



PLAZA COLLEGE
SCHOOL OF NURSING

Nursing Student Handbook

2025-2026

A Message from the Dean of Nursing

Dear Nursing Student,

Welcome to Plaza College School of Nursing, where your faculty is here to help you achieve your dreams of becoming a registered nurse!

Accredited by the Commission on Collegiate Nursing Education (CCNE), Plaza's program is structured to prepare you to become professional registered nurses, life-long learners, and change agents. Upon completion of the program, you will be driven to continuously seek eminence in improvement initiatives so that quality outcomes can be achieved for your patients and their families while you advance nursing practice.

At Plaza College, you will achieve your educational goals alongside a very diverse group of cohorts who are representative of the current healthcare landscape. Our revered team of faculty strives each semester to help you build on prior knowledge, skills, and attitudes from the previous semester so that you are well-equipped to use clinical judgment to function safely and effectively while using current empirical evidence to support best practices in various dynamic and diverse healthcare settings you will gain your clinical experience. The nursing program ultimately aims to adequately prepare you to pass the National Council of Licensing Exam (NCLEX) on the first attempt.

To succeed as a nursing student, you must be committed, self-motivated, and highly structured so that you can excel in your clinical, lab, simulation, and didactic experiences. The esteemed group of professors is dedicated and well-positioned to support you through this challenging yet very rewarding journey, but it's up to you to take advantage of their office hours and use them as a resource when you need them. While pursuing your academic goals you will be developing the attributes and skill sets necessary to care for clients across the life span. Consequently, it is expected that professional conduct and deportment be maintained always.

The Department of Nursing wholeheartedly welcomes you and is dedicated to facilitating you to be a graduate of Plaza College and a Professional Registered Nurse!

Respectfully,

Charlyn Habeeb, DNP, MSN, RN, CMS-RN
Dean, School of Nursing
Plaza College

Table of Contents

Program Mission, Purpose, Philosophy, and Objectives	6
Program Mission	6
Program Philosophy	6
Program Goals.....	6
Program Learning Outcomes.....	7
The Florence Nightingale Pledge	8
Program Requirements	9
Admissions Requirements	9
Course Descriptions	12
Grade/Progression Requirements	15
Graduation Requirements	19
Grade Scale	19
Ethical Behavior	20
Communication	21
Clinical Policies and Procedures	21
Clinical Placement Sites	21
Clinical Course Clearances	22
Clinical Performance.....	23
Clinical Attendance	23
Clinical Conflicts of Interest	23
Clinical Lateness and Unexcused Absences.....	24
Make-Up Simulation Day.....	24
Transportation	24
Confidentiality in Clinical Settings	24
Dosage Calculation Testing.....	24
Universal Precautions.....	25
Religious Observance Days.....	25

Simulation Center	26
Simulation Center.....	26
Simulation Lab Guidelines:.....	26
Simulation Video Policy and Release	27
Nursing Program Policies and Regulations	27
Academic Integrity	27
Student Testing Policy	28
Make Up Exam Policy	30
Policy On Quizzes & Makeups:	30
Consequences for Policy Violation	31
Academic Support	31
Basic Life Support (BLS) and Cardiopulmonary Resuscitation (CPR).....	31
Cohort Advisor.....	31
Course, Lab and Clinical Expectations.....	31
Cell Phone usage	32
Uniform.....	32
Personal Hygiene	32
Lab Assessments and Skills	33
Drug/Alcohol Policy	33
Drug Testing/ Criminal Background Check.....	33
Health and Safety Policies.....	33
Incident Reporting.....	34
Incidents/Accidents at Clinical Sites	34
Nursing Program Resources	34
Honors and Recognition	35
Medical Expenses.....	35
Professionalism and Accountability	37
Pregnancy Policy.....	37
Professional Liability Insurance	37
Smoking Policy	38

Social Media Policy	38
Statement of Nondiscrimination	38
Student Complaint Policy	38
Students with Disabilities	39
Technical Standards for Nursing Students	39
Wearable Devices & Recording Policy.....	40
Nursing B.S. Student Handbook Acknowledgement.....	41

Program Mission, Purpose, Philosophy, and Objectives

The mission, goals, and expected program outcomes of Plaza College's Nursing Program leading to the Bachelor of Science degree are congruent with those of the institution, reflect professional nursing standards and guidelines, and consider the needs and expectations of the institution's communities of interest. The mission, goals and expected outcomes of the Nursing Program have a clear connection and focus on critical areas that the Plaza College community has defined as important:

- Expanding the breadth and scope of its academic offerings.
- Preparing health professions leaders and meeting the healthcare needs of diverse populations.
- Personal growth, professional education, and opportunity.

Program Mission

Plaza College's Bachelor of Science degree program in Nursing prepares its students to meet the academic requirements for licensure as a registered nurse in the State of New York. With a focus on collaborative, compassionate, and continuous patient care of the individual, families, and the community, the program empowers students to commit themselves to lifelong learning through a dynamic and interactive nursing process using evidence-based practice.

Program Philosophy

The Plaza College NUR program carries a philosophy consistent with the Institute of Medicine (IOM, 2011) Future of Nursing Report:

“Nurses must be prepared to meet diverse patients’ needs; function as leaders; and advance science that benefits patients and the capacity of health professionals to deliver safe, quality patient-centered care.”

The College supports and guides its framework based on the American Association of Colleges of Nursing (AACN) essentials and offers a program that includes content and experiences across the lifespan, from birth to death. The NUR generalist program focuses on practice models that include both direct and indirect care for patients, including individuals, families, groups, communities, and populations; with nursing practice built on nursing knowledge, theory, and research.

Program Goals

The program goals for the Bachelor of Science degree in Nursing are consistent with the College's institutional mission and vision, as well as current professional nursing standards. Upon completion of the program, graduates will be able to:

1. Successfully graduate within their cohort time frame, successfully pass NCLEX licensure examination and obtain employment in the nursing profession.
2. Provide patient-centered care that demonstrates competency in a nursing process that is considerate, holistic, and effective in treating patients as unique individuals with distinctive needs.
3. Apply the principles of leadership, organizational, and management theories to nursing practice for delivery of interdisciplinary and collaborative quality care.
4. Integrate all information technologies into best practices, clinical judgment, critical thinking, and sound decision-making to plan, implement, and evaluate outcomes of care.
5. Analyze current nursing and healthcare trends and issues in the workplace, city, state, nation, and international medical community to deliver evidence-based care.
6. Advocate for social justice by providing population-focused care while striving to eliminate health care disparities and improving the quality of care for all patients.
7. Exhibit the utmost professionalism consistent with the ethical and legal framework of nursing through all actions and behaviors.

Program Learning Outcomes

Given the critical importance of establishing program learning outcomes, the College and Nursing leadership has defined undergraduate learning outcomes that are linked with program and course-level outcomes and experiences in the program. These provide clear measures of success.

Students will:

1. Become proficient at critical thinking, demonstrate problem-solving skills, and implement sound clinical reasoning using knowledge acquired during liberal arts education combined with professional nursing curriculum.
2. Provide high-quality nursing care, coordinate healthcare teams, and oversee and account for care delivery in a variety of settings with leadership concepts, skills, and decisions.
3. Plan, implement, and evaluate patient care using evidence, clinical judgment, and interprofessional perspectives.
4. Utilize patient care technologies, information systems, and communication devices that enhance safe, effective nursing care.
5. Explore the impact of sociocultural, economic, legal, and political factors influencing patient care quality, workplace safety, and the scope of nursing and other health professionals' practice.
6. Integrate nursing perspective into interprofessional teams to optimize patient outcomes through effective communication.
7. Prepare an assessment and intervention plan that takes determinants of health into consideration, as well as available resources to promote clinical prevention and population health in consultation with members of the interprofessional team.
8. Take responsibility for demonstrating the nursing standards of moral, ethical, and legal conduct in all professional and personal interactions.
9. Apply safe and holistic patient-centered care, using an evidenced-based approach, across the lifespan in all healthcare settings.



The Florence Nightingale Pledge

The Florence Nightingale Pledge is a modified version of the “Hippocratic Oath” and is an important part of nursing education. It is recited at important milestones and celebrations throughout a student’s journey through their nursing training program.

I solemnly pledge myself before God and in the presence of this assembly, to pass my life in purity and to practice my profession faithfully.

I will abstain from whatever is deleterious and mischievous, and will not take or knowingly administer any harmful drug.

I will do all in my power to maintain and elevate the standard of my profession, and will hold in confidence all personal matters committed to my keeping, and all family affairs coming to my knowledge in the practice of my calling.

With loyalty will I endeavor to aid the physician in their work, and as a 'missioner of health', I will dedicate myself to devoted service to human welfare.

