in disciplinary action as outlined in the Student Code of Conduct.

#### **2) CLASSROOM**

The Acceptable Use Policy for Computing and Information Technology Resources outline the responsibilities of each member of the community when using computing and information technology resources. This is put forth as a minimum set of standards for all areas of the University.

### 3) CLINICAL

- A. The Elaine Marieb College of Nursing abides by the National Council of State Boards of Nursing publication, "A Nurse's Guide to the Use of Social Media" <https://www.ncsbn.org/brochures-and-posters/nurses-guide-to-the-use-of-socialmedia> and the ANA'S Principles for Social Networking and the Nurse <https://www.nursingworld.org/globalassets/docs/ana/ethics/social-networking.pdf>
  - a. Nurses must not transmit or place online individually identifiable patient information.
  - b. Nurses must observe ethically prescribed professional patient nurse boundaries.
  - c. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
  - d. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
  - e. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
  - f. Nurses should participate in developing institutional policies governing online conduct.
- B. Six Tips to avoid problems related to social media
  - a. Remember that standards of professionalism are the same online as in any other circumstance.
  - b. Do not share or post information or photos gained through the nurse patient relationship.
  - c. Maintain professional boundaries in the use of electronic media.
  - d. Do not make disparaging remarks about patients, staff, fellow students or faculty, even if they are not identified.
  - e. Do not take photos, videos or audio recordings of patients on personal devices, including cell phones.
  - f. Promptly report a breach of confidentiality or privacy.

*References: American Nurses Association. (2011, September). Principles for social networking and the nurse. Silver Spring, MD: Author, National Council of State Boards of Nursing. (2011, August). White Paper: A nurse's guide to the use of social media. Chicago, IL*

**c. University Policy on Student Absence for Religious Observance**

(Sen. Doc. NO. 89-037)

Head/Chairpersons of Departments/Programs should draw the attention of their faculty to the obligations under the Law. Any student who is unable to attend classes or to participate in any examination, study or work requirement because of religious observance is to be provided with an opportunity to make up the said examination, study or work requirement.

Students have the right to make up examinations, study or work requirements that they miss because of absence from class for religious observance, but they also have an obligation to inform the course instructor as to the days on which they may be absent for religious reasons at the beginning of each semester.

If they feel that it is important for course planning, instructors have the right to require students to provide a written list of days they will be absent for religious observance within one full calendar week after the student's enrollment in the course, provided the course instructor lists this requirement and corresponding deadline on the course outline or other handouts.

In the event of a dispute between a faculty member and a student in the course, the Head (Chairperson/Designee) of the Department in which the course is taught shall be responsible for its amicable resolution. If the dispute cannot be resolved at this level, the issue should be referred to the Ombudsperson. Current procedures of resolving grievances of students (Sen. Doc. No. 86-020) apply.

**d. Alcoholic Beverage Policy, Smoke-Free Policy and the Drug Free College and Communities Act**

The University of Massachusetts has developed policies on the use of alcohol, tobacco and other drugs on and off campus. See the campus's Code of Student Conduct: [www.umass.edu › dean-students › student-conduct › code-of-conduct](http://www.umass.edu/dean-students/student-conduct/code-of-conduct)

**e. Responding to a Critical Incident**

If it is possible to do so safely, exit the building immediately when you become aware of an incident, moving away from the immediate path of danger, and take the following steps:



Notify anyone you may encounter to exit the building immediately. Evacuate to a safe area away from the danger and take protective cover. Stay there until assistance arrives. Call 911 and the U- Mass Police department at 545-2121 providing each dispatcher with the following:

1. Your name
2. Location of the incident (be as specific as possible)
3. Number of shooters (if known)
4. Identification or description of shooter(s)
5. Number of persons who may be involved
6. Your exact location
7. Injuries to anyone, if known.

Individuals not immediately impacted by the situation are to take protective cover, staying away from windows and doors until notified otherwise. If you are directly involved in an incident and exiting the building is not possible, the following actions are recommended:

1. Go to the nearest room or office
2. Close and lock the door
3. Turn off the lights
4. Seek protective cover
5. Keep quiet and act as if no one is in the room
6. Do not answer the door
7. Notify 911 and UMass Police 545-2121 if it is safe to do so, providing each dispatcher with the following information:
  - a. Your name
  - b. Your location (be as specific as possible)
  - c. Number of shooters (if known)
  - d. Identification or description of shooter
  - e. Number of persons who may be involved
  - f. Injuries if known
8. Wait for local police or security to assist you out of the building

## **D. General Information for Nursing Students**

### **A. Academic Advising**

Academic advising services for nursing students are provided by the Elaine Marieb College of Nursing. Academic advising services include but are not limited to course selection, program planning, summer course work, change of courses, withdrawal from the program, career advisement, and referrals for academic support. This discussion occurs on an individual basis and may be augmented as needed by referrals to appropriate student services on campus.

### a. Academic Advising Process

At the beginning of the program, you will be assigned to one of the Academic Advisors for the Elaine Marieb College of Nursing, McKay Perry ([emperry@umass.edu](mailto:emperry@umass.edu)). Questions about program, schedule, courses, retention and graduation are to be directed to the Academic Advisor.

Advising notes will be recorded in SPIRE or Navigate with the capacity for emailing a copy of the advising note to the student. Advisors are available for student consultation either during their posted office hours or by appointment. Advisors can best be reached by e-mail.

The university designates one week each fall and spring for students to pre-register for courses the following semester.

Although each student has an academic advisor, ***the student carries the responsibility for ensuring that they meet all the requirements for progression in the major and for graduation.***

### b. Course Evaluations

During the last weeks of each course, students are asked to evaluate the course and the clinical and/or classroom instruction by the faculty electronically using a survey called SIRTl. Students are expected to complete this survey in order to effectively evaluate the course and provide constructive feedback for course improvement.

The SIRTl asks students to respond to general questions regarding the course objectives, teaching/learning environment, faculty instruction, clinical experience (if appropriate), and the clinical preceptor (if appropriate). Course evaluation data is confidential and assists the College of Nursing in enhancing the quality and continued improvement of the curriculum and the Nursing programs.

All responses are anonymous. Instructors receive feedback via a report with a statistical summary of multiple-choice responses and open-ended responses and comments. This is your opportunity to offer constructive suggestions and recommendations for the continued growth and development of the nursing program. Thoughtful participation in the evaluation process is appreciated.

### c. Program Evaluation

At the conclusion of a students' program, an End of Program or Exit Interview Evaluation is sent to graduating students by the Dean or a

designee, which provides valuable information for Elaine Marieb College of Nursing program review.

## **B. Support Services on Campus**

### **a. UMass Amherst Libraries**

The [UMass Amherst Libraries](https://www.library.umass.edu/) (<https://www.library.umass.edu/>) provide resources and support through collections and services in the 28-story W.E.B. Du Bois Library and the Science and Engineering Library on the Amherst campus, as well as the Wadsworth Library on the Mount Ida campus.

The holdings of the Libraries include over 8 million print books, e-books, periodicals and serials (in both print and electronic formats), maps, media (physical recordings and streaming), microfiche, and microfilm. Additionally, the Libraries subscribe to almost 600 databases, providing access to millions of articles, reports, images, news items, and other content. Databases of particular interest to Nursing students include CINAHL (Cumulative Index to Nursing and Allied Health Literature), PubMed, and APA PsycINFO. These databases can be accessed through the Libraries website or from the [Home - Nursing - LibGuides at University of Massachusetts Amherst](#) from off-campus with a valid UMass NetID and password. Articles not immediately available can be requested (at no cost to students) using the [About Interlibrary Loan \(ILL\)](#).

