

## Undergraduate Student Handbook Traditional and Accelerated Second Degree CEIN/BS

**2024-2025 Academic Year (Traditional BS Program)**  
**2025 Academic Year (Accelerated Second Degree CEIN/BS)**  
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## Welcome to UConn

Greetings Bachelor of Science Nursing Students,

You are on the journey toward becoming a professional nurse. The role of the nurse is more than a job, it is a profession that embodies a contract with society to provide safe, evidenced based, compassionate care to all patients, in all settings. While at UConn, you will learn the science and the art of delivering nursing care. We, the nursing department faculty and staff, will guide you to acquire vast knowledge of the human condition while coaching you to listen to the patient's story. We will join you in your journey, celebrating the success and supporting you during the challenges. Welcome to the School of Nursing.

Jean S. Coffey, PhD, APRN, CPNP, FAAN  
Clinical Professor  
Director, Pre-Licensure Programs

## Overview of the Handbook

This document was developed to serve as a reference for students in the Pre-Licensure Bachelor of Science Program (Traditional track and Accelerated /CEIN Track) at the University of Connecticut (UConn) School of Nursing (SoN). It is to be used in conjunction with the University of Connecticut [undergraduate school catalog](#) to guide the attainment of your degree.

## UConn School of Nursing Bachelor of Science Programs

The UConn School of Nursing was the first public institution in Connecticut to offer a program leading to a Bachelor of Science (BS) degree in nursing. In the fall of 1942, the BS program admitted its first class. The CEIN/Accelerated Bachelor of Science program admitted their first students in 2012.

Since that time, the School of Nursing faculty, in collaboration with our alumni, continues to be recognized as leaders in state and national academic practice, and policy. The UConn School of Nursing (SoN) BS programs support students in achieving their highest academic and leadership aspirations through learning experiences that reflect current and future health care needs. We believe students must be exposed to a broad range of experiences to grasp the foundations of nursing science and practice in the real world, and to gain leadership skills to advance health.

## Mission

*The School of Nursing's mission is to educate nursing scholars, clinicians, leaders, and health care consumers through the generation and dissemination of new knowledge developed in innovative scholarship to foster interprofessional evidence-based practice with the goal of advancing the health of individuals, communities, and systems, both locally and globally.*

## Our PRAXIS

The School of Nursing PRAXIS statements guides behaviors and actions within the School of Nursing (classroom, simulation lab and clinical settings). All members of the School of Nursing are expected to abide by these principles, and they are part of evaluation criteria in your nursing courses.

The philosophy of the School of Nursing is directed by six guiding principles:

- **Professionalism** in behavior, presentation, and conduct
- **Respectful** of the richness and diversity of others and of self
- **Accountability** for actions
- **eXcellence** in scholarship, practice, teaching, and service
- **Integrity**, inquisitiveness, and innovation
- **Service** to the profession and the community

The School of Nursing expectations are consistent with behaviors required of all university students at UConn. As a student at UConn School of Nursing, this extends to interactions on and off campus and through social media. The SoN [PRAXIS and Professional Code of Conduct](#) outlines expected student behaviors and can be referenced in the SoN policy library at [School of Nursing Policies | School of Nursing \(uconn.edu\)](#). Students should also be acquainted with the University policies

regarding [Student Code, Student Discipline, Dismissal and Appeal Process from Professional/Clinical Programs, Procedures](#) and [Academic Integrity in Undergraduate Education](#).