Program Requirements

Admissions Requirements

Admission of students into the Nursing Program is based on specific written criteria, procedures and policies. The following are requirements for application:

- Complete an application for admission
- Provide documentation of a high school diploma or other official proof of graduation from an institution providing secondary education, or the equivalent of such graduation, as recognized by the State of New York
- Provide college transcripts for any courses the student is requesting transfer credit
- Complete financial aid forms
- Take the Wonderlic SLE exam
- Take the HESI A2 exam
- Provide proof of citizenship that meets current licensure requirements

To ensure that the College is selecting students who have the potential for successfully completing the program, the following process is followed:

- An applicant must achieve a minimum score of 20 on the Wonderlic SLE exam.
- An applicant must achieve a minimum overall score of 80 on the HESI A2 exam, with designated minimums on the following subtests:
 - Reading Comprehension (minimum score of 80)
 - Vocabulary and General Knowledge (minimum score of 80)
 - Grammar (minimum score of 80)
 - Math (minimum score of 80)
 - A&P (minimum score of 80)
- All applicants who meet minimum scores will be required to submit a writing assignment, a personal statement detailing why they want to enter the nursing profession. A standardized rubric will be utilized to score candidates on the writing assignment.
- An applicant must provide two letters of recommendation, as well as a professional resume detailing their work experience.
- All applicants that meet minimum scores will be offered an interview with the Nursing Admissions Committee. The Committee will be composed of the Director of Admissions, Director of Enrollment Management, the Dean of Nursing, and a Nursing faculty member. Other members may include a General Education/Liberal Arts and Sciences faculty member or a member of the administration. A standardized rubric will be utilized to score candidates on the interview.

Specific general education prerequisites for admission into the Nursing Program include:

- A minimum of 60 credits of Liberal Arts and Sciences

- Within the 60 credits requirement, students must have successfully taken the following prerequisite courses:
 - Anatomy and Physiology I with Lab (4 credits)*
 - Anatomy and Physiology II with Lab (4 credits)*
 - Microbiology with Lab (3 Credits)*
 - General Chemistry (3 Credits)*
 - Biochemistry and/or Organic Chemistry with Lab (3 Credits)*
 - Biostatistics/Statistics (3 Credits)*
 - Social Sciences (6 Credits)
 - English and Composition, including one course at the 300 or 400 level that the requires the student to conduct a research paper (9 credits)
- Prerequisite credit hours listed with an asterisks* above must be completed within five years of the date of the applicants completed application
- By the date of the submitted application to the Plaza College Nursing Program leading to the Bachelor of Science degree, at least five of the seven prerequisite courses listed above must be completed, and the remaining must be in progress and must be completed prior to the initiation of the Nursing Program.
- Have a minimum grade of C in all prerequisite courses listed above, with a minimum of a B in both Anatomy and Physiology courses (Anatomy and Physiology I and II).
- Have an overall minimum cumulative GPA of 3.0.

Applicants who have previously attended another nursing school must present a letter from the prior institution that includes a statement regarding the student's standing or provide an official transcript reflecting successful completion. An applicant who has been dismissed previously from a program or is not in good standing will not be considered for admission.

The Nursing Program at Plaza College has a limited number of seats, making acceptance extremely competitive. The Faculty and Administration are aware of how important gaining admission into this program is to each of its applicants. Therefore, the admissions team works to ensure each applicant is fully prepared for the application, testing, interview, and documentation process.

Each registration cycle has a defined recruitment period and an application deadline for the new class of entering Nursing students ("cohorts"). Once all applications for a given cohort are reviewed, the pool of applicants are sorted by weighted score from highest to lowest and conditional letters of acceptance are mailed to those who garner the highest marks. Depending on demand, a waitlist may exist for a given cohort.

Applicants who receive letters of acceptance must successfully complete a number of additional steps by the defined cohort deadline in order to successfully start in the program, which include, but are not limited to:

- **Clear Background Check** – Applicants must pass a background check. The applicant should note that a history of criminal convictions may prevent the student from attending or completing the clinical and experiential requirements of the program or may prevent his or her credentialing in the profession. If there are any questions

regarding the results of the criminal background check, the applicant must make an appointment with the program director to discuss the consequences of the results.

- **Negative Urine Toxicology Screening** – Applicants must pass an alcohol and drug-screening test every 6 months while enrolled in the Nursing program. Inconclusive test results (such as dilute sample and/or an insufficient sample) will require the applicant to be retested at the applicant's expense.
- **MMR:** Submit one of the following requirements: a) Vaccination series: two vaccinations at least 28 days apart OR; b) serological proof of immunity: positive (+) IgG titers for mumps/rubeola; measles and rubella
- **Varicella (Chicken Pox):** Submit one of the following requirements: a) vaccination series: two vaccinations at least 28 days apart OR; b) serological proof of immunity: positive (+) IgG titers for varicella.
- **Tetanus, Diphtheria & Pertussis (TDaP):** submit one of the following requirements: a) documentation of a TDaP booster within the past ten years OR; b) evidence of one dose of TDaP and a TD booster within the past ten years
- **TB Skin Test:** Students are required to submit proof of the absence of active Tuberculosis (TB). Students with newly converted positive PPD's, regardless of BCG status, must have a follow-up.
chest x- ray and submit the radiology report. Students must be on documented prophylaxis drug treatment, as required by the Department of Health, in order to attend clinical. Repeat chest x-ray for positive PPD is required every 5 years.
- **Hepatitis B:** Submit one of the following requirements: a) documentation of Immunization: a series of three vaccines over six months followed by a post-series surface antibody titer at least 4-8 weeks after the last vaccine is given; or b) Hepatitis B Declination Waiver: Although not recommended, students may have the option to decline Hepatitis B.
- **COVID-19:** Students are required to submit proof of immunization. **There are no exemptions.**
- **Certification of Medical Examination and Medication Disclosure** – Applicants must provide evidence of current medical examination within nine (9) months of matriculation via the **Certification of Medical Examination** provided. The student must have all immunizations up to date as directed by the program director, along with disclosing any debilitating diseases or conditions that may affect the educational experience of the student while participating in the Plaza College NUR Program, or affect their professional life upon graduation. Further, the student must disclose any and all medications that are taken at the time of application, and if any current prescription medications indicate change or if there are any additions/subtractions they are mandated to alert the admissions committee immediately.
- **Financial Counseling** – Applicants must meet with the Financial Aid Department to complete financial counseling. Each student's financial situation is unique and the financial aid they qualify for is different. Plaza College participates in a number of financial assistance options to help you fund your education, including state and federal grants, federal loans, non-federal alternative loans, and payment plans.
- **Orientation Exercises** – The Nursing Program has a number of **mandatory** activities that will happen during the week before and after classes begin. These include, but are not limited to: (i) orientation, (ii) CPR training, and (iii) course assignments and

deliverables (iv) N-95 fit testing. Student participation in these activities is **mandatory**.

In addition, as consistent attendance is expected during the entirety of the program, *any single absence during the first two weeks of class may result in the rescinding of the student's acceptance into the program.*

The Bachelor of Science degree in Nursing maintains two tracks: (i) a full-time day track (the “Day Program”), and (ii) a part-time evening & weekend track (the “Night Program”). The Day Program requires **full-time** study of 13-17 credits per semester and does not allow a student to maintain a work schedule outside of school. The Night Program proceeds at a slower pace due to the part-time nature of the course distribution of 6-11 credits per semester and allows students to maintain a work schedule outside of school.

Course Descriptions

Course Description	Lecture Credits	Lab Credits	Clinical Credits
NUR300: Fundamentals of Nursing Practice	3	1	2
This course introduces basic concepts, values and nursing skills required for nursing care across the life spans. Nursing fundamental concepts are integrated throughout the course, and emphasis is placed on critical thinking, communication skills, evidenced based practices, and the nursing process as the underlying foundation for professional nursing in health care settings.			
NUR301: Health Assessment and Promotion	3	1	
This course provides pre-licensure students with the theoretical concepts of health assessment techniques and beginning skills to perform a comprehensive health and physical assessment of patients across the lifespan. Principles of evidence practice, culturally competent care, and the nursing process is emphasized.			
NUR302: Pathophysiology	3		
This class introduces students to the concepts of pathophysiology and altered states in order to relate normal body functioning to the physical and physiologic changes occurring in disease processes. Topics of study include principles of homeostasis and the immune cardiopulmonary, nervous, gastrointestinal, hematological, musculoskeletal, and endocrine systems. The student's ability to relate this to the individual's need for care is emphasized. The course allows foundational pathophysiological concepts, including the pathogenesis, pathophysiology, manifestations, diagnostic testing, and common treatment modalities, providing a foundation for future study in examining responses to illness.			
NUR303: Clinical Judgement	2		
This course focuses on building and applying clinical judgment in nursing practice. It			

<p>accentuates the use of Tanner’s Clinical Judgement Model (noticing, interpreting, responding, and reflecting) and the National Council for State Board of Nursing Next Generation model (recognize cues, prioritize hypotheses, generate solutions, take action, and evaluate outcomes) to guide students through the processes of critical thinking, clinical reasoning and decision-making essential for patient care. Students will learn to prioritize patient needs, make informed decisions, and implement evidence-based interventions while considering safety and ethical principles of nursing practice.</p>			
NUR 304: Pharmacology	3		
<p>This course introduces nursing students to the essential principles and concepts of drug therapy. It explores the core concepts and scientific bases of pharmacotherapeutic agents used in the treatment of illness and the promotion, maintenance and restoration of wellness of diverse populations across the lifespan. Safe administration and monitoring the effects of pharmacotherapeutic agents in the treatment of selected illness including therapeutic and toxic effects, dosage calculations, and challenges related to drug therapy are discussed and explored. Legal and ethical principles and regulatory guidelines will be discussed with the standards of practice and how they affect the role of the nurse generalist in delivering varied drug therapies.</p>			
NUR305: Medical Surgical Nursing I	3	1	2
<p>This is the first of two courses focusing on providing holistic nursing care for adult patients with alterations in physiologic integrity. Students will learn to provide high quality, patient-centered care using the nursing process to promote optimal well-being. Emphasis will be on promoting clinical reasoning skills, integrating evidence based best practices, and ensuring patient safety.</p>			
NUR306: Evidence Based Nursing	3		
<p>This course introduces students to basic elements of the research process and models for applying evidence-based findings in the clinical setting. Emphasis is placed on the protection of human subjects in the conduct of research. Students will evaluate nursing research findings for utilization in clinical practice. In addition, students will prepare to participate in the process of retrieval, appraisal, and analysis of evidence to improve patient outcomes.</p>			
NUR307: Mental Health Nursing	3		1
<p>This course provides theoretical framework and practical experiences in the provision of evidence- based care to individuals experiencing mental health issues. It focuses on promotion, maintenance and restoration of behavioral health. Emphasis is placed on therapeutic communication and critical thinking and nursing interventions for patients in a variety of healthcare settings. Mental health nursing includes the core concepts, scope and standards of practice, basic mental health concepts, therapeutic relationships, milieu management, models and theories related to individual, group, and family therapy, clinical disorders from a nursing perspective and psychopharmacology.</p>			
NUR 401: Medical Surgical Nursing II	3	1	2
<p>This is the second part of an extensive study of holistic nursing care for adult patients with alterations in physiological integrity. Students will learn to provide high quality, patient-centered care using the nursing process to promote optimal well-being and critical thinking in their assessment and plan. Emphasis will be on promoting clinical reasoning skills, integrating evidence based best practices, and ensuring continuous patient safety.</p>			