The Health Sciences Librarian, Ellen Lutz ([lutz@umass.edu](mailto:lutz@umass.edu)), is available to assist Nursing students with any library-related needs. Her office is located in the Science and Engineering Library in the Lederle Low rise.

### **b. Nursing Resource and Simulation Laboratories**

The Elaine Marieb College of Nursing has two state-of-the-art Nursing Clinical Simulation Laboratories (NCSL) in Skinner Hall and in our Springfield center. These labs have clinical simulation rooms, a community apartment with recording and two-way mirrors for instruction, hospital bed areas, and health assessment rooms. It includes high fidelity Sim Man© mannequins, Sim Baby©, Sim Junior Kid©, Noelle Maternity©, Adult Vital Sim©, Vital Sim Babies©, Vital Sim Kid©, and other types of equipment for student and faculty learning and teaching.

The NCSLs offer the latest in simulation technology to develop a student's clinical and decision-making skills in a safe and controlled environment. The UMass Amherst Elaine Marieb College of Nursing is a leader in this innovative teaching methodology. Faculty develop realistic clinical case scenarios and advanced simulation mannequins serve as simulated patients. Clinical scenarios related to all clinical areas such as maternal child health, pediatric, medical surgical and critical care nursing are implemented with students. Students are able to practice critical thinking skills related to the nursing process (assessment, diagnosis, intervention, and evaluation), safety issues including medical error detection, communication and/or team building. The NCSLs simulate a realistic patient environment where students and faculty engage in enjoyable learning

experiences with the potential to improve the effectiveness, efficiency and safety of patient care. The simulations challenge and test student's clinical and decision-making skills, helping them to develop as a baccalaureate nurse. Students also practice nursing skills on more basic mannequins. These skills might include injections, wound care, intravenous therapy, catheterization, oxygen therapy, central venous care, tube feedings, ostomy care and health assessment skills. The NCSLs is dedicated to supporting the Elaine Marieb College of Nursing's vision, mission, values and goals. For more information, please contact [con-simlab@nursing.umass.edu](mailto:con-simlab@nursing.umass.edu).

#### **c. Information Technology**

All students are required to have a NET ID, which is generated by IT once the students pay their deposit and are matriculated into the program. The NET ID will be sent via their non-UMass email address or to their home if there is no non-UMass email address on file. Consultants are available in each area to check out materials and to assist users with machine malfunctions and basic software problems. Additional software help is available from the IT HELP Desk in A109 LGRC (545-9400). Walk-in consulting for academic computing data analysis is available Monday-Friday, 9am-5pm, in LGRC room A121. For more extensive consulting, phone (413) 545-2836. A complete list of services can be viewed on their website at [Get Tech Help : UMass Amherst Information Technology : UMass Amherst](#) For in-person support when students are in 116 Skinner Hall, Jennifer Blake ([jblake@umass.edu](mailto:jblake@umass.edu)) is available Mondays-Thursdays from 8A-4P and on Fridays Remote.

#### **d. Campus Organizations and Resources**

##### **Center for Multicultural Advancement and Student Success (CMASS):**

[www.umass.edu/cmass](http://www.umass.edu/cmass) The Center for Multicultural Advancement and Student Success (CMASS) opened doors in 2011 to support the student success and sense of belonging of first generation, students of color, multiracial students, and low-income students. Check out Your CMASS and the Cultural Centers to learn how you can benefit from our programs and services, or the Calendar to find out what is happening in our locations. Our programs and services are open to anyone. If you are not receiving our weekly bulletin yet we encourage you to join CMASS.

##### **Disability Services:** [www.umass.edu/disability](http://www.umass.edu/disability)

Disability Services at UMass Amherst is committed to full access for all persons at the University of Massachusetts Amherst and embraces the philosophies of diversity and multiculturalism.

Direct services are provided for all types of disability. Disability Services also provides information and referral on issues of accessibility, as well as training and staff development to the University community.

##### **Equal Opportunity and Diversity:** <https://www.umass.edu/equalopportunity/>

##### **Ombuds Office:** [www.umass.edu/ombuds](http://www.umass.edu/ombuds)

**Undergraduate Admissions:** [Diversity at UMass : Undergraduate Admissions : UMass Amherst](#)

**Writing Center:** [www.umass.edu/writingcenter](http://www.umass.edu/writingcenter)

Writing Center tutors work with undergrad, graduate & postdoc, staff, and faculty writers on any academic genre at any point in the writing process. Tutors meet individually with writers in 45-minute consultations both face-to-face and online. After an initial conversation about the writing project, the tutor and writer read the text and discuss options for its revision. Writers often bring just an idea or an assignment to the Center and work with a tutor on how to begin writing.

For additional campus organizations and resources, see the A-Z directory at [www.umass.edu](http://www.umass.edu).

#### **e. Financial Aid for Undergraduates**

Financial Aid Services is committed to working with students and families to provide the best possible financial resources available. We want to ensure that a University of Massachusetts Amherst education is affordable. Many university scholarship opportunities, as well as other helpful financial aid and student loan pages, can be found at <https://www.umass.edu/financialaid/undergraduate/types-aid>.

There are also additional outside scholarship resources such as the College Resource Network [www.collegeresourcenetwork.com](http://www.collegeresourcenetwork.com).

Scholarship availability varies year to year. Financial Aid Services can assist you with any questions you may have regarding your financial aid award, student employment, debt management, scholarship searches and financing options that may be available for your college education.

Financial Aid Services can be reached at 413-545-0801; by visiting our website at <https://www.umass.edu/financialaid/undergraduate> or in person at 255 Whitmore Administration

Building, M-F from 8-4pm. or in person at 255 Whitmore Administration Building, M-F from 8-4pm.

In addition, certain nursing organizations such as the Nurses Educational Funds, Inc. (<https://www.n-e-f.org/>) and Sigma Theta Tau International ([Sigma Home Page](#)) offer scholarships. Scholarships for baccalaureate students in good academic standing are available through the National Black Nurses Association <http://www.nbna.org>. The National Association of Hispanic Nurses has a scholarship program for students who are current members in good standing for at least 6 months before the scholarship application deadline in March ([Awards](#)). The American Association of Men in Nursing also offers scholarships to eligible students. [Home | AAMN](#)

#### **C. Student Scholarships, Awards and Recognition**

##### **a. General Information**

There are multiple nursing scholarships available for Elaine Marieb

College of Nursing students from all undergraduate nursing tracks (nursing major, accelerated, and RN to BS) through [umass.academicworks.com](http://umass.academicworks.com). Applications are open for a few weeks in September and October; all students will receive email communications with exact dates to apply.

These scholarships are available to nursing students as long as they will be enrolled for the following fall semester, as awards are given a year after applying. All applicants will be notified by email by December 31 of their award status; recipients will be notified by April 30 of their award amount and will receive the actual funds in their Bursar's Bill Account by September 30, a full year after applying.

Awardees are required to attend the Scholarship Award Ceremony during the spring semester (usually held at the end of April, exact date to be communicated) unless there are extenuating circumstances.

#### **b. Awards and Recognition**

College and university achievement award winners are honored at the end of the spring and fall semesters at their respective Scholarship and Awards Ceremony:

**ELAINE MARIEB COLLEGE OF NURSING LEADERSHIP AWARD:** The Elaine Marieb College of Nursing recognizes the extraordinary leadership of an undergraduate student nurse from each of the undergraduate tracks (Four-year Major, Accelerated, and RN to BS). This award is presented to an undergraduate student who has a 3.2 grade point average or higher; has shown evidence of consistent leadership relative to student activities and Elaine Marieb College of Nursing activities; is someone who has enhanced the visibility of the Elaine Marieb College of Nursing on the university campus, and in the community at large.