### End of Program Outcomes \*

Upon completion of course work and all prescribed experiences, graduates of the prelicensure nursing program are prepared to:

#### Objectives:

1. Synthesize knowledge from the arts, sciences, humanities, and the discipline of nursing into the professional practice of nursing. Domains: 1, 3 & 9
2. Demonstrate initiative, self-direction, and resilience generated by a spirit of inquiry and integrity that fosters professional role development and leadership through lifelong learning. Domains: 9 & 10
3. Formulate and articulate a philosophy of nursing that incorporates PRAXIS, caring, moral courage and all ways of knowing for practice as a global citizen in order to promote social justice and health equity for all. Domains: 1, 7 & 9
4. Demonstrate professional comportment and related skills needed to practice safely, artfully, responsibly, and accountably within caring, sociopolitical, ethical, and professional parameters. Domains: 1, 5 & 9
5. Apply the nursing process to co-create person-centered care that reflects individual preferences, values, needs, and contexts while addressing the determinants of health across health care settings. Domain: 2, 4 & 7
6. Integrate knowledge, skills, and current research evidence in the implementation and evaluation of holistic person-centered compassionate care of individuals across the lifespan. Domains: 2, 4, & 9
7. Lead intra-professional and inter-professional teams in response to emerging health care challenges with collaboration from clinical partners and community stakeholders for the provision of safe and quality health care access across the lifespan. Domains: 2, 3, 5, 6 & 7
8. Collaborate with appropriate stakeholders to advocate for and to optimize 8. Understand and apply health informatics, communication skills, and evidence-based processes to compassionately address human, fiscal, and physical resource demands for the provision of high value health care with interprofessional partnerships and community stakeholders. Domains: 6 & 8
9. Advocate for patients, families, communities, and the nursing profession by participating in the development and implementation of health care processes and policies that promote health equity. Domains: 1 & 5

10. Design, organize, deliver, and continuously improve systems of health promotion and disease prevention to improve the care of individuals, families, and/or the community using innovative, data-informed, and cost-effective health care. Domains: 7 & 8

*\*Domains from AACN Essentials 2021*

## The Educational Journey

A nursing students' educational journey at UConn provides a foundation in the liberal arts. The curriculum of the School of Nursing is rigorous, providing students with the underpinnings of evidence-based nursing practice and leadership with emphasis on problem-solving and critical thinking. Upon successful completion of the curriculum and competencies, students receive a Bachelor of Science (BS) degree from the University of Connecticut and are eligible to take the National Council Licensure Examination (NCLEX) licensure examination. Educated to be generalists, new graduates of the nursing program work as entry level practitioners in a broad spectrum of health care settings. Each graduate has the necessary background for admission to graduate school. Achieving your BS in Nursing will be the first step among many in a lifelong journey in a career as a nurse.

Consistent with the broader University goal, to develop an inclusive community for instruction, research and outreach, the School of Nursing embraces diversity and cultivates leadership, integrity, and engaged citizenship among our students, faculty, and staff. This collegiate and vibrant environment promotes and nurtures perspectives that are enabled through differences in culture, experience, and values. To achieve this goal, the school emphasizes diversity in the recruitment, retention, and advancement of students, faculty, and staff. In our culturally and intellectually diverse community, we appreciate uniqueness in each other, as well as similarities, and aspire to be an increasingly inclusive educational institution that attracts, retains, and values talented people from all backgrounds. We believe in diversity in intellectual approach and outlook. We embrace diversity as a commitment to fostering a welcoming environment in which all individuals can achieve their fullest potential and in which open and respectful communication is facilitated.

## School of Nursing Policies

Please familiarize yourself with these policies found at [School of Nursing Policies](#):

- SoN Appeal of Assigned Course Grade
- SoN Cell Phone Usage Policy
- SoN Clinical Practicum Courses Policy – Undergraduate and CEIN Students
- SoN Baccalaureate Clinical Assignment Policy
- SoN Baccalaureate Clinical Non-Pass Policy
- SoN Compliance with Agency Policy
- SoN Dress Code Policy
- SoN Exam Taking Policy
- SoN Baccalaureate Complaint Resolution Policy
- SoN Laptop Requirement Policy
- SoN Math Test for Medication Administration Policy
- SoN Missed or Late Coursework Policy