NUR 402: Maternal Child Nursing	3	1	2
This course focuses on preparing the nurse generalist in providing family-centered nursing during the childbearing and childrearing states of the lifecycle with a special focus on the health promotion and health maintenance of pregnant women, children, and their families. Emphasis will be on the importance of providing optimal nursing care for children and childbearing families and ensuring continuous client safety.			
NUR 403: Health Information Systems and Technology	2		
This course focuses on the uses of information and communication technologies in nursing and healthcare. Students will gain an understanding of the processing data and information and how information systems assist in monitoring outcomes for quality improvement, patient safety and evaluation. Technology is used to apply informatics principles.			
NUR 404: Leadership and Management	3		
This course focuses on the professional role of the nurse in the health care system. It emphasizes concepts and principles of leadership and management as it relates to nursing in the areas of administration, organizational design and governance. Students are able to synthesize acquired knowledge to develop innovative and creative approaches to nursing practice.			
NUR 405: Introduction to Population Health	2		2
This course focuses on population and population and determinants of health and its relationship to nursing care. Students will explore family and group dynamics affecting clients in local, national, and global populations. Emphasis is placed on application of skills for assessment, health promotion, intervention, care management, and rehabilitation.			
NUR 406: Transitions to Professional Practice	3		2
This course synthesizes the core content of the curriculum and is the final preparatory course for entry into nursing practice. Students have the opportunity to comprehensively apply and integrate synthesized theoretical and clinical experiences into a clinical preceptorship. Professional behaviors necessary for transition from student to professional are examined. Students are prepared for the NCLEX licensure examination.			
NUR 407: Critical Care Nursing	3		
This course provides students with an in-depth understanding of the principles and practices involved in caring for critically ill patients. Nursing students will learn how to provide high-quality, evidence-based care in critical care settings with this course. As part of the course, students will study critical care nursing from a physiological, psychological, and sociological perspective. It will provide students with an in-depth understanding of the pathophysiology and nursing interventions required for common critical illnesses. The use of technology in the provision, documentation, and evaluation of care will be integrated into the course. Using the nursing process and clinical judgment model as the framework for the presentation of course content, the student will practice nursing care based on the AACN Baccalaureate Essentials (2020) and within the ANA Scope and Standards of Nursing Practice (2015).			

Attendance

Students are expected to attend all regularly scheduled classes. Students are allowed only one excused absence per semester, regardless of the number of courses they are enrolled in. Any additional absences—whether due to tardiness or non-attendance—will require a formal meeting with the Dean of Nursing. Excessive absences may result in academic consequences, up to and including course failure. At the beginning of each semester, all instructors will inform their students about the attendance schedule.

Excessive absences due to illness should be reported to Student Services. The Student Services Department in conjunction with the Office of the Provost will evaluate the problem, notify the necessary instructors, and make appropriate recommendations.

Grade/Progression Requirements

In order to graduate, students must complete all didactic, laboratory, and clinical competency evaluations, requirements, and seminar assignments successfully with a minimum 78% (C+) accuracy/grade. Failure of any portion of the course will result in failure of the entire course. Due to prerequisite requirements from future courses, all courses must be successfully passed in order to progress toward graduation.

If a student fails a course at any time, it will result in a discontinuation of the student status within the Nursing Program. The student will be notified by the Dean, in writing, regarding their removal from their cohort and would be given the option to petition to the Dean of Nursing to re-enter the program in a subsequent cohort if a spot is available and retake the course in a later semester.

HESI Exam Policy

The Plaza College Nursing Program has selected a series of HESI assessment and HESI Compass tests because of their reliability and validity in assessing students' readiness for success on the NCLEX-RN exam. These exams contribute to the determination of students' mastery of content in nursing courses. Additionally, the exams assess the ability to apply knowledge using critical thinking skills and assist students in identifying strengths and areas of needed improvement.

For students taking HESI Exams in 1st, 2nd, or 3rd semester:

Students who are not in their final semester must achieve 850 or higher on each HESI exam. Those students who fail to achieve the mandated benchmark score are required to remediate within 48 hours after the administered examination. Students who fail to remediate will incur an "incomplete" grade and are not allowed to progress until proof is obtained that remediation is completed. Failure to complete remediation by the end of the course will result in a failing grade, subject to program dismissal. See Appendix A for the grading scale which is used to determine HESI grade.

For students taking HESI Exams in their 4th and final semester:

The Final Exam for NUR406 is the HESI Comprehensive B exam that uses the same test blueprint used by the National Council of State Boards of Nursing for the NCLEX-RN and is predictive of success on the NCLEX- RN examination. This exam contains critical content that has been covered on all HESI exams until this point. A student who scores 900 or above on the Final Comprehensive

Exam has a high probability of passing NCLEX on the first attempt. See Appendix B for the grading scale which is used to determine HESI grade.

Given the value placed on student success on this exam, graduating “Senior” students will have two attempts to pass the HESI final exit exam during their last semester.

The first HESI comprehensive exam (Comprehensive A) will give the student an early warning of their performance on the NCLEX. Students scoring below 900 are mandated to remediate based on the results from the HESI exam. Students scoring above 900 are encouraged to remediate. Students who do not complete the remediation will not be allowed to complete the Final Comprehensive Exam.

1. The conversion score on this first exam will not be included in passing the course.
2. Students are required to take the exam at the designated time. Testing will occur on campus and will be proctored. Make-up exams will only be given to students with documented extenuating circumstances.
3. Students must submit documentation of completion of HESI remediation to the faculty teaching NUR 406 Transitions to Professional Practice by the deadline established which will be before the second attempt.
4. The second HESI comprehensive exam (Comprehensive B), administered in week 15/module 15, will help to determine student success on the NCLEX Exam. It is encouraged that all students remediate as the knowledge gained is beneficial for NCLEX Readiness.
5. Please see Appendix A for the grading scale that will be used to provide the final grade for HESI Exams completed in Semesters 1-3.
6. Please see Appendix B for the grading scale that will be used to provide the final grade for the HESI Comprehensive B Exam

Appendix A: Grading Scale for HESI Exams (Semesters 1-3)

Grading SCALE: HESI EXAMS for Semester 1-3	
SCORES	POINTS
>850	100
849-501	HESI Points/850
<500	0

APPENDIX B: Grading Scale for ALL HESI Exams completed in Semester 4

Grading SCALE: HESI EXAMS for Semester 4	
SCORES	POINTS
>900	100
899-501	HESI Points/900

<500	0
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For successful completion of NUR 406: Transitioning to Professional Practice, students are required to complete the assigned modules and exams for HESI Compass. Failure to do so will result in failure of the course.

Grade Appeal Procedure

READ CAREFULLY FAILURE TO FOLLOW PROCESS MAY LEAD TO DENIAL

Steps for Grade Appeal:

1. Students who feel that their grades do not accurately reflect their work should contact their course instructor to discuss the details of the grade issued. If there is more than one instructor for the course, you should contact the lead instructor. **Do not contact any academic or program deans/directors, the Office of the President, or Student Services.**
2. The course instructor will provide a breakdown of the final grade to the student. If both agree that the grade is correct, the process is complete. If both agree that the grade needs to be changed, the course instructor will submit the required paperwork to Dean Fordunski for an official grade change. Once the grade is changed, the process is complete.
3. If after meeting with the course instructor, the student still believes that the grade is incorrect, they must submit a written letter request for a reevaluation to Dean Kalli Koutsoutis, kkoutsoutis@plazacollege.edu.
 - a. **Please note:** The appeal must be in written form (attach the appeal to an email; phone calls will not be returned).
4. The letter must contain the following:
 - a. The course name and instructor's name
 - b. The grade received and grade you believe you earned
 - c. A detailed explanation of why you believe the grade should be changed
 - i. Include documentation. This should include copies (not originals) of work you have completed for the course that demonstrate you have earned this grade.
 - ii. **Please note:** Effort and attendance are NOT elements of an appeal. Doing intersession work does NOT guarantee passing a course. You must demonstrate that you learned the material.
5. Attach a copy of the letter to an email addressed to Dean Kalli Koutoustis with the subject "Grade Appeal."
6. **Note:** If you were unable to contact your instructor, you may still submit an appeal, **but you must include copies of emails where you attempted contact.**
7. You will be informed in writing of the Dean's decision, which is final, in approximately two weeks.