**ELAINE MARIEB COLLEGE OF NURSING CLINICAL SCHOLAR AWARD:** The Elaine Marieb College of Nursing recognizes the extraordinary scholarship of an undergraduate student nurse from each of the undergraduate tracks (Four-year Major, Accelerated, and RN to BS). Special recognition is given by the clinical faculty of the Elaine Marieb College of Nursing to an undergraduate student who: has a grade point average of 3.2 or higher; actively participates in a scholarship project while matriculated in the program; has exceptional abilities in caring for clients and families; has confidence and competence in practice; has the ability to work collaboratively with peers and staff; and demonstrates evidence of leadership.

**ELAINE MARIEB COLLEGE OF NURSING DIVERSITY AWARD:** The Elaine Marieb College of Nursing recognizes the extraordinary work in promoting and improving diversity of an individual or group in the Elaine Marieb College of Nursing

community who is committed to the health of disenfranchised or underrepresented communities through teaching, outreach, or scholarship.

**NURSING SERVICE LEADERSHIP AWARD:** This award was established to honor a nursing leader in the community who has provided generous support to the Elaine Marieb College of Nursing and its programs.

**GLEN GORDON FRIEND OF NURSING AWARD:** This award was established in 1994 by the Elaine Marieb College of Nursing to honor the outstanding contributions of Dr. Glen Gordon as a friend and supporter of Nursing. It is given each year to an individual who is not a nurse, but who has strongly supported the mission and goals of the Elaine Marieb College of Nursing.

## **UNIVERSITY AWARDS**

**SENIOR LEADERSHIP AWARD:** Recognizes graduating seniors who have demonstrated outstanding leadership and service to the UMass Amherst community. Award recipients have distinguished themselves through important contributions to student organizations and campus jobs, through academic excellence, and through public and community service.

**LEADERS IN THE MAKING:** Supports the pursuits of promising sophomores and juniors. Recipients have diverse records of achievement in scholarship and volunteerism and are student role models.

**21<sup>st</sup> CENTURY LEADERSHIP AWARD:** These awards are designed to recognize students who are academically accomplished and who have contributed to the University by exceptional achievement that distinguishes them or enhances the reputation of the campus. The recipients are nominated by faculty for strong leadership qualities; noteworthy original research; community service; the achievement of success by overcoming extraordinary personal circumstances; or public presentation through art, performance or athletic ability.

**WILLIAM F. FIELD ALUMNI SCHOLAR AWARD:** Recognizes juniors for outstanding academic achievement, as well as their respective contributions to the arts, athletics, research, or service to the campus community.

## **D. Organizations**

### **and Associations**

#### **ALANA**

The mission of ALANA is to celebrate diversity within the College of Nursing and create safe spaces for historically underrepresented students to connect and mobilize resources needed to thrive. The goals of ALANA are:

- ii. Create a safe space for underrepresented students within the College of Nursing.
- iii. Establish communication and peer mentorship among cohorts.
- iv. Provide opportunities for networking and creating professional connections.
- v. Mobilize resources for underrepresented students in the College of Nursing.
- vi. Connect AALANA members with the broader campus community.
- vii. Develop outreach programs and collaborate with surrounding communities.

Leadership: AALANA Nursing is for students and by students. Its leadership comprises a dynamic e-board. The AALANA faculty advisor collaborates with the e-board and provides mentorship and advocacy. The organization holds a general meeting once a month. Activities include social events for networking and peer mentorship, conversations with senior students and alumni and information about various College of Nursing and other professional opportunities.

The faculty advisor for ALANA for 2024-2025 is Dr. Lucinda Canty, [lcanty@umass.edu](mailto:lcanty@umass.edu) .

### **American Association for Men in Nursing**

<https://www.aamn.org>

The AAMN's mission is to shape the practice, education, research, and leadership for men in nursing and advance men's health. The purpose of AAMN is to provide a framework for nurses, as a group, to meet, to discuss and influence factors, which affect men as nurses.

### **The National Black Nurses Association- Western MA Chapter**

<https://www.nbna.org/about> [https://www.nbna.org/AF\\_MemberCommittee.asp?committeeid=63](https://www.nbna.org/AF_MemberCommittee.asp?committeeid=63)

The National Black Nurses Association was organized in 1971 in Tuskegee, Alabama and represents approximately 200,000 African American nurses from the USA, Canada, Eastern Caribbean and Africa, with 115 chartered chapters nationwide. The NBNA mission is to provide a forum for collective action by African American nurses to represent and provide a forum for black nurses to advocate for and implement strategies to ensure access to the highest quality of healthcare for persons of color. NBNA is committed to excellence in education and conducts continuing education programs for nurses and allied health professionals throughout the year. The association provides annual scholarships for students. Dr. Gabrielle Abelard is the UMass faculty advisor: [gabelard@umass.edu](mailto:gabelard@umass.edu).

### **National Association of Hispanic Nurses**

<https://nahnnet.org/>

#### **Western Mass Chapter**

<https://www.facebook.com/NAHNWMASS/>

The NAHN-WMASS Chapter promotes nursing leadership of Hispanic nurses through healthcare awareness, advocacy, collaboration, and educational advancement. Competent quality healthcare is delivered through community partnerships who pledge to promote health equity within the Hispanic communities in Western Massachusetts. Our mission is to empower Hispanic nurses to improve the health and well-being of individuals, groups, and



communities by the use of action- based, culturally sensitive, evidence-based nursing practices. We welcome membership participation from students in the effort to reduce health disparities and improve healthcare outcomes for culturally diverse populations.

### **National Student Nurses' Association and UMass Student Nurses' Association**

<https://www.nsna.org>

The National Student Nurses' Association (NSNA) is an organization that was established in 1952, with the assistance of the American Nurses Association and the National League for Nursing, to prepare nursing students to be active nurse leaders and participants in their professional organizations. NSNA strives to provide the opportunities necessary to explore and understand the many different aspects of the nursing profession. Through the guidance of prominent nursing leaders and peers from around the country, students will learn self- governance, advocacy for student rights and the rights of patients and to take collective, responsible action on vital social and political issues. Membership in NSNA is voluntary and is open to all nursing students.