- SoN Missed Exam Policy
- SoN Pre-Licensure Progression Policy
- SoN Religious Observant Conflict Policy
- SoN Social Media Policy
- SoN Undergraduate Academic Integrity Policy
- SoN PRAXIS and Professional Code of Conduct Policy
- SoN Undergraduate Courses with Combined Didactic, Clinical, Simulation Policy

## Communication

- The UConn email system is the official communication in the School of Nursing. Students are expected to check their UConn email regularly for important updates from the School of Nursing and faculty. Official communication may also take place on the Nexus platform.
- School of Nursing email communications between students, staff and faculty should be addressed within 2 business days following receipt of the message. This is to foster prompt communication between advisors and advisees as well as assist with coordination of the educational experience.
- If a conflict arises between a student and another individual it is best to address the concern first with the individual involved. If the conflict remains unresolved, one or both parties should address the concern with the course instructor, faculty advisor, and then the program director, if needed. Please see Bacalaureate Complaint Resolution Policy.
- In instances where a conflict remains unresolved despite meeting with the faculty advisor or program director, the Associate Dean of Academic Affairs can be contacted to facilitate mediation or deliver a final decision on the matter.
- Netiquette: Course communication between students and the instructor should always be professional and courteous. It is expected that students proofread all written communication. Guidance on netiquette can be found at [The Core Rules of Netiquette](#).

## Student Support

### Academic Advising

In the SoN there is a dedicated advising team led by the Director of Student Success. The faculty, advisors and staff are available to respond to any student questions or concerns. During your time in the nursing program, you will be assigned both a professional academic advisor and a faculty advisor.

The Freshman and Sophomore years of the traditional BS curriculum provide the building blocks of knowledge in the arts, humanities, and the sciences as well as provide a foundation for entry into the Junior-Senior curriculum. Upon admission, students are assigned a SoN Professional Academic Advisor who will help them plan the program of study to meet the nursing major requirements. Students are assigned a Faculty Advisor in the second semester of their sophomore year and will continue working with their Professional Academic and Faculty Advisor during their clinical years.

Students in the Accelerated Second Degree CEIN/BS program will be assigned a Faculty Advisor from their respective campus early in the program. All pre-licensure students are required to meet with their advisor to register for courses. Students should reach out to their Professional/Faculty Advisor to schedule an advisement meeting.

**Table 1. Hold and Service Indicators in Student Administration/Peoplesoft**

Hold	Department	Information	Phone
Bursar Hold	Bursar's Office	See your fee bill on Student Admin; <a href="mailto:bursar@uconn.edu">bursar@uconn.edu</a>	860-486-4830
Advising Hold	SoN	Professional or Faculty Advisor depending on semester	Email Advisor
SF (student financial) Responsibility	Bursar's Office	Complete requirement in Student Admin/Peoplesoft	
Immunizations	Student Health & Wellness	<a href="https://studenthealth.uconn.edu">https://studenthealth.uconn.edu</a>	860-486-4700
Welcome to the Pack	Undergrad Admissions	<a href="https://diversity.uconn.edu/about/welcometothepack/">https://diversity.uconn.edu/about/ welcometothepack/</a>	860-486-2422
AlcoholEdu	Student Health & Wellness	<a href="https://alcoholedu.uconn.edu/">https://alcoholedu.uconn.edu/</a>	860-486-4700

We encourage students to visit the school's website to learn about the various [student organizations and leadership positions](#) that students can be involved in, [education abroad](#) programs, the [Urban Service Track/AHEC Scholars](#) experience, and the [Clinical Learning Simulation Center](#). The website also provides updated information on student [scholarship](#) opportunities. The [Office of Undergraduate Research](#) website includes funding opportunities for research projects, scholarship, and innovation.

### University Support

In addition to our world-class faculty scholars and educators in the SoN, UConn provides significant [academic support](#) to promote students' goals.