THIS IS THE ONLY PROCESS FOR GRADE APPEALS.

For questions about the process, please contact Dean Kalli Koutsoutis via email at kkoutsoutis@plazacollege.edu. Questions regarding specific grades will NOT be answered.

Readmission after failure of a single course: Should a student receive a final failing grade in a single nursing core course, they will be permitted to petition to the Dean of Nursing to retake the course in a later semester. Students that wish to petition for re-admission must be in compliance with all other facets of the program and have no violations of the student code of conduct. Petitions consist of a written letter explaining why the student feels s/he failed the course, what they will do differently if granted the permission to re-enter, and any other information pertinent to understanding the nature of the student's situation. All petitions must be received by no later than 5 days from receiving notice of the course failure.

The ultimate decision to approve or deny a petition rests with a committee of Plaza College nursing faculty and administration. The Dean will inform the student about the committee's decision. If granted, the Dean will make the necessary arrangements to accommodate the student, including if necessary, communicating to the Registrar that a seat is formally reserved for the petitioning student to retake the class. Due to the cohort-based structure of the program, timing will be based on the availability of seats in the active cohorts and/or enrolling cohorts. The Committee may also require that re-admitted students be required to audit additional previously passed courses to demonstrate a continuation of critical knowledge.

- If a failure occurred during semester one, student shall default to subsequent cohort and repeat the failed course(s). Students must attend all components of any failed courses (lecture, lab, and clinical) and achieve a minimum grade of 82 when repeating failed courses to demonstrate success. Additionally, student may be required to audit previously passed courses on a pass/fail basis to demonstrate a continuation of critical knowledge.
- If a failure occurred during semesters two through four, student shall default to subsequent cohort. In the immediate next semester, student may be required to audit previously passed courses on a pass/fail basis to demonstrate a continuation of critical knowledge. When next offered, student will repeat all components of failed course(s) as required by the Committee (lecture, lab, and clinical unless otherwise approved) and achieve a minimum grade of 82 in such courses to demonstrate success.
- ***Students will be permitted only one failure of a core course during their enrollment in the Nursing Program. A grade of B (82) or higher must be earned in the repeated course(s) in order to progress in the program. If a student fails the repeated course(s), their enrollment in the program will be terminated. Students are only permitted the ability to readmit to the program once.***

Program re-entry after dismissal: Should a student be dismissed from the Nursing Program for multiple course failures or denial of a petition to repeat a failed class, they can have an opportunity to readmit on a one-time basis contingent on seat availability. Program re-entry is not guaranteed. Students dismissed with any associated disciplinary problem will not be considered for readmission. To be considered for re-entry, students must:

- Demonstrate a minimum GPA of 2.5 or higher in nursing courses.
- Complete the readmission process through admissions office with a new application (including any additional transcripts since leaving program, if applicable).
- Meet with Dean or Associate Dean of Nursing.
- Write a personal essay showing motivation to succeed and include a personal improvement plan.
- Sit out for one full cohort prior to re-entry (for example, students who were last enrolled in Cohort 5, may seek re-entry for Cohort 7).

Should a student be granted re-entry, they will be admitted under the current curriculum with the responsibility to complete all outlined requirements including any applicable changes to the program. Any subsequent failure because of academic or discipline problems prohibits any future attempts to gain admission into the nursing program.

Graduation Requirements

Students are responsible for following the required course sequence by referring to the College Catalog or Student Handbook for Nursing, B.S. for an outline of all courses required for successful completion of the program. The program has a total of 120 credits. The Liberal Arts and Sciences requirement of a minimum of 60 credits for the B.S. degree will be fulfilled by transfer credits from the A.S. in Allied Health Sciences or a program from an appropriately nationally accredited institution. The additional 60 credits will be fulfilled in the Nursing Program at Plaza College, and all courses in the program are core nursing courses. Included in these credits is the completion of 600 hours of clinical rotations, not including additional laboratory hours. Nursing students must maintain a GPA of 3.0 in order to graduate. At the conclusion of the program, students are prepared for and entitled to take the National Council Licensing Examination (Next Generation-NCLEX-RN) to obtain licensure.

In order to be legally employed as a graduate of a program leading to RN licensure in New York State, a practice permit is required during the interim between graduation and the issuance of a license. A nursing graduate is eligible to file an application to take the National Council Licensing Examination (Next Generation-NCLEX-RN) before the actual graduation ceremony as long as program requirements have been met. Upon successful completion of the Next Generation-NCLEX-RN*, the graduate will receive a license to practice as a Registered Professional Nurse.

** Students are cautioned that graduation from the school does not assure licensure. The decision to grant licensure lies with the Office of Professional Discipline and occurs after the candidate passes the NCLEX-RN. A record of a felony conviction may disallow licensure. The Office of Professional Discipline (OPD) will review each felony conviction on the grounds of remorse, retribution, and rehabilitation*

Grade Scale

Students in the Nursing Program are required to maintain a passing grade of 78% (C+) or higher in all nursing core courses, as outlined in the Plaza College Catalog.

Nursing Grade Scale			
Grade	Point	Numerical Equivalent	Progress
A	4.0	95-100	Superior
A-	3.7	90-94	Excellent
B+	3.3	86-89	Very Good
B	3.0	82-85	Good
B-	2.7	80-81	Above Average
C+	2.5	78-79	Average
C	2.0	72-77	Below Standard
C-	1.7	69-71	Below Standard
D	1.0	65-68	Below Standard
F	0.0	Below 65	Failure
AW	0.0		Administrative Withdrawal
I	0.0		Incomplete
IP	0.0		In Progress
<i>The following grades are not computed in the grade point average:</i>			
P			Pass
W			Withdrawal
TC			Transfer Credit

The clinical and lab portion of a nursing course will be assigned a Pass/Fail grade. A passing grade in clinical is equivalent to C+ (78), however, the class cannot be passed unless all components (didactic, lab, and clinical) are passed. If a student fails **one** of the components of the course (didactic, lab or clinical) then the student will receive a grade of “F” for the course.

Grades on individual exams (including comprehensive or HESI), assignments, quizzes, and projects are recorded in the gradebook in their original form. Only in the case of final course grades is rounding to the nearest whole number permitted. If an earned final grade is not a whole number, it is rounded up to the next whole number (if decimal is 0.5 or greater) or down to the previous whole number (if decimal is 0.49 or less). All earned grades will be posted to the Student Portal at the conclusion of each semester.

Students approved by the Dean of Nursing to continue working on coursework during the College’s schedule intersession will receive an “I” (incomplete) grade until the coursework is completed. Coursework not completed before the beginning of the next semester may result in a “F” grade.

Ethical Behavior

Professional behavior is dictated by an ethical code. A client's setting isn't the only place where ethical behavior is important. One should incorporate the practice into their daily lives. Nursing students have both rights and responsibilities. It is the student's responsibility to maintain the integrity of the profession and ensure the safety of their clients in order to fulfill these responsibilities.

THE FOLLOWING STUDENT BEHAVIORS MAY LEAD TO PROGRAM DISMISSAL (INVOLUNTARY PROGRAM WITHDRAWAL):

- Excessive absences
- Any performance or negligence which causes, or puts the patient at risk for, physical or emotional injury.
- Unprofessional conduct (See Rules of the NYS Board of Regents, Part 29, Unprofessional Conduct at <http://www.op.nysed.gov/part29.htm>).
- Failure to immediately report a patient care error to clinical instructor and /or responsible staff nursing personnel.
- Being under the influence of alcoholic beverages, drugs which impair judgement, or illegal drugs.
- Fraudulent or untruthful charting in a medical record.
- Dishonesty, e.g., stealing from the college or a clinical agency, plagiarism, cheating on examinations (see Policy on Academic Integrity).
- Failure to improve unsatisfactory clinical performance following counseling.
- Determination of any “direct threat” - This condition consists of a significant risk to the health or safety of a student(s) or patient(s) with a high probability of substantial harm that cannot be eliminated by reasonable accommodation.
- Use of foul language in the classroom, laboratories and/or clinical facility.
- Disrespectful or aggressive behavior towards faculty, staff, other students and personnel at the Health Care facilities, including all Nursing Program vendors.
- Inappropriate communication including but not limited to; verbal communication, written notes, emails, bodily gestures.
- Disruptive behaviors on Zoom, or any remote platform.

Communication

- All communication from the Nursing Program will be through the student’s Plaza College email.
- Plaza College email is assigned to each student upon acceptance into Plaza College. Communication from the program, the college, clinical placement coordinators, and other student related matters will only be sent to the student’s Plaza email.
- Students are responsible for reading all email postings. If a response is indicated, students must respond to emails from faculty (clinical or academic) **within 24 hours of receipt**.
- Checking Plaza College email on a daily basis is mandatory.
- Course related communication is through the Canvas email.
- Cell phones should be set to silent or vibrate when in class, lab or clinical sites. *Students are not allowed to take or make personal calls, email, or text during class, lab or clinical.*

Clinical Policies and Procedures

Clinical Placement Sites

Clinical site placements and assignments are not negotiable. Students are obligated to adhere to applicable policies and procedures of the clinical agencies they are assigned. Students are required to know and comply with all policies and procedures.