The Student Nurses' Association (SNA), a chapter of the national association, is a UMass registered student organization (RSO) that has been formed in conjunction with the Elaine Marieb College of Nursing at UMass. SNA was developed to meet the needs and goals of student nurses while enabling them to grow socially and professionally. The SNA is a very active organization focused on leadership and fellowship. In a community-focused atmosphere, SNA allows the student to explore the many aspects of the nursing profession. All nursing students at the university are encouraged to participate actively in SNA. Students are able to learn leadership and organizational skills, which are expected in the practice of professional nursing. Several programs that SNA has sponsored throughout the years have gained the support of the student body and have contributed to the ongoing success of this organization within the Commonwealth and nationally. There are biweekly SNA meetings in Skinner Hall. The faculty sponsor for 2024-2025 is Dr. Christopher Diaz, [chrpdiaz@umass.edu](mailto:chrpdiaz@umass.edu)

### **Sigma Theta Tau International**

[Sigma Home Page](#)

Sigma Theta Tau International (STTI), Honor Society of Nursing, was founded in 1922 by six nursing students at Indiana University. Sigma Theta Tau International now is the second largest nursing organization in the United States and among the five largest and most prestigious in the world. Sigma Theta Tau was organized to encourage and recognize superior scholarship and leadership achievement at the undergraduate and graduate levels in Nursing. Membership is available by invitation through active chapters and assumes acceptance of the purposes of the society and responsibility to participate in achieving the goals consistent with the professional and scholastic character of Sigma Theta Tau. The Beta Zeta-At-Large Chapter at the University of Massachusetts at Amherst was established in 1972 as the fifty-second chapter of Sigma Theta Tau International. It amended its charter in 2002 to include affiliation with Elms College, Chicopee, MA. In 2006 the chapter again amended its charter to include American International College in Springfield MA and later, Westfield State

University Westfield, MA. It is committed to serving its growing membership in the development of knowledge, encouragement of professional achievement and the advancement of nursing through research. Membership is conferred upon students in baccalaureate and graduate nursing programs and nursing leaders in the community, who demonstrate exceptional achievement in the nursing profession. Membership is by invitation and takes place in the fall semester for those students at the junior and senior level. Membership criteria and further information are available on the website.

### **College of Nursing Alumni Association**

Every graduate of the nursing program of the Elaine Marieb College of Nursing is automatically a member of the college Alumni Association. The Association's Board of Directors is a group of tremendously enthusiastic and loyal alumni engaged in many different areas of nursing. Nancy Thompson is the current chair of the association. Each year, the Elaine Marieb College of Nursing organizes several events to provide opportunities for alumni networking. One such event is our annual luncheon during Homecoming Weekend, which includes an exciting and timely educational program as well as the presentation of Outstanding Alumni Achievement awards. The Alumni Association is an important vehicle that creates and sustains alumni support, enthusiasm and participation essential for promoting the college's mission, "To provide an affordable and accessible education to enhance health and healing through nursing leadership in teaching, scholarship, practice and service."

## **E. Student Participation in Elaine Marieb College of Nursing Governance**

As stated in the Faculty By-Laws, there is student representation on various committees. The student representatives on these committees are elected by their peers. Although each committee has a specific number of students in voting positions, committees welcome any additional student(s) who wish to attend the meetings. Student representatives are available to their classmates to answer questions and/or hear concerns to be presented at committee meetings. Elected students are representatives with voting privileges on the committees on which they serve including:

- Committee on Undergraduate Academic Matters (Undergraduate Curriculum)
- Committee on Master's Academic Matters (Graduate Curriculum)
- Committee on Doctor of Nursing Practice Academic Matters (Graduate Curriculum)
- Committee on PhD Academic Matters (Graduate Curriculum)
- Committee on Faculty and Student Matters
- Committee on Diversity and Social Justice

## **E. Appendix**

### **Appendix A: Deans, Directors, and Administrative Offices**

#### **Deans**

**Dean of the Elaine Marieb College of Nursing** Dr. Allison Vorderstrasse

**Associate Dean for Academic Affairs**

**Associate Dean for Research** Dr. Michael Lepore

**Associate Dean for Equity and Inclusion:** Dr. Jessica Dillard-Wright

#### **Undergraduate Programs**

**Undergraduate Program Director** Dr. Celeste Surreira

**Clinical Simulation Lab Director** Gina Grabowski

**Honors Program Director** Dr. Kimberly Dion

**Director of International Programs** Dr. Ann Becker

**Director of Seedworks Health Equity in Nursing  
Program** Dr. Lucinda Canty

#### **Graduate Programs**

**Director of the PhD (Doctor of Philosophy) Program** Dr. Rae Walker

**Director of the DNP (Doctor of Nursing Practice) Program** Dr. Terrie Black

**Director of the MS (Masters) and Certificate Programs** Dr. Gabrielle Abelard

**Co-Director Elaine Marieb Center for Nursing & Engineering Innovation-** Dr. Karen Giuliano.

#### **Office of the Dean**

The Dean's Office is responsible for the overall operation of the College.

**Allison Vorderstrasse**, Dean

**Ann York**, Executive Administrative Assistant to the Dean

**Chelsie Field**, Communications and Marketing

#### **Office of Nursing Scholarship & Research**

The Office of Nursing Scholarship assists faculty in their scholarly pursuits. Grant writing assistance and research consultations are available. Faculty development is central to this office and is focused on pre and post award assistance. This office communicates regularly with the Office of Grant and Contract Administration (OGCA).

**Monika Valečić**, Grants and Contracts Coordinator

**Nathaniel Diedrich**, Research Office Assistant

## **Office of Academic Affairs**

The Office of Academic Affairs has the following responsibilities:

- Assures that the quality of education is provided for all academic programs within the College.
- Facilitates and maintains communications within the university to the Graduate College and to the Deputy Provost who is the Dean of Undergraduate Education.
- Communicates with the Massachusetts Board of Registration in Nursing in regard to educational matters.
- Oversees the Nursing Clinical Simulation Laboratories.
- Supports the Curriculum Committees, the Committee on Undergraduate Academic Affairs (Standards and Curriculum), and the Committee on Faculty and Student Matters.
- Assures quality partnerships and relationships with affiliating agencies.
- Arranges and manages international study opportunities, clinical agency contracts, recognition of students, clinical education workshops, and the Elaine Marieb College of Nursing Pinning & Hooding ceremonies.
- Coordinates and implements data collection, annual reports and surveys.
- The work of this office is supported by professional and clerical staff members who are responsible for the daily operations of all undergraduate, graduate, and Continuing Education programs and matters pertaining to the Elaine Marieb College of Nursing.

### **Vacant Associate Dean of Academic Affairs**

**Dr. Celeste Surreira**, Undergraduate Program Director

**Dr. Kimberly Dion**, Director, Honors Program

**Leonora Thomas**, Undergraduate Clinical Placement Coordinator

**Katherine Bobianski**, Graduate Clinical Placement Coordinator

**Gina Grabowski**, Director, Clinical Simulation Laboratories

**Jason Steele**, Temp Lab Assistant, Clinical Simulation Laboratories/Amherst

**Matthew Abert**, Lab Assistant, Clinical Simulation Laboratories/Springfield (temp)

**Heidi Zahra**, Instructor, Clinical Simulation Laboratories/Amherst

**Dr. Rae Walker**, Director of the PhD program

**Dr. Terrie Black**, Director of the DNP program

**Dr. Gabrielle Abelard**, Director of the Master's Program

**McKay Perry**, Chief Undergraduate Advisor

**Karen Ayotte**, Program Assistant for DNP Program, Academic Staff Lead

**Dorian Pariseau**, Program Assistant for the PhD, CNL and Masters Programs.

**Liz Theroux**, Undergraduate Program Assistant

**Jennifer Heim**, Undergraduate Credentialing Specialist

**Vacant** Administrative Assistant to the Academic Dean

## Elaine Marieb College of Nursing Faculty Roster 2025-2026

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### Elaine Marieb College of Nursing Staff Directory

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# Appendix B – Template Clinical Evaluation Tool

## University of Massachusetts Amherst

### Elaine Marieb College of Nursing

## Clinical Evaluation Tool

**NURSING N** \_\_\_\_\_

**Semester:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Clinical Practicum**

Student Name:		Final Grade	
Instructor:		Days absent	
Clinical Site:		Days tardy	
Clinical dates:			

**Grading Scale:**

Follows the Elaine Marieb College of Nursing policy. A grade of C (2.0) is required for passing.