- The [Dean of Students Office](#) serves as a centralized resource for connecting students with appropriate university and community programs, offices, and individuals, to resolve issues that affect the quality of their academic or community life and personal goals.
- The [Academic Achievement Center](#) is a walk-in service for students to learn effective ways to study and time management strategies, as well as methods of managing stress.
- Free tutoring is available through the [Quantitative Learning Center](#) (Q Center) to students enrolled in quantitative courses while the [Writing Center](#) is available to help students refine their writing skills in any course.
- The [UConn Connects](#) program is available to students on a semester-to-semester basis and pairs the student with a staff or peer mentor who assists the student in navigating their educational experience.
- Students with disabilities are provided accommodations through the [Center for Students with Disabilities](#).
- For students whose first language is not English, student support is provided through [International Student and Scholar Services](#). All new international students must complete check-in online through the ISSS website.



- Student Health and Wellness ([SHaW](#)) supports the educational mission of the University and enables student success by fostering the optimal well-being of all UConn students.

## Program Requirements and Milestones

Please refer to the [SoN Pre-Licensure Progression Policy](#) for details about GPA and grade expectations to progress in the traditional and CEIN programs.

### Traditional BS Program

#### Academic Progress

#### **First Four Semesters (Years 1 & 2)**

The first four semesters are important for completing the general education requirements required courses for the School of Nursing. Nursing students must complete the following courses (42 credits). Students should note that some of these courses may fulfill University general education requirements: [BIOL 1107](#) (4 credits); [CHEM 1122](#) (4 credits); [MATH 1020Q or higher](#) (3 credits); [ENGL 1007](#) (4 credits); [MCB 2400 or 2410](#) (3 credits); [PNB 2264 and 2265](#) (8 credits); [PSYC 1100](#) (3 credits); [STAT 1000Q or 1100Q](#) (4 credits); [HDFS 1070](#) (3 credits); plus any other Content Area 2 course (total of 6 credits) and a Content Area 1 course (3 credits) in fulfillment of the general education requirements of the University.

To be eligible to enroll in [NURS 3234](#) (first clinical course) in the fall semester of Year 3, (junior year) students must have completed coursework described above and the following courses by the end of the preceding spring semester: [ENGL 1007, 1010 or 1011](#); [NURS 1130, 1131, 3100, 3110, 3120](#). If a grade of C- or less is earned in [PNB 2265, MCB 2400 or 2410, NURS 3110 or 3120](#), the student may still be considered for [NURS 3234](#) enrollment in the fall if the course is retaken and a grade of C or better earned before the start of the fall semester.

#### **Final Four Semesters (Years 3 & 4)**

During the final four semesters of the program, students will be engaged in learning the fundamentals of nursing practice, core content of the profession, leadership, interprofessional practice, safety, quality, and evidence-based practice within clinical practice settings.

### CEIN/BS Accelerated Program

#### Academic Progress

A grade of **C or better** is required in every course [NURS 4300](#); [NURS 4301](#); [NURS 4304](#); [NURS 4305](#); [NURS 4414](#); [NURS 4424](#); [NURS 4434](#); [NURS 4544](#); [NURS 4554](#); to progress through the Accelerated Second Degree CEIN/BS Post Baccalaureate sequence in Basic Nursing.

- Failure to complete the required clinical hours may result in a student being ineligible to progress to the next course in the 45-credit sequence.
- If a grade of **C- or less** is earned in any course, the student may request to repeat the course the next time it is offered. No course may be repeated more than once.
- Students must pass the clinical and lab portions of clinical courses to pass the class and progress.
  - A total program GPA of 2.5 is required to complete the program and graduate. Please see Pre-Licensure Progression Policy

## Pre-Clinical Requirements (all BS Students)

All students participating in clinical learning experiences at the University of Connecticut School of Nursing (SoN) must be in compliance with health clearance policies as required by the University and clinical agencies in which students perform their clinical hours. The student is responsible for providing the UConn SON with evidence of health clearance by the published deadline and maintaining compliance throughout their academic program. Inability to meet established deadlines or compliance standards will limit the students' ability to be placed in a clinical agency and complete the program. The Office of Clinical Placement Coordination (OCPC) communicates with students and monitors these requirements. Students are required to create an account in American Databank (ADB) [Complio](#) system, enter their information and upload the required documents by the published deadlines. Students should wait for directives on creating an account sent by the Office of Clinical Placement Coordination.