The clinical coordinator is responsible for arranging clinical placements for students. Students may be required to travel up to 50 miles each way for a clinical site. *Plaza College Nursing Program students who decline to proceed to an assigned clinical rotation site will be deemed to have voluntarily withdrawn from the program.*

Students are not permitted to contact a clinical site or a preceptor about a clinical placement.

Students are permitted to begin a clinical placement after the Clinical Coordinator ensures that the student has successfully completed the health clearance process, required background checks, mandatory training, and passed the clinical calculation examination by the stated deadline.

Students will not be considered for a clinical placement until they have satisfied all prerequisites. If a student does not submit all requisite documents required for a clinical placement by the deadline, the clinical placement may not be granted.

Clinical Course Clearances

In addition to the vaccinations, medical examination, mandatory fit testing, and medical disclosure required for admission into the program, students assigned to clinical rotation sites must submit to all medical clearance requirements and orientation assigned by the site. These requirements are to ensure that students do not pose a health or safety risk to themselves, their patients, or co-workers, and all requirements must be met **four** weeks prior to beginning of the first clinical day in each clinical course.

They may include, but not be limited to:

- CPR/BCLS Certification for Health Care Providers
- Health clearance
- Physical Examination
- Drug test
- Background check
- Vaccinations (ex: COVID-19, seasonal flu, MMR etc.)
- N-95 fit testing
- Clinical site orientation

Castle Branch is the platform for students to upload their requirements for clinical. All required documentation should be uploaded to the Castle Branch site for review and approval by the Clinical Coordinator. Failure to submit the completed forms in a timely manner will result in cancellation of the student's registration for clinical courses.

Clinical clearance must be maintained throughout the semester in which the student is enrolled in a clinical practicum course. Students must notify the clinical faculty member and the clinical coordinator of any health condition that occurs during the semester that, if it had been detected during the health clearance process, would have resulted in the student being denied health clearance. In such cases, the student will not be permitted to attend clinical courses until they have been cleared to do so with documentation approved by the Dean of Nursing.

The clinical clearance process consists of completing:

1. Annual Health Assessment Form (to be completed yearly)
2. Lab results pertaining to immunization titers and/immunizations.
3. PPD and/or Quantiferon results are required
4. Any supplemental forms or testing as required by the agency(s) at which the clinical component takes place.
5. Evidence annually of certification in CPR (only from American Heart Association) professional rescuer cardiopulmonary resuscitation certification

Students are responsible for verifying that all required information is included on any required documentation and acknowledge that incomplete documentation may prohibit them from reporting to clinical sites. Any such absence will be considered unexcused. Students should retain a copy of all submitted documentation for their records.

Clinical Performance

Clinical training is an essential component of a nursing student's education. Each session is indispensable in preparing a student for patient care, and therefore, students should attend each clinical session – whether on campus or at a clinical site - prepared and ready to participate.

Each instructor/clinical site has the right to remove a student from a clinical session should they deem them unprepared or unsafe. The student must meet with the Dean of Nursing to discuss such infractions and outline a remedial plan, which will be documented in the student's academic file. Should the behavior not improve or the student's overall clinical performance be deemed unsafe, they will receive a failing grade for the course.

Please Note: Failure of the clinical component of the course results in a failure of the entire course including theory and lab.

Clinical Attendance

Students are expected to attend all clinical experiences. Students are expected to arrive at their clinical assignments approximately 15 minutes before their scheduled time. This demonstrates the professionalism, dedication, commitment, accountability, and responsibility that is required of nurses. If a student is sick, they must notify their clinical and didactic professors, the Director of Clinical Coordination, and the Dean of Nursing by email in advance. Students must provide a doctor's note, documenting the reason for their absence and any details concerning their return to school. Any excessive absences due to illness will require a meeting with the Dean of Nursing.

Clinical Conflicts of Interest

Students are prohibited from attending clinical experiences at sites which they have been employees of in the previous 24 months. If a student learns that they have been assigned to a site which violates this policy, they are to inform the Director of Clinical Coordination and the Dean as soon as possible so an alternative site may be identified. Failure to inform the college of a conflict is a violation of the student requirements and thus will result in their immediate dismissal.

Clinical Lateness and Unexcused Absences

Students who arrive later than 15 minutes and not greater than 30 minutes to their clinical assignment will be given a first-time warning. If there is a second lateness, the student will be dismissed for the day and this will be considered an official, unexcused clinical absence. A clinical absence will require a mandatory meeting with the Dean of Nursing. There are no “make-ups” for student absences. If a student is absent more than once to their clinical assignment, they will receive a grade of “F” for the clinical component. *Please Note: Failure of the clinical component of the course results in a failure of the entire course including theory and lab.*

Make-Up Simulation Day

Occasionally, sessions scheduled at clinical sites get canceled or cut short due to circumstances outside the College’s control. For example, the clinical site temporarily shuts down due to a Joint Commission visit, a clinical professor becomes ill, etc. Students who miss any clinical or lab experiences with approval from the Dean of Nursing are required to make-up up the clinical hours missed. The make-up session will take place in either the Clinical Simulation Lab or the Clinical placement site. The clinical make-up will include comparable learning outcomes as determined by the course faculty, Director of the Simulation Lab, and on/off campus Clinical Instructor. The clinical make-up is conducted at the convenience of the course faculty/ clinical instructor and may occur in the evening or on a weekend. Any missed lab experience will be made up in the Simulation Lab and will include comparable learning outcomes as determined by the course faculty, Director of the Simulation Lab, and on/off campus Clinical Instructor.

Transportation

Transportation to all off-campus programs including clinical placements is the responsibility of the student. Clinical sites may require up to a 3-hour commute. Students are responsible for parking fees, if applicable, at the clinical sites. Students are encouraged to carpool to clinical sites. Carpooling may be mandatory at some sites as parking is limited for employees only.

Confidentiality in Clinical Settings

Nursing students are held accountable to The Health and Human Services (HHS) Health Insurance Portability and Accountability Act - Standards for Privacy of Individually Identifiable Health Information (known as the PrivacyRule). Please review: <https://www.hhs.gov/sites/default/files/privacysummary.pdf>

Students are not permitted in any clinical area without the supervision of their clinical instructor under any circumstances.

Dosage Calculation Testing

Prior to starting clinical nursing courses, students must achieve the following scores: a score of 90% or above for semesters 1-2 and a score of 100% for semesters 3-4. Students will have *two*

attempts to obtain a passing score on the dosage calculation exam. If the student fails to achieve the required score after the second attempt, the student must withdraw from both the clinical and didactic components of the course and repeat both the next time the course is offered. *Students must remediate with faculty after failing to obtain the required score at the first attempt before a second attempt is granted.*

As drug dosage calculation is a required nursing skill, it will be reinforced and assessed through all clinical courses.

Universal Precautions

All students must follow the OSHA guidelines for Universal Precautions (<https://www.osha.gov/SLTC/etools/hospital/hazards/univprec/univ.html>). Universal precautions include the use of gloves, eye protection, protective clothing, and handling sharps. Each student must make use of universal precautions equipment and protocols during every clinical contact, which would reasonably require the use of such protocols and/or equipment. Any student who is uncertain about when and how such protocols and equipment should be used must contact the Clinical Coordinator immediately for appropriate remedial training. Students must notify the Clinical Coordinator immediately if a clinical rotation site appears to have inadequate universal precautions equipment or protocols.

Bodily Fluids: Patient care involves the handling of bodily fluids. Students should take extreme care in ensuring that they are following the appropriate safety protocols when handling fluids. Inability to do so may result in academic sanction. In particular, students should wear correct PPE, wash their hands frequently, dispose of used equipment immediately and appropriately, call for assistance when needed and upon any spillage of any fluid, and notify instructors of any injuries or exposure.

Equipment: It is the responsibility of each student to use the equipment (both expendable and non-expendable) available to them in the laboratory and clinical settings in an appropriate and respectful manner. Students may be held financially responsible for damage to equipment. All equipment must remain in the laboratory in which it is assigned unless otherwise approved by an administrator. Sharps may never leave the laboratory setting.

Religious Observance Days

The Nursing Program at Plaza College respects students' religious beliefs, and in following New York State law, students who are absent because of a documented religious observance will be given the opportunity to make up any academic requirements missed because of such absence. Students must inform faculty about planned religious days off *at the start of each semester*. Students will not be penalized for absences related to religious beliefs because alternative means will be sought to satisfy the academic requirements. The Nursing Program will make every effort to accommodate religious beliefs and observances of students. However, requested adjustments must be reasonable, made well in advance of the requested day(s) to allow the fulfillment of academic requirements. Absences from class and clinical placements will not be accommodated on those holidays when work is permitted. Absences on days when work is permitted are considered unexcused thus scheduled exams, presentations, clinical hours and other academic or

clinical activities cannot be made up.

Simulation Center

Simulation Center

Plaza College's Nursing Simulation Center features a large nursing skills lab, three state-of-the-art, fully simulated hospital rooms, as well as a separate room for private debriefing. The simulation lab is a student-centered environment. The lab provides a safe, realistic and life-like clinical environment for students to practice nursing skills, techniques and procedures (e.g., handwashing, injections, health assessment, and physical exams) previously covered in nursing coursework without the risk of harm to actual patients.