Clinical courses			
A =	3.86-4.0	C =	2.0-2.29
A- =	3.70-3.85	C- =	1.7-1.99
B+ =	3.3-3.69	D+ =	1.3-1.69
B =	3.0-3.29	D =	1.0-1.29
B- =	2.7-2.99	F or IF =	0-0.99
C+ =	2.3-2.69		

---

**Midterm Evaluation:**

Faculty Comments:

Student Comments:

Instructor Signature:

Date:

---

**Final Evaluation:** Met all clinical behaviors with a grade of 2 or higher: ☐ Yes ☐ No

Faculty Comments:

Student Comments:

Instructor Signature:

Date:

Violation of Standards of Safe Nursing Practice or Professional Conduct issued during the course?

\_\_\_\_\_ Yes (Date: \_\_\_\_\_) \_\_\_\_\_ No

## Directions for Use of This Tool (updated May 2021 CUAM)

### Faculty

- Review the CET with the student prior to the semester's clinical experience to review:
  - The Key to Clinical Grading- including the Grade Scale (0-4), Student Performance Quality, and Faculty Assistance (meeting behaviors with and without cueing).
- Review the CET on an ongoing basis to guide selection of learning experiences for the student.
- Complete the CET at midterm to evaluate progress towards meeting course objectives. Discuss course objectives that require increased attention for remainder of the semester.
- Complete the CET at end of course to evaluate how well course objectives were met.

### Student

- Review the CET with the faculty member prior to the semester's clinical experience to review:
  - The Key to Clinical Grading- Including the Grade Scale (0-4), Student Performance Quality, and Faculty Assistance (meeting behaviors with and without cueing).
- Meet with faculty member to review CET at midterm to review progress with meeting course objectives.
- Meet with faculty member to review CET at end of course to review progress with meeting course objectives.

### Grading system

- Ratings given at midterm reflect student progress in the course objectives and reflect an expectation of continued growth and learning for the remainder of the clinical course.
- It is permissible to use a number midpoint between two grades (i.e., 2.5,3.5) if needed to most accurately reflect a student's actual clinical performance.
- The "comment" section following each behavior should be used to give **examples** of student behaviors that are either exemplary (i.e., appropriate but not required for a rating of 4) or behaviors that suggest further student experience and faculty feedback regarding the behavior is needed required for a rating of 0 or 1).
- Midcourse ratings for a clinical behavior are not averaged into the final clinical grade.
- Ratings given at the end of the course alone will factor into the clinical grade, although the ratings will reflect progress throughout the course.
- The final grades for each clinical behavior under a specific objective are averaged together to form a final grade for each course objective.
- The averaged final course objectives are then averaged together to determine an overall numeric clinical course grade which is then converted into a letter grade using the Elaine Marieb College of Nursing grading scale.
- All clinical objectives are considered fundamental to nursing care. Students must achieve a 2 or greater in **all** clinical behaviors.

### Glossary

**Course Objective:** A statement of student performance that demonstrates student learning and skill development. Course objectives are approved as part of the course approval process in the University and are not modifiable by individual faculty members without use of this process.

**Clinical Behavior:** A statement of student performance in the clinical setting that partially demonstrates achievement of the overall course objective. A course objective may have a number of clinical behaviors linked to it on the clinical evaluation tool.

**Minimal:** barely adequate or the least possible: minimal care.

**Occasional:** occurring or appearing at irregular or infrequent intervals; occurring now and then

**Frequent:** happening or occurring at short intervals, regular

#### Key to Clinical Grading

Grade Scale	Student Performance Quality	Faculty Assistance
4	<b>Meets behavior consistently over time:</b> <b>Independently</b> <b>Proactively</b> <b>Uses excellent time management and organizational skills</b> <b>Consistently able to state theoretical rationale for actions chosen to meet behaviors/objectives</b> <b>Collaborates with instructor and care team</b>	<b>With minimal*</b> <b>cueing or direction</b> <b>from faculty</b>
3	<b>Meets behavior with supervision over time:</b> <b>Demonstrates steady improvement in time management and organizational skills</b> <b>Seeks opportunities that are usually student- initiated to meet objectives</b> <b>Frequently able to state theoretical rationale for actions chosen to meet behaviors/objectives</b> <b>Frequently independent and proactive</b>	<b>With occasional*</b> <b>physical and/or</b> <b>verbal direction</b> <b>and/or cueing</b>
2	<b>Meets behavior with assistance from faculty:</b> <b>Performance meets minimal course expectations.</b> <b>Has developed minimal time management and organizational skills.</b> <b>Occasionally able to state theoretical rationale for actions chosen to meet behaviors/objectives</b> <b>Occasionally independent and proactive</b>	<b>With frequent*</b> <b>verbal and/or</b> <b>physical</b> <b>direction/cueing</b>
1	<b>Unable to consistently meet clinical behavior:</b> <b>Dependent</b> <b>Performance is below level specific criteria</b>	<b>Requires ongoing</b> <b>directive cues from</b> <b>instructor</b>
0	<b>Unable to meet clinical behavior.</b>	<b>Unable to perform</b> <b>clinical behaviors</b> <b>even with continuous</b> <b>directive cues from</b> <b>instructor.</b>

\*Terms with an asterisk are defined in the Glossary

N.O. = Not Observed (no opportunity to observe in clinical session) May not use N.O. for final evaluation

#### Notes:

- The student must meet all clinical behaviors with a minimum rating of “2” to pass this course and progress in the program. If a behavior at midterm is scored at less than “2”, a Violation of Standards of Safe Nursing Practice or Professional Conduct Policy form will be issued by the faculty.
- If at any time the instructor feels the student’s performance is unsafe or unsatisfactory Violation of Standards of Safe Nursing Practice or Professional Conduct Policy form will be issued by the faculty. This

may occur at any time during the course.

- Faculty and students should have ongoing communication about progress in the course. It is permissible to utilize a number midpoint between two grades (i.e., 3.5, 2.5 or 1.5) if needed to most accurately reflect a student's actual clinical performance.

Objective	Comments	Midterm	Final
1.			
a.			
b.			
c.			
d.			
Final objective grade			
2.			
a.			
b.			
c.			
d.			
Final objective grade			
3.			
a.			
b.			
c.			
d.			
Final objective grade			
4.			
a.			
b.			
c.			
d.			
Final objective grade			
5.			
a.			
b.			
c.			
d.			
Final objective grade			
6.			

a.			
b.			
c.			
d.			
Final objective grade			
7.			
a.			
b.			
c.			
d.			
Final objective grade			
8.			
a.			
b.			
c.			
d.			
Final objective grade			
9.			
a.			
b.			
c.			
d.			
Final objective grade			
Final practicum grade			

10/19, 1/14 CET kg & CET Workgroup

University of Massachusetts Amherst  
Elaine Marieb College of Nursing  
**CONSENT FOR DRUG TESTING**

In accordance with the UMASS drug-testing protocol, I specifically authorize the Dean of the Elaine Marieb College of Nursing or designee to release all information and records relating to the testing of my urine samples to only appropriate individuals. Additionally, I specifically authorize the staff of the Student Psychological Services to verify my attendance/nonattendance at counseling sessions that may be mandated by the UMASS drug-testing protocol.

Name (please print) \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix D

University of Massachusetts Amherst  
Elaine Marieb College of Nursing  
**Faculty Report of Reasonable Suspicion of Impairment**

Contact the Associate Dean for Academic Affairs immediately to report a suspicion of impairment (413-545-2706). Please use the space below to provide a detailed description of the student's behavior. All information is to be kept confidential. Please return the form in a sealed envelope to the Associate Dean for Academic Affairs office within 24 hours.