## Office of Clinical Placement Coordination (OCPC)

### Health Requirements / Background Checks / Drug Screen

Nursing students are required to complete a series of clinical learning experiences to successfully meet the learning outcomes of their program of study. Before participating in clinical learning, students must complete health and immunization requirements, a criminal background check and a drug screen by the published deadlines. Please note that each student is responsible for covering the costs for their health requirements, background check, and the drug screen.

For all specific health requirements and deadlines visit OCPC's website.

Traditional Program: <https://ocpc.office.uconn.edu/NUG>

Accelerated Second Degree CEIN/BS Program: <https://ocpc.office.uconn.edu/CEIN>

## School of Nursing Clinical Requirements

The process of participating in clinical experiences as well as ultimately obtaining a nursing license in Connecticut and many other states may involve consideration of an applicant's criminal history or other conduct (see [Connecticut License Application](#)). Criminal convictions and/or a record of certain other conduct may prevent a nursing student/graduate from attending clinical or being licensed and may preclude the nursing graduate from obtaining gainful employment as a nurse. Applicants to UConn School of Nursing are encouraged to determine, prior to matriculation, the licensure requirements in the state(s) in which they intend to practice.

UConn School of Nursing students have clinical learning experiences and are expected to provide direct care to patients in a variety of clinical settings as part of their training. This contact places students at risk for both exposure to and transmission of communicable diseases and blood-borne pathogens. Therefore, specific procedures are needed to: 1) decrease health risks to students, 2) protect patients and other healthcare professionals with whom the student interacts, and 3) comply with UConn School of Nursing healthcare agency contracts, federal Occupation Safety and Health Administration (OSHA) regulations, and Connecticut State Department of Health policies. Please note that all health clearance requirements are based on the requirements mandated by clinical agencies where students complete their clinical hours.

While in clinical or practicum experience and prior to each subsequent clinical or practicum experience, all nursing students must maintain compliance for the items below based on their

annual expiration date or a date designated by the school program for their hours to be applied to the program requirements. All other contractually determined agency specific requirements must be met. These requirements are subject to change based on renewal and revision of agency affiliation agreements. Lack of immunization history or immunity for any of the below health requirements, or any findings on the criminal background check or drug screen, may limit clinical/residency placements as determined by agency policy and/or contract. In addition, a criminal conviction or positive drug screen while a student at UConn School of Nursing may be in violation of the School of Nursing's PRAXIS code and may be subject to disciplinary action, which could include dismissal from the School of Nursing. The school cannot guarantee that a student will be accepted into any required clinical placement site if the student cannot meet the compliance requirements. The results of a criminal background check or drug screen may prevent a student from completing a clinical placement as well as eligibility for [licensure](#). If the findings of a required screening prevent you from being placed in a clinical agency for your experience, you will not be able to complete the nursing program. Failure to complete all required clinical activities will prevent a student from graduating from the School of Nursing.

### **Criminal Background Check**

A criminal conviction or positive drug screen while a student at UConn School of Nursing may be in violation of the School of Nursing's PRAXIS code and may be subject to disciplinary action, which could include dismissal from the School of Nursing. The school cannot guarantee that a student will be accepted into any required clinical placement sites if the student cannot meet the compliance requirements. The results of a criminal background check or drug screen may prevent a student from completing a clinical placement as well as eligibility for [licensure](#).

Under the provisions of (Sec. 19a-14(a) of the Connecticut General Statutes, as amended by Public Act 86-365, the Department of Public Health and Addiction Services of the State of Connecticut may deny licensure to applicants who have been convicted of a felony or are addicted to drugs or alcohol. Copies of this law are available in the School of Nursing Admission and Enrollment Services Office. Students are responsible for being aware of what the licensure requirements are in the State in which they intend to apply for a license.