Once learned, these skills can be utilized in actual clinical settings to optimize safe, knowledgeable and effective nursing care. The simulated hospital rooms will serve as trauma, critical care, or acute care rooms and can also be transformed into home care settings. One room is a fully equipped OB/birthing room that can also be converted into a mental health room. Each room will be equipped with wall mounted monitors and rolling computer stations for barcode medication administration and electronic documentation at the point of care. Simulation scenarios used will progress from simple to complex in order to provide hands-on experience to prepare nursing students for clinical practice. The simulation lab provides an interactive environment and the simulation scenarios provide an opportunity for active, hands-on learning, which are used as a method to assess and evaluate skill acquisition. Learning in the simulation lab eases the transition to clinical nursing practice. Simulations mimic various clinical settings and help students develop problem solving and decision-making skills for standardized clinical situations.

Procedures and techniques may vary in simulation scenarios thus students are shown different approaches to performing a skill correctly, while adhering to basic concepts. Faculty may present different methods of performing a skill however, the theoretical basis is the same. Additionally, these simulation rooms will be set up to stream video and audio to any classroom in the building so students can view a simulation in progress. The Simulation Center will be managed by a full-time simulation coordinator and assisted by the full-time faculty.

Students are required to use the Simulation Center throughout their academic journey at Plaza College. Each clinical course has a checklist of required competencies which students must master and which will be assessed using the equipment in the Simulation Center. Skills practice and additional help in clinical skill building will be hosted in these rooms.

Simulation Lab Guidelines:

- All lab mannequins are to be treated as if they are live patients
- The patient bed is considered a patient's private space
- Students are only allowed in the patient beds only when assuming the role of the patient as directed by nursing faculty or the simulation coordinator. Shoes must be removed when in patient beds
- Students may only use the nursing labs during designated class times or during open

lab times. Open lab is defined as a time when the lab is not scheduled for the use of a nursing course or another health professional course. The lab schedule will be posted on the outer doors of the lab. It is the student's responsibility to ensure they are not in the lab when courses are scheduled. Students must be in uniform to use any nursing lab.

- Students are limited to using the equipment that was previously taught in classroom lectures and labs.
- Students may practice with available equipment.
- Electrical equipment must remain unplugged unless the clinical simulation coordinator, faculty member, or lab assistant sets up the equipment
- Students must clean and return equipment to the appropriate areas and storage units located within each lab
- Students must report any equipment in need of repair immediately
- Students must report any unsafe conditions immediately to the Simulation Coordinator. Students may not use the simulators without approval from the simulation coordinator.
- Food and beverages **are not permitted** in the lab.
- All treatment surfaces must be cleaned and sanitized using appropriate antimicrobial agents. Spray bottles with approved disinfectants will be provided in each lab.
- If linens, towels, or pillowcases are running low, students should notify faculty immediately. Before students use a substantial amount of linens or supplies, during open lab, they should notify their instructor who can make sure there is adequate supply.

Simulation Video Policy and Release

Students consent to be recorded in the Plaza College Simulation Lab and understand these recordings are intended for educational purposes only and will be deleted at the completion of each semester or as storage space is required. They also understand that these videos will be stored on the Plaza College central server. All data associated with simulation operations will be treated as educational records and adhere to the confidentiality requirements as such.

Nursing Program Policies and Regulations

Academic Integrity

The Nursing Program follows the College's policies and procedures on Academic Integrity. Academic integrity is the pursuit of scholarly activity in an honest, truthful and responsible manner. Students are required to be honest and ethical in carrying out all aspects of their academic work and responsibilities. It is the responsibility of all students to ensure that they refrain from any conduct leading to suspicion of academic honesty infractions, whether their own or at the aid of another.

Examples of academic dishonesty include, but are not limited to, cheating, plagiarism, obtaining unfair advantage, and falsification of records and official documents.

Cheating is the unauthorized use or attempted use of material, information, notes, study aids,

devices, or communication during an academic exercise. Examples of cheating include, but are not limited to:

- Copying from another student during an examination or allowing another to copy your work
- Providing assistance acts as academic misconduct
- Unauthorized collaboration on a take-home assignment or examination
- Using notes during a closed book examination
- Submitting another's work as your own
- Unauthorized use during an examination of any electronic device, such as cell phones, computers, or internet access to retrieve or send information
- Allowing others to research or write assigned papers for you or to complete your assigned projects
- At the discretion of the professor, assignments will be submitted to Copy Leaks. The Copy Leaks Score should generally not exceed 25-30%. Situations, where scores exceed 30%, will be reviewed by the instructor to determine if there is a lack of originality in the work submitted. If such work is deemed as plagiarism, it will be subject to actions outlined in the Student Code of Conduct which can be found in your Student Handbook on the College's website.

Plagiarism is the act of presenting another person's idea, research or writings as your own. Examples of plagiarism include, but are not limited to:

- Copying another person's actual words or images without the use of quotation marks and citations attributing the words to their source
- Presenting another person's ideas or theories in your own words without acknowledging the source
- Engaging in plagiarism or self-plagiarism, via the Internet or other web-based or electronic sources, which includes (but is not limited to) downloading term papers or other assignments and then submitting that work as one's own, or copying or extracting information and then pasting that information into an assignment without citing the source, or without providing proper attribution.
- ***Define self plagiarism it is not defined above**

Obtaining unfair advantage is any action taken by a student that gives that student an unfair advantage, or through which the student attempts to gain an unfair advantage in his/her academic work over another student. Examples of obtaining an unfair advantage include, but are not limited to:

- Gaining advance access to examination materials by stealing or reproducing those materials
- Retaining or using examination materials which clearly indicate the need to return such materials at the end of the examination
- Intentionally obstructing or interfering with another student's work

Falsification of Records and Official Documents include, but are not limited to, acts of forging authorized signatures, or falsifying information on an official academic record.

Student Testing Policy

The Nursing Program reserves the right to offer exams in computerized format. Exams may be given during lecture hour.

It is the student's responsibility to arrive on time for the exam. If the student arrives late for an exam, the student forfeits the time they are late. No extra time will be given for students arriving late. Students arriving more than 15 minutes late will be required to reschedule a time to take the exam before the final week of the semester.

Use the restroom before the exam begins. For a unit exam the student will not be permitted to use the restroom. No drinks or food will be allowed in the testing room.

For the final exam, the student may use the restroom only if accompanied by the second faculty or staff member.

The following items may not be accessed at all during the exam (including restroom break):

- Any educational, test preparation or study materials.
- Cell/mobile/smart phones, tablets, watches, cameras, pagers, jump drives or other electronic devices and weapons of any kind.
- Turn off cell phones completely (do not put them on vibrate).
- No borrowing or sharing calculators. No using cell phones or PDAs as a calculator.

The student will refrain from engaging in any disruptive behavior during the exam, including but not limited to, walking around, talking, and standing up, etc.

A student must raise their hand before asking a question.

No wearing of electronic devices including, but not limited to, watches, electronic bracelets and/or wrist bands may not be worn during an exam.

Hats, gloves, hoods, scarves, jackets, coats or dark glasses may not be worn during an exam.

All Nursing Students should be aware that any disclosure of examination items before, during or after the examination is a violation of the college's Academic Integrity Policy.

The only material that can be used during your exam will be provided by faculty. Please note that all scrap paper must be turned into faculty with the completed quiz/exam. All personal belongings will be placed in front of the room. This includes:

- Cellular, mobile, smart phones, PDA
- Any electronic devices including, but not limited to, pens, calculators, watches, electronic wrist bands, eyeglasses, etc. bags, purses, wallets
- Books, study materials
- Cameras
- Coats, hats, scarves, gloves
- Food or drink
- Gum or candy
- Lip balm

When the student is finished with their exam:

Log off computer and immediately leave the room quietly, unless instructed otherwise, without discussing exam concerns with faculty or other students.

For Remote Testing:

Exams given via Zoom are subject to remote proctoring. Students must be able to take the exam on a computer with a working camera to enable remote proctoring.

Make Up Exam Policy

Students who miss an exam must provide documentation of extenuating circumstances. These circumstances include, but are not limited to, a death in the immediate family or an illness requiring hospitalization (of the student or an immediate family member). For the purpose of this policy, immediate family is defined as a spouse or dependent. In the event of a death in the immediate family or illness requiring hospitalization, students should speak directly with their faculty and the Dean of Nursing.

All make-up exams are at the discretion of the Dean of the Nursing Program and Provost. Faculty reserves the right to provide an exam in an alternate format, which may include any of the following NCLEX Next Generation test format items: multiple choice, multiple response, matching, case studies, standalone items (such as Bow Tie, select all that apply, cloze, highlight, drag and drop, matrix), and may include exhibits or electronic health records, audio clips, and/or images.

Under no circumstances will a make-up exam be given a second time in any course within a single semester. Students will receive a zero (0) for a second missed exam.

Policy On Quizzes & Makeups:

Students are permitted one make-up quiz per semester for weekly quizzes without requiring documentation. Missing more than one weekly quiz will require documentation of extenuating

circumstances, as defined in the make-up exam policy above.

Students who fail to meet the criteria for a make-up quiz or exam as outlined above will receive a grade of zero (0) for either the missed exam or missed quiz.

Consequences for Policy Violation

A student who is found to be dishonest in submission of his or her academic assignments or other work, or in carrying out his or her academic responsibilities may, at minimum, receive a zero for the submitted assignment, may receive a failing grade for the course, or may be subject to further suspension or expulsion from the College depending on the severity of the offense(s). Regardless, all incidents of academic dishonesty will be reported to the Dean of Nursing and may be retained by the College in the student's records.

Academic Support

Students requiring additional help in any subject may receive academic support through their nursing faculty and/or their academic advisor.