1. Name of Student: \_\_\_\_\_
2. Date of Incident: \_\_\_\_\_
3. Time of Incident: \_\_\_\_\_
4. Location of Incident: \_\_\_\_\_
5. Detailed description: Include any behavioral, visual, olfactory or auditory observations.  
\_\_\_\_ Speech (normal, incoherent, confused, change in speech, slurred, rambling, shouting, slow, using profanity)  
\_\_\_\_ Coordination (normal, swaying, staggering, lack of coordination, grasping for support)  
\_\_\_\_ Performance (unsafe practices, unsatisfactory work)  
\_\_\_\_ Alertness (change in alertness, sleepy, confused)  
\_\_\_\_ Demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic)  
\_\_\_\_ Eyes (bloodshot, dilated)  
\_\_\_\_ Clothing (dirty, disheveled)  
\_\_\_\_ Odor of alcohol or cannabis on breath  
\_\_\_\_ Other observed actions or behaviors  
\_\_\_\_ List reports of complaints of student behavior from personnel or other students  
\_\_\_\_ List unexplained absences or tardiness.

\_\_\_\_\_  
\_\_\_\_\_

6. Did the student admit to use of drugs/alcohol? \_\_\_\_\_ No \_\_\_\_\_ Yes Comments: \_\_\_\_\_
7. Were drugs/alcohol discovered? \_\_\_\_\_ No \_\_\_\_\_ Yes Comments: \_\_\_\_\_
8. Did another faculty member or healthcare provider observe the student's behavior? If so, please have that individual document their observations and sign below.

Faculty Signature \_\_\_\_\_

Date: \_\_\_\_\_

Other Professional Witness \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix E**  
**University of Massachusetts Amherst**  
**Elaine Marieb College of Nursing**  
**Student Drug Testing Notification Form**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Notification Date & Time: \_\_\_\_\_

I, the Undersigned:

Acknowledge being notified to appear for drug testing and have been notified to report to the drug-testing station at:

Location and Time: \_\_\_\_\_ Date: \_\_\_\_\_

I will be prepared to provide an adequate specimen and will not over hydrate.

**I understand that I may have a witness accompany me to the drug-testing site.**

By signing, I have been notified of my selection for drug testing and am aware of what is expected of me in preparation for this drug-testing event.

**Student's Signature:** \_\_\_\_\_

I can be reached at the following telephone number on day of the test:

Telephone Number:

***Note: Report to the test site with picture identification.***

***DO NOT DRINK TOO MANY FLUIDS***



## Appendix F

### UMass Amherst Elaine Marieb College of Nursing Incident Report Form

**Directions:** This form should be completed by both the student and faculty member within 24 hours after an incident occurs and should be submitted to the Executive Associate Dean for Academics, Research and Engagement upon completion.

Today's Date: \_\_\_\_\_

Date & Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Faculty Member's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

1. Briefly describe the incident (who was involved, who was present, who was notified, what happened when, where).

2. List any testing/treatment that were provided.

3. Identify any follow-up which is planned, or which was recommended.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Name of Witness (If present): \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

#### FOR OFFICE USE ONLY:

Environmental Health and Safety Office notified: Date: \_\_\_\_\_ Follow/Up

Remediation Plan: Actions taken:

Completion Date: \_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_

# Appendix G

## ATI Policy

(Approved by faculty 04/2024)

### ATI Policy

**Description of Product:** ATI is a comprehensive package designed to assist students in learning and applying the complex information needed to provide safe, effective patient care. The product is designed to assist students in learning how to successfully pass the standardized National Council Licensure Examination (NCLEX), which is a core requirement for practicing as a registered nurse.

#### Grading:

A total of up to 5 points (5% of course grade) can be achieved by the student taking the ATI proctored test for any course where ATI is part of the course grade.

5% of total course grade consists of the following distribution:

- 1%- Practice test completed with a score of 80%
- 3%- up to 3 percent for proctored exam. Value based on proficiency level scored (see table below for details)
- 1%- For Remediation of proctored exam. Remediation areas are identified by proctored exam. Students will identify 3 key points for each topic area identified for remediation.

Course points for Achievement on Proctored Assessments	
Proficiency level	points awarded (out of possible 3%)
Proficiency level 2 or 3	3pts
Proficiency level 1	2pts
Proficiency level <1	1pt

#### Academic Regulations:

As with all testing in the Elaine Marieb College of Nursing, students are expected to abide by the University of Massachusetts Academic Honesty Policy and Procedures (<https://www.umass.edu/honesty/>) and complete their work individually when taking ATI tests whether supervised by a faculty member or not.

#### Students are expected to complete the following requirements in courses requiring ATI testing:

- Due one week before first ATI Proctored Assessment: Practice Assessment and Focused Review: Complete a Practice Assessment in the ATI program with a score of 80% or greater. Note: Students may retake Practice Assessments multiple times and continue to review content using their Focused Reviews. After taking a Practice Assessment, it is strongly recommended that students access their individualized ATI Focused Reviews and spend at least one hour reviewing content before retaking the Practice Assessment. Students must earn a score of 80% or greater and present evidence to the course instructor before taking their Proctored Assessments. Rationales will be enabled after all Practice Assessments for the course are completed (one week before proctored test).
- Proctored Assessments: One Proctored Assessment will be offered for each course. Students will be required to provide proof of completion of Practice Assessments, with a score of 80% or better before being allowed to take the Proctored Assessment. Students must take the Proctored Assessment on the date and time specified in the course syllabus.

- Students registered with Disability Services should contact the instructor of record to make arrangements based on specific accommodation needs.

### **End of Program ATI RN Comprehensive Predictor Exam**

All 4-year and accelerated undergraduate students in the Elaine Marieb College of Nursing are required to take the ATI RN Comprehensive Predictor Exam during the final semester of their nursing program.

- Students will take the ATI RN Comprehensive Predictor exam within the first eight weeks of the final semester. Students are encouraged to utilize the focused reviews throughout their final semester. Students who do not achieve the stated benchmark will complete a personalized ATI and NCLEX-RN Success Contract. Students who complete an ATI and NCLEX-RN Success Contract must submit the contract and successfully complete the criteria set forth within the Success Contract. The goal for this is to provide the students with an opportunity to attain the mastery of knowledge and skills outlined in the focused review.
- It is recommended that students not achieving the benchmark (93% of passing NCLEX on first try) on the ATI RN Comprehensive Predictor Test, should develop a personal study plan based on their results.

## **Appendix H.**

### **University of Massachusetts Amherst Elaine Marieb College of Nursing Undergraduate Program Violation Report Form for Standard of Safe Nursing Practice of Professional Conduct Policy**

**Student:**

**Faculty:**

**Date:** \_ **Time:** \_ **Place:** **Violation # (circle one)** 1

**2 3 Description of incident:**

**Action Taken:**

**Student Comments:**

**Student Signature:** \_ **Date:** \_

**Faculty Signature:** \_ **Date:** \_

**Course Coordinator Signature:** \_ **Date:** \_

**Assistant Dean of Undergraduate Education**

**Signature:** \_ **Date:** \_

**Associate Dean Signature:** \_ **Date:** \_

**Dean Signature:** \_ **Date:** \_

**OSHA Respirator  
Medical Evaluation Questionnaire**  
University Health Services  
University of Massachusetts Amherst  
150 Infirmary Way, Amherst, MA 01003  
Send form:  
1. Fax: 413-577-5110 Attn: Robin  
Walsh, or  
2. Drop off in person (UHS room 201)

IDX MRN \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ M \_\_\_\_\_  
DOB \_\_\_\_\_ Sex \_\_\_\_\_

**To the employee** – can you read (circle one):      Yes      No

Your employer must allow you to answer this questionnaire during normal working hours, or at a time and a place that is convenient to you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers, and your employer must tell you how to deliver or send this questionnaire to the healthcare professional who will review it.