Students are responsible for checking UConn email frequently for results (usually within a week) and reach out to [clinicalcasemanager@uconn.edu](mailto:clinicalcasemanager@uconn.edu) ASAP to resolve any flags. It is the student's responsibility to promptly follow up and take any required next steps.

### **Drug Screen**

Use of drugs, prescribed or otherwise, may create a risk of being denied a clinical placement. This includes prescribed medical marijuana or opiates. If the findings of a required drug screen prevent you from being placed in a clinical agency for your experience, you will not be able to complete the nursing program. If you have any concerns about your current prescriptions in relation to securing a clinical placement, please contact your health care provider. Please be aware that there are certain over-the-counter medications or foods that can result in a positive drug screen, including: cold remedies, hay fever remedies, nasal decongestants, diet pills, sleep aids, poppy seeds, or hemp food products. In addition, over-hydration immediately prior to drug testing can result in a "dilute" sample that is a flagged/positive finding. A finding of a dilute sample will be considered a

failed drug screen, and you will be required to pay for a new order and repeat the drug screen within 3 days. Students are only allowed to repeat drug screening once for a dilute sample. Drug screen results will be disclosed to clinical agencies to ascertain if the student can be placed at the clinical facility. Two attempts will be made to place a student with a flagged/positive finding for clinical placement. If a student cannot be placed, they can roll back to the next academic year or withdraw from the program. If you have questions or concerns about potential results from either a background check or drug screen, please contact the University Clinical Case Manager at [clinicalcasemanager@uconn.edu](mailto:clinicalcasemanager@uconn.edu) who can discuss the University policy and process for flagged screenings with you. It is the student's responsibility to promptly follow up and take any required next steps.

Prior to the initial clinical or practicum experience all nursing students must have the following health documentation on file with ADB's Complio system by the posted deadlines. Full compliance for all clinical requirements (except drug and criminal background screening) must be completed in ADB by the specified deadline. Screening bundles for drug and criminal background screenings also must be ordered and completed by the prescribed deadlines along with onboarding paperwork to secure clinical placement. Students should not order the background and drug screen packages until OCPC instructs students to do so.

### Health Clearance Requirements

For all specific health requirements and deadlines visit OCPC's website.

Traditional Program: <https://ocpc.office.uconn.edu/NUG>

Accelerated Second Degree CEIN/BS Program: <https://ocpc.office.uconn.edu/CEIN>

Additional requirements may be prescribed by certain healthcare agencies/clinical sites that include documentation and/or training. If required, the program placement coordinator will contact students on an individual basis.

Students who miss a clinical day for any health impairment, hospitalization, physical condition, or mental illness that renders the individual contagious and/or incapable of safely performing nursing student clinical responsibilities must submit health clearance authorization from an appropriate healthcare provider prior to returning to the clinical area to complete a rotation. All students in active clinical practicum experiences are covered by the university group policy for malpractice liability insurance.

Students who do not provide written documentation as noted above by the specified deadlines will not be allowed to begin clinical practicum and risk having to defer clinical/residency activity. Removal from a clinical or residency agency is grounds for failure in the course. The School of Nursing faculty reserves the right to make final decisions regarding clinical placements and to modify placements to facilitate a student's completion of course outcomes. (See SON Clinical Assignment Policy) These are current contractual requirements and may be subject to change at any time. The School of Nursing faculty reserves the right to recommend a student's withdrawal from the program for reasons of health.

**In addition to the pre-clinical requirements, there are other aspects you must prepare for as part of your clinical placements. These include the following requirements and guidelines:**

### Assessments for Clinical Practice in Five Areas of Motor, Sensory, Communication, Behavior and Critical Thinking Skills

Assessment of clinical practice skills is determined through the American Association of Colleges for Nursing (AACN) Essentials competency levels. Competency levels for Clinical Practice are assessed in multiple ways: motor, sensory, communication, behavior, and critical thinking (see Technical Standards).