Basic Life Support (BLS) and Cardiopulmonary Resuscitation (CPR)

It is the policy that all nursing students will successfully complete the course content in the Healthcare Provider level BLS and CPR course offered by the American Heart Association (AHA). Only BLS and CPR courses from the AHA are acceptable for the Nursing Program. All students must show documentation of certification and it is their responsibility to maintain compliance. Students will not be allowed to enter or continue in the program without current certification.

Cohort Advisor

Upon entry to the program, each student will be assigned an advisor from the nursing faculty department. The student advisor is responsible to assist students in navigating academic challenges, understanding course sequencing, journal reflection submissions, monitoring competencies and program requirements, and mitigating deficiencies in clinical care, along with general academic advice.

The student is strongly encouraged to meet with their assigned advisor twice a semester. Students must email their advisor to request an appointment. The student is responsible to maintain all requirements and competencies and work with the advisor to monitor progression toward completing the proposed academic program and discuss grades along with other performance indicators.

Course, Lab and Clinical Expectations

Students are expected to attend **all class, lab, and clinical sessions**, arriving prepared and ready to actively participate. Faculty take attendance during each of the scheduled course components. Cell phones must be turned off or silenced during all sessions. The use of cell phones for any reason is not permitted in class, lab, or clinical. Please note the following policies and expectations:

Cell Phone usage

To maintain a focused learning and clinical environment, all cell phones must be silenced or set to vibrate during class, lab, or clinical activities. Personal use of phones, including calls, emailing, and texting, is prohibited during these times. In the event of an emergency requiring phone use during a lecture or lab, students should discreetly step out of the area and return promptly once the situation is resolved.

During clinical site rotations, if an emergency necessitates cell phone use, the student must immediately notify the instructor. After being informed, the instructor will direct the student to an appropriate location to use the phone. Violations of this policy may result in dismissal from the learning environment and students are at risk of incurring unexcused absence, at the discretion of the instructor.

Uniform

Students are required to dress in the following dress code for all didactic, laboratory, and clinical sessions:

- Plaza College-issued scrubs and student ID are to be worn at all times above the waist while on campus. You may not wear any other clothing in place of your uniform scrubs. A thin, white, solid long or short sleeved shirt underneath your scrubs may be worn under your scrub top. No additional colors or patterns other than white are permitted. You will be issued a uniform for on campus activities and a different uniform for clinical. *Students are responsible to wear the correct uniform to campus and their clinical site.* Uniforms must be clean, free from wrinkles, and properly maintained. Only white leather sneakers or shoes are permitted without any lines or emblems, clean and properly maintained. No cloth, mesh, or rubber plastic footwear is permitted.
- While at a clinical site, students must comply with the dress code of the clinical setting.
- Jewelry should be kept to a minimum (watch with a second hand, wedding band, and one pair of post earrings per ear are allowed. No dangling earrings are permitted). No additional rings, earrings, necklaces or bracelets are permitted. If you arrive at clinical with more than the minimum requirements, you will be required to remove it at your own risk.

Personal Hygiene

- All students are expected to be well groomed and non-offensive to others. Obvious, detectable odors (perfume, smoke, body odor) are not acceptable. Vaping is not permitted.
- Piercings (unless nose piercing is part of your culture) must be removed.
- All hair and facial hair should be neat, clean and trimmed. Shoulder length hair should be tied up off the collar and pulled back from the face. ***Hair must be a natural shade (no bright colors; pink, purple, blue, green etc.). Please note: Facial hair may interfere with proper fit of the n-95 respirator mask which is a requirement for clinical***

rotations.

- Fingernails must be well groomed, short (not longer than the fingertips), and clean. **No** nail polish may be worn. No artificial nails, tips, gels, or extensions are permitted.
- Make-up should be minimal. No lipstick, gloss or tinted lip balm is permitted.
- All visible tattoos must be covered.
- False eyelashes are not permitted.
- Hats, headscarves, and bandanas are not permitted except for religious head coverings.

Lab Assessments and Skills

Students are expected to be present for all scheduled lab skills assessments or a grade of zero will be given. Absent students may only take a make-up exam if they have a documented valid excuse for the absence approved by the Dean of Nursing. After approval, the student can make arrangements with their faculty member.

Drug/Alcohol Policy

All students are expected to perform all classroom activities safely and efficiently, without the use of drugs, alcohol, or prescription medications. Plaza College is a drug-free campus and is following the Drug-Free Schools and Communities Act Amendments of 1989. Any student found to be non-compliant with the standards outlined in the Plaza College Student Handbook may face disciplinary action.

Drug Testing/ Criminal Background Check

All applicants for the Nursing Program must submit to and pass a urine toxicology screening and criminal background check. Plaza College has partnered with Castle Branch, a background check and compliance management company to complete this process. In addition, students may be required to submit additional background and/or drug screening tests throughout the program to meet the requirements of clinical rotation sites. The Office of Professions of the New York State Education Department also requires that a criminal background check be conducted prior to the issuance of a nursing license.

Students should note that a history of criminal convictions may prevent the student from attending or completing the clinical and experiential requirements of the program or may prevent his or her credentialing in the profession. Additionally, if a clinical site determines that a student's participation in the rotation would not be in the best interest of the organization based on the results of these screenings, the student may be unable to meet course requirements and remain in the program.

Health and Safety Policies

The clinical program includes many potentially dangerous exposures to infectious diseases. Although the staff/faculty of Plaza College and its clinical rotation partners will provide as much protection and guidance as possible, neither the College, its staff nor faculty can accept any responsibility or financial liability for injury, illness, or exposure of any student in this

program.

Incident Reporting

Facility Incident Reports will be filled out by the assigned nursing faculty and signed by the student should personal injury occur in the lab or simulation setting. A copy of the report will be placed in the student's file.

Incidents/Accidents at Clinical Sites

Any accident or injury at a clinical site must be reported **immediately** to the student's Clinical Instructor and as soon as possible to the Clinical Coordinator. Most sites will have a policy about reporting incidents that students must follow. If you are injured at a clinical site, you may have the opportunity to be treated at that site. The clinical site and the Plaza College Nursing Program are under no obligation to treat you. It is for this reason that students are required to maintain independent health insurance coverage.

Contact with some bodily fluids, needle sticks, and penetrating injuries pose the risk of infection by blood borne pathogens. Students should clean the wound with soap and water and report such injury immediately to your clinical instructor, clinical coordinator and the Dean of Nursing.

A medical evaluation should occur shortly after the incident. In some cases, treatment or prophylaxis for HIV infection may be indicated. If prophylaxis against HIV is indicated, it should be started, ideally, within two (2) hours of the exposure, although some begin prophylaxis as long as 48 hours after exposure. Program faculty will help direct you to the nearest Emergency Department if the clinical site where the incident occurred is unable to evaluate the incident. Furthermore, if a significant event occurs, a Plaza College Facility Incident Report **must** be completed and submitted to the college within 48 hours of the occurrence. Students are required to submit a written account of the incident to the Clinical Coordinator.

Nursing Program Resources

A designated nursing resource center in the campus library is available for all nursing students. The clinical skills and simulation lab offer state-of-the-art resources. Utilizing a wide array of methodologies including task trainers, human patient simulators and standardized patients (actors who play the role of patients), a variety of clinical focused learning opportunities ranging from fundamental skills to high fidelity simulation are available. The clinical skill lab is available to individual students or small groups to practice for exams, work with faculty, and receive remediation as needed. The Simulation Coordinator is responsible for scheduling the use of the clinical skills lab for faculty and students.

Student Nursing Association (SNA)

The main objective of the Student Nursing Association (SNA) is to promote collaboration and organize student-led involvement in community activities. The SNA supports students by providing guidance and mentorship, organizing professional development workshops, and facilitating networking opportunities with healthcare professionals. They encourage

participation in nursing club activities, oversee the selection of student representatives for departmental committees, and ensure smooth transitions of responsibilities each semester. The SNA also participates in the planning and execution of the pinning ceremony, and archives graduation photos. Additionally, the SNA advocates for student needs, organizes social events, and collaborates with other organizations to enhance the student experience.

Academic Resource Center (ARC)

Plaza's Academic Resources Center (ARC) provides comprehensive academic support to students through faculty and peer tutoring, supplemental instruction, and writing assistance programs. Additionally, the ARC offers workshops designed to enhance student learning and academic success.

Career Services Department

The Career Services Department is dedicated to assisting students in finding meaningful employment opportunities, from internships to career guidance upon graduation. Our dedicated Career Services advisors provide support with resume and cover letter writing, career development workshops, interview practice, job skill enhancement, and job searches. For more information, contact Regina Pokidaylo at rpokidaylo@plazacollege.edu

Honors and Recognition

Nursing Pinning: To honor those that have successfully completed their Nursing Program coursework, and in celebration of transitioning of the nursing student to the registered professional nurse, students can participate in the Nursing Pinning. The Nursing Faculty and Administration will, in the presence of friends and family, assist the student affixing their nursing pin signifying the transition of student to the nursing profession and their pursuit and commitment to patient care and lifelong learning.

Honors: In addition to semester and graduation honors, nursing students will have the opportunity for induction into the Sigma Theta Tau International Honor Society of Nursing. The purpose of Sigma Theta Tau International Honor Society of Nursing is to recognize superior achievement and scholarship; recognize the development of leadership qualities; foster high professional standards; encourage creative work and to strengthen commitment to the profession. Induction into Sigma Theta Tau is by invitation only. Candidates for membership at the undergraduate level must meet the following criteria: 1) completed a minimum of ½ the curriculum, 2) rank within the upper 35% of the graduating class, 3) earned a minimum GPA of 3.6 on a 4.0 scale, and maintained standards of academic integrity.