**Medical Evaluation Questionnaire Reviewed By:** \_\_\_\_\_  
Licensed Health Care Provider      Date

**PART A/SECTION 1 (MANDATORY)**

The following information must be provided by every employee who has been selected to use any type of respirator (*please print*).

**Today's Date:** \_\_\_\_\_ **Your Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Sex: (check one)** \_\_\_\_Male \_\_\_\_Female

**Your Height:** \_\_\_\_Feet \_\_\_\_Inches **Your Weight:** \_\_\_\_\_ pounds

**Your Job Title:** \_\_\_\_\_

A phone number where you can be reached by the healthcare professional who reviews this questionnaire (include area code) (\_\_\_\_\_) \_\_\_\_\_

The best time to phone you at this number: \_\_\_\_\_ AM \_\_\_\_\_ PM

Has your employer told you how to contact the healthcare professional who will review this questionnaire? \_\_\_\_\_ Yes \_\_\_\_\_ No

Check the type of respirator you will use (you can check more than one category):

\_\_\_ N \_\_\_ R or \_\_\_ P disposable respirator (*filter-mask, non-cartridge type only above*).

Other type (for example half/full face-piece type, powered air purifying, supplied-air self-contained breathing apparatus): \_\_\_\_\_

Have you worn a respirator (filter mask, non-cartridge type only)?: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what type(s)?: \_\_\_\_\_

# Appendix I.

## PART A/SECTION 1 (MANDATORY)

Questions 1-9 below must be answered by every employee who has been selected to use any type of respirator (*please circle yes or no*).

1. Do you <b>currently</b> smoke tobacco, or have you smoked tobacco in the last month:	Yes	No
2. Have you <b>ever had</b> any of the following conditions?		
a. Seizures:	Yes	No
b. Diabetes (sugar disease):	Yes	No
c. Allergic reactions that interfere with your breathing:	Yes	No
d. Claustrophobia (fear of closed-in places):	Yes	No
e. Trouble smelling odors:	Yes	No
3. Have you <b>ever had</b> any of the following pulmonary or lung problems?		
a. Asbestosis:	Yes	No
b. Asthma:	Yes	No
c. Chronic bronchitis:	Yes	No
d. Emphysema:	Yes	No
e. Pneumonia:	Yes	No
f. Tuberculosis:	Yes	No
g. Silicosis:	Yes	No
h. Pneumothorax (collapsed lung):	Yes	No
i. Lung cancer:	Yes	No
j. Broken ribs:	Yes	No
k. Any chest injuries or surgeries:	Yes	No
l. Any other lung problem that you've been told about:	Yes	No
4. Do you <b>currently</b> have any of the following symptoms of pulmonary or lung illness?		
a. Shortness of breath:	Yes	No
b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline:	Yes	No
c. Shortness of breath when walking with other people at an ordinary pace on level ground:	Yes	No
d. Have to stop for breath when walking at your own pace on level ground:	Yes	No
e. Shortness of breath when washing or dressing yourself:	Yes	No
f. Shortness of breath that interferes with your job:	Yes	No
g. Coughing that produces phlegm (thick sputum):	Yes	No
h. Coughing that wakes you early in the morning:	Yes	No
i. Coughing that occurs mostly when you are lying down:	Yes	No
j. Coughing up blood in the last month:	Yes	No
k. Wheezing:	Yes	No
l. Wheezing that interferes with your job:	Yes	No
m. Chest pain when you breathe deeply:	Yes	No
n. Any other symptoms that you think may be related to lung problems:	Yes	No
5. Have you <b>ever had</b> any of the following cardiovascular or heart problems?		
a. Heart attack:	Yes	No
b. Stroke:	Yes	No
c. Angina:	Yes	No
d. Heart failure:	Yes	No
e. Swelling in your legs or feet (not caused by walking):	Yes	No
f. Heart arrhythmia (heart beating irregularly):	Yes	No
g. High blood pressure:	Yes	No
h. Any other heart problem that you've been told about:	Yes	No

6. Have you **ever had** any of the following cardiovascular or heart symptoms?
- |   |     |    |
|---|-----|----|
| a. Frequent pain or tightness in your chest:  | Yes | No |
| b. Pain or tightness in your chest during physical activity:                          | Yes | No |
| c. Pain or tightness in your chest that interferes with your job:                     | Yes | No |
| d. In the past two years, have you noticed your heart skipping or missing a beat:     | Yes | No |
| e. Heartburn or indigestion that is not related to eating:                            | Yes | No |
| f. Any other symptoms that you think may be related to heart or circulation problems: | Yes | No |
7. Do you **currently** take medication for any of the following problems?
- |                                |     |    |
|--------------------------------|-----|----|
| a. Breathing or lung problems: | Yes | No |
| b. Heart trouble:              | Yes | No |
| c. Blood pressure:             | Yes | No |
| d. Seizures (fits):            | Yes | No |
8. If you've used a respirator, have you **ever had** any of the following problems?  
(If you've never used a respirator, check the following space and go to question 9:) \_\_\_\_\_
- |   |     |    |
|---|-----|----|
| a. Eye irritation:  | Yes | No |
| b. Skin allergies or rashes:  | Yes | No |
| c. Anxiety:   | Yes | No |
| d. General weakness or fatigue:                                     | Yes | No |
| e. Any other problem that interferes with your use of a respirator: | Yes | No |
9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire?
- |  |     |    |
|--|-----|----|
|  | Yes | No |
|--|-----|----|

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Questions 10 to 15 below must be answered by every employee who has been selected to use either a full-facepiece respirator or a self-contained breathing apparatus (SCBA). For employees who have been selected to use other types of respirators, answering these questions is voluntary.

10. Have you **ever lost** vision in either eye (temporarily or permanently)?
- |  |     |    |
|--|-----|----|
|  | Yes | No |
|--|-----|----|
11. Do you **currently** have any of the following vision problems?
- |                                     |     |    |
|-------------------------------------|-----|----|
| a. Wear contact lenses:             | Yes | No |
| b. Wear glasses:                    | Yes | No |
| c. Color blind:                     | Yes | No |
| d. Any other eye or vision problem: | Yes | No |
12. Have you **ever had** an injury to your ears, including a broken ear drum?
- |  |     |    |
|--|-----|----|
|  | Yes | No |
|--|-----|----|
13. Do you **currently** have any of the following hearing problems?
- |                                      |     |    |
|--------------------------------------|-----|----|
| a. Difficulty hearing:               | Yes | No |
| b. Wear a hearing aid:               | Yes | No |
| c. Any other hearing or ear problem: | Yes | No |
14. Have you **ever had** a back injury:
- |  |     |    |
|--|-----|----|
|  | Yes | No |
|--|-----|----|
15. Do you **currently** have any of the following musculoskeletal problems?
- |  |     |    |
|--|-----|----|
| a. Weakness in any of your arms, hands, legs, or feet:               | Yes | No |
| b. Back pain:  | Yes | No |
| c. Difficulty fully moving your arms and legs:                       | Yes | No |
| d. Pain or stiffness when you lean forward or backward at the waist: | Yes | No |
| e. Difficulty fully moving your head up or down:                     | Yes | No |



- |  |             |     |    |
|--|-------------|-----|----|
| f. Difficulty fully moving your head side to side:                               | (continued) | Yes | No |
| g. Difficulty bending at your knees:   |             | Yes | No |
| h. Difficulty squatting to the ground:   |             | Yes | No |
| i. Do you <b>currently</b> have any of the following musculoskeletal problems?   |             | Yes | No |
| j. Climbing a flight of stairs or a ladder carrying more than 25 lbs:            |             | Yes | No |
| k. Any other muscle or skeletal problem that interferes with using a respirator: |             | Yes | No |

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### **Part B:**

Any of the following questions, and other questions not listed, may be added to the questionnaire at the discretion of the health care professional who will review the questionnaire.