Medical Expenses

All students are required to provide proof that they are enrolled in a health insurance plan or have coverage under their parents' or family's plan.

Students are liable for any medical expenses incurred in the clinical setting from any emergency medical treatment administered. Students at clinical education settings are subject to contracting a disease or incurring bodily injury as a result of activities in the clinic. Thus, students assume the

risk of disease or bodily injury and acknowledge that the College is not responsible for any damages arising from participation in clinical education settings.

Next Generation-NCLEX-RN Testing and Licensure

To be eligible to take the Next Generation-NCLEX-RN exam, students must have completed all requirements of the B.S. in Nursing degree, as outlined by Plaza College. The College will provide a robust training system for students to prepare for taking the exam.

Licensure in the State of New York is required to practice as a registered nurse and is issued by the Office of Professions of the New York State Education Department. Current requirements may be found at op.nysed.edu/prof/nurse.

NCLEX Examination Fee Policy

Plaza College is committed to supporting the academic and professional growth of its nursing students. As part of the College's commitment to provide comprehensive assistance and support student professional development, a policy to assist you in paying for the \$200 National Council Licensure Examination (NCLEX) fee has been instituted for eligible students. All eligible students are encouraged to take advantage of this opportunity to ease the financial burden associated with licensure examinations upon completion of their studies.

To apply for licensure and register to take the NCLEX, students must follow the instructions in the letter from the Dean of Nursing entitled "Applying to Board of Nursing and NCLEX Registration."

Eligibility Criteria

To qualify for the \$200 NCLEX fee reimbursement, students must:

- (1) Successfully complete and pass all program requirements
- (2) Register and take the NCLEX examination no later than 30 days after successful completion of their final semester
- (3) Notify the Dean of Nursing of their NCLEX score no later than 7 days after receipt of official confirmation.
 - The notification should be emailed to Dr. Habeeb at chabeeb@plazacollege.edu and include:
 - i. A copy of the official notification confirming the student's NCLEX examination score; and
 - ii. A copy of receipt for payment of the NCLEX code showing the student's name, date, and cost.

Failure to follow these instructions and/or abide by the deadlines listed above will result in ineligibility to receive the reimbursement. This policy is only valid for the first attempt at the

exam. Any subsequent attempts do not qualify for reimbursement.

Professionalism and Accountability

It is the mission of Plaza College to prepare you for your future career beyond exams, assignments, and class work. During your academic journey, professionalism is expected and exhibited through your interactions with your peers and faculty members, attendance, performance in the classroom and at clinical sites, adherence to student policies and procedures, behaviors, mannerisms, and communication. Unprofessional displays will be brought to the attention of the administration and may face sanction when appropriate.

The professional nurse is responsible for maintaining and promoting health, caring for people in acute and chronic illness, alleviating suffering whenever possible and providing supportive and restorative measures for individuals and families to realize their maximum health potential. Inherent in nursing is respect for life and the dignity and rights of all persons. Nursing practice is unrestricted by considerations of race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status, sexual orientation, political affiliation or social status.

These fundamental beliefs are inherent in the profession of nursing. The development of a code of ethics is an essential characteristic of a profession and provides one means for the exercise of professional self-regulation. The conduct of nursing students is part of the evaluation process in nursing education.

This code of professional conduct specifies for nursing students what is meant by appropriate professional conduct and will be used as a means to better prepare graduates to enter the profession of nursing.

Pregnancy Policy

In accordance with Title IX of the Education Amendments of 1972, discrimination of a student due to pregnancy, childbirth, or related medical conditions is prohibited. Plaza College provides the same educational opportunities and resources for all students, and works with students to identify reasonable and appropriate accommodations on a case-by-case basis. If a student suspects that she is possibly pregnant she should inform the Dean and her course faculty immediately. A letter from her doctor confirming the pregnancy and the approval to continue performing lab or clinical tasks associated with the Nursing Program must be received by the course faculty. Pregnant students must obtain documentation from their health care provider in order to attend lab or clinical courses. Although the Dean and Faculty will provide reasonable accommodation, if it is determined that the student cannot adequately complete all course requirements, she may be advised to withdraw from the program until the pregnancy is complete. Please see the College Catalog for a further discussion of accommodation for pregnant students.

Professional Liability Insurance

The College provides limited group professional liability insurance coverage for all currently

registered nursing students. Information about coverage and current limits of liability may be obtained from the office of the Dean of Nursing. Students who desire their own professional liability insurance are encouraged to obtain such coverage.

Smoking Policy

In compliance with building regulations, smoking or vaping is not permitted anywhere in the building including elevators, lavatories, public stairways, halls and lobbies. In addition, students should move away from the building's front entrance to smoke, as loitering impedes traffic flow. Hospitals, health care agencies and other public places are designated no smoking zones. Students must comply with no smoking policies as outlined by any off-site partner.

Social Media Policy

Social media has increased our ability to interact with each other in positive ways, however, students should take safeguards to ensure that the content they post reflects favorably upon themselves and does not damage the reputation or erode the values of the College or their future profession.

Students are responsible for ensuring that:

- Appropriate security levels are set for their profile
- Any posted pictures or content does not violate HIPAA or FERPA laws
- Appropriate credit is given when posting the work of another
- Defamatory content about the College, its faculty, staff, students, or partners/constituents is not posted or permitted
- Academic material (exams, quizzes, presentations, etc.) is not disseminated through any channel other than those sponsored by the College

Students are not permitted to post pictures of themselves on social media where Plaza College's copyrighted logo is visible. (i.e. ID badge, uniform, etc.) Students should conduct themselves with professionalism and respect at all times while engaging in Social Networking. If a student's presence on any social outlet is deemed to violate the student code of conduct, they may be subject to sanctions. In addition, students should refrain from personal connections with faculty, staff, and administrators until after the awarding of their degree. LinkedIn or other professional networking sites used in preparation for the job search only are acceptable before graduation.

Statement of Nondiscrimination

Plaza maintains a commitment to extending equal opportunity without regard to race, color, religion, gender, sexual preference, age, marital status, national origin, or physical or mental ability in the conduct and operation of its educational programs and activities, including admission and employment.

Student Complaint Policy

Students should refer to the Plaza College Student Handbook for the Grievance and Complaint

Procedures.

Students with Disabilities

The College complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. If a prospective student who is otherwise qualified requires a reasonable accommodation, he/she should contact Dean Koutsoutis prior to the start of the semester via appointment or email at kkoutsoutis@plazacollege.edu.

Technical Standards for Nursing Students

To successfully complete the Nursing Program at Plaza College, students must be able to meet the following technical standards on their own without the use of an intermediary trained in medical care and with or without a reasonable accommodation. The use of a trained intermediary is not acceptable in clinical situations. A student may not rely on someone else's power of selection and observation or clinical ability to successfully complete this program.

Motor Skills

The student must have ample motor function to perform movements essential to providing all necessary patient treatment.

Sensory Function

The student must be able to acquire information through demonstration and participation in the basic science and clinical science courses, laboratories, and the clinical and patient care experiences.

Communication Skills

The student must be able to communicate effectively and sensitively with patients.

Behavioral and Social Interactions

A student must possess the physiological, psychological, and emotional health competencies essential for full utilization of his or her intellectual abilities.

Wearable Devices and Recording Policy

Effective May 2026

This policy establishes guidelines for the use of recording devices of any kind in research, academic studies, and/or other educational activities sponsored in any way by Plaza College. In alignment with patient privacy practices that protect patient confidentiality (ex. HIPAA), as well as the Family Educational Rights and Privacy Act (FERPA) that protects the privacy of student education records, the following guidelines apply to all students:

- Students are prohibited from making any video or audio recordings of any official educational offering (ex. lecture, laboratory, or clinical sessions).
- Students may not wear electronic devices (e.g., smart glasses such as Google Glass, Meta devices, or similar technologies) that possess recording or facial recognition capabilities in any educational setting, both on and off campus.

- All such devices in student possession must be removed and powered off prior to entering the clinical, classroom, or laboratory settings.
- Other electronic devices (e.g., cell phones, smartwatches, tablets, etc.) are permitted; however, they may not be used to record (video or audio) any clinical or educational activity.
- Recordings of approved events and/or other activities may not be taken without the consent of those appearing in the recordings.
- Any exceptions to this policy must receive prior written approval from the Office of the Provost.

Faculty members who become aware of a violation of this policy must report the incident. Students found to be in violation may be referred to the Academic Standards Committee and may be subject to disciplinary action, up to and including dismissal from the College, in accordance with the college's Student Code of Conduct.

Nursing, B.S. Handbook Acknowledgment

All students should familiarize themselves with this handbook because it contains important information and guidelines. All policies and procedures printed in the handbook must be read, understood, and followed by students. The application of these policies and procedures will not be waived due to negligence or contradictory information received from other sources. As a complement to the College's Catalog, this handbook provides additional information and guidelines. Entry into the Nursing Program establishes a contract governed by the policies and procedures outlined in this manual.

I accept terms and conditions of the policies of the Nursing Program contained in this Handbook.

STUDENT'S NAME (PRINT): _____

STUDENT'S SIGNATURE: _____

DATE: _____