1. In your present job, are you working at high altitudes (over 5,000 feet) or in a place that has lower than normal amounts of oxygen: Yes    No

If "yes," do you have feelings of dizziness, shortness of breath, pounding in your chest or other symptoms when you're working under these conditions: Yes    No

2. At work or at home, have you ever been exposed to hazardous solvents, hazardous airborne chemicals (e.g., gases, fumes, or dust), or have you come into skin contact with hazardous chemicals: Yes    No

If "yes," name the chemicals if you know them: \_\_\_\_\_

3. Have you ever worked with any of the materials, or under any of the conditions, listed below:

- |   |     |    |
|---|-----|----|
| a. Asbestos:  | Yes | No |
| b. Silica ( <b>e.g.</b> , in sandblasting):                   | Yes | No |
| c. Tungsten/cobalt (e.g., grinding or welding this material): | Yes | No |
| d. Beryllium:   | Yes | No |
| e. Aluminum:  | Yes | No |
| f. Coal (for example, mining):                                | Yes | No |
| g. Iron:  | Yes | No |
| h. Tin:   | Yes | No |
| i. Dusty environments:  | Yes | No |
| j. Any other hazardous exposures:                             | Yes | No |

If "yes," describe these exposures: \_\_\_\_\_

4. List any second jobs or side businesses you have: \_\_\_\_\_

5. List your previous occupations: \_\_\_\_\_

6. List your current and previous hobbies: \_\_\_\_\_

7. Have you been in the military services? Yes    No  
If "yes," were you exposed to biological or chemical agents (either in training or combat): Yes    No

8. Have you ever worked on a HAZMAT team? 97    Yes    No

9. Other than medications for breathing and lung problems, heart trouble, blood pressure, and seizures mentioned earlier in this questionnaire, are you taking any other medications for any reason (including over-the-counter medications): Yes No  
 If "yes," name the medications if you know them: \_\_\_\_\_

10. Will you be using any of the following items with your respirator(s)? Yes No  
 a. HEPA Filters: Yes No  
 b. Canisters (for example, gas masks): Yes No  
 c. Cartridges: Yes No

11. How often are you expected to use the respirator(s)? Yes No  
 a. Escape only (no rescue): Yes No  
 b. Emergency rescue only: Yes No  
 c. Less than 5 hours **per week**: Yes No  
 d. Less than 2 hours **per day**: Yes No  
 e. 2 to 4 hours per day: Yes No  
 f. Over 4 hours per day: Yes No

12. During the period you are using the respirator(s), is your work effort: Yes No  
 a. **Light** (less than 200 kcal per hour):

If "yes," how long does this period last during the average shift: \_\_\_\_\_hrs. \_\_\_\_\_mins.

Examples of a light work effort are **sitting** while writing, typing, drafting, or performing light assembly work; or **standing** while operating a drill press (1-3 lbs.) or controlling machines.

b. **Moderate** (200 to 350 kcal per hour): Yes No

If "yes," how long does this period last during the average shift: \_\_\_\_\_hrs. \_\_\_\_\_ mins.  
 Examples of moderate work effort are **sitting** while nailing or filing; **driving** a truck or bus in urban traffic; **standing** while drilling, nailing, performing assembly work, or transferring a moderate load (about 35 lbs.) at trunk level; **walking** on a level surface about 2 mph or down a 5-degree grade about 3 mph; or **pushing** a wheelbarrow with a heavy load (about 100 lbs.) on a level surface.

c. **Heavy** (above 350 kcal per hour): Yes No

If "yes," how long does this period last during the average shift: \_\_\_\_\_hrs. \_\_\_\_\_ mins.

Examples of heavy work are **lifting** a heavy load (about 50 lbs.) from the floor to your waist or shoulder; working on a loading dock; **shoveling**; **standing** while bricklaying or chipping castings; **walking** up an 8-degree grade about 2 mph; climbing stairs with a heavy load (about 50 lbs.).

13. Will you be wearing protective clothing and/or equipment (other than the respirator) when you're using your respirator: Yes No

If "yes," describe this protective clothing and/or equipment: \_\_\_\_\_

14. Will you be working under hot conditions (temperature exceeding 77 deg. F): Yes No

15. Will you be working under humid conditions: 98 Yes No

16. Describe the work you'll be doing while you're using your respirator(s):

---

17. Describe any special or hazardous conditions you might encounter when you're using your respirator(s) (for example, confined spaces, life-threatening gases):

---

18. Provide the following information, if you know it, for each toxic substance that you'll be exposed to when you're using your respirator(s):

Name of the first toxic substance: \_\_\_\_\_

Estimated maximum exposure level per shift: \_\_\_\_\_

Duration of exposure per shift: \_\_\_\_\_

Name of the second toxic substance: \_\_\_\_\_

Estimated maximum exposure level per shift: \_\_\_\_\_

Duration of exposure per shift: \_\_\_\_\_

Name of the third toxic substance: \_\_\_\_\_

Estimated maximum exposure level per shift: \_\_\_\_\_

Duration of exposure per shift: \_\_\_\_\_

The name of any other toxic substances that you'll be exposed to while using your respirator:

---

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19. Describe any special responsibilities you'll have while using your respirator(s) that may affect the safety and well-being of others (for example, rescue, and security):

---

---

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

**Appendix J.**

**University of Massachusetts at Amherst Request for Medical Evaluation**

When completed, send this and the completed OSHA Health Questionnaire form to UHS:

By Fax:

413-577-5110 Attn: Robin Walsh

In person:

Drop off form at UHS room 201 (150 Infirmary Way, Amherst, MA 01003). If office is empty, leave in black mailbox outside room.

Do not email these forms to UHS, only send via fax or drop off in person.

I am requesting a medical evaluation for the following reason(s):

- ☐ HAZWOPER annual physical
- ☐ Respirator fit test

If this is for a respirator fit test please specify type of respirator:

- ☐ N-95 filtering face piece
- ☐ Half face respirator
- ☐ Full face respirator
- ☐ SCBA (self-contained breathing apparatus)
- ☐ Other \_\_\_\_\_

Please provide a reason why you need to wear a respirator if you have selected one:

- ☐ Dust protection/animal allergies
- ☐ Pesticide protection
- ☐ Chemical hazards
- ☐ HAZWOPER
- ☐ Other \_\_\_\_\_

My contact info:

Name: \_\_\_\_\_

Work Tel: \_\_\_\_\_ Cell: \_\_\_\_\_

Dept: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Work Address: \_\_\_\_\_

University of Massachusetts Amherst  
Elaine Marieb College of Nursing  
Skinner Hall Building  
651 N. Pleasant Street  
Amherst, MA 01003  
[www.umass.edu/nursing](http://www.umass.edu/nursing)