**Motor:** Unless a reasonable accommodation exists, the student must possess sufficient motor capabilities to execute the movements and skills required to provide safe and effective nursing interventions. These include, but are not limited to:

- Coordination, speed, agility and safely guard (protect), with safe and proper body mechanics, patients who are ambulating, transferring, or performing other activities.
- Ability to adjust and position equipment and patients, which involves bending or stooping freely to floor level and reaching above the head.
- Ability to move throughout the classroom/clinical site, sit and stand for lengthy periods of time to carry out patient care activities.
- Ability to perform patient care duties for up to 12 hours at a time, day, or night.
- Ability to move or position patients and equipment, which involves lifting, carrying, pulling, up to and including 30 pounds.
- Ability to guide, resist, and assist patients, or to provide emergency care, which involves the activities of standing, kneeling, sitting, or walking.
- Ability and dexterity to manipulate the devices used in giving nursing care.
- Ability to administer CPR without assistance.

**Sensory:** The student must possess the ability to obtain information in classroom, laboratory or clinical settings through observation, auscultation, palpation, and other measures, including but not limited to:

- Visual ability (corrected as necessary) to recognize and interpret facial expressions and body language, identify normal and abnormal patterns of movement, to read or set parameters on various equipment to discriminate color changes, and to interpret and assess the environment.
- Auditory ability (corrected as necessary) to recognize and respond to soft voices, auditory timers, equipment alarms, call bells, and to effectively use devices for measurement of blood pressure, breath sounds, etc.
- Tactile ability to palpate a pulse and to detect changes or abnormalities of surface texture, skin temperature, body contour, muscle tone, and joint movement.
- Sufficient position, movement, and balance sensations to assist and safely guard (protect) patients who are ambulating, transferring, or performing other activities.

**Communication:** The student must be able to utilize effective communication with peers, faculty, patients and their families, and other health care providers. This includes, but is not limited to:

- Ability to read at a competency level that allows one to safely carry out the essential functions of an assignment (e.g., handwritten chart data, printed policy, and procedure manuals).
- Ability to effectively interpret and process information.
- Ability to effectively communicate (verbally and in writing) with patients/families, health care professionals, and others within the community.
- Ability to access information and to communicate and document effectively via a computer.
- Ability to recognize, interpret, and respond to nonverbal behavior of self and others.

**Behavior:** The student must be capable of exercising good judgment, developing empathic and therapeutic relationships with patients and others, and tolerating close and direct physical contact with a diverse population. This will include people of all ages, races, socioeconomic and ethnic backgrounds, as well as individuals with weight disorders, physical disfigurement and medical or mental health problems. This also includes, but is not limited to:

- Ability to work with multiple patients/families and colleagues at the same time.
- Ability to work with classmates, instructors, health care providers, patients, families, and others under stressful conditions, including but not limited to providing care to medically or emotionally unstable individuals, situations requiring rapid adaptations, the provision of CPR, or other emergency interventions.
- Ability to foster and maintain cooperative and collegial relationships with classmates, instructors, and other health care providers, patients, and their families.

**Critical Thinking:** The student must possess sufficient abilities in the areas of calculation, critical problem solving, reasoning, and judgment to be able to comprehend and process information within a reasonable time as determined by the faculty and the profession. The student must be able to prioritize, organize and attend to tasks and responsibilities efficiently. This includes, but is not limited to:

- Ability to collect, interpret and analyze written, verbal and observed data about patients.
- Ability to prioritize multiple tasks, integrate information and make decisions.
- Ability to apply knowledge of the principles, indications, and contraindications for nursing interventions.
- Ability to act safely and ethically in the college clinical lab and in clinical placements within the community.

**Procedures on Center for Students with Disabilities (CSD) Accommodation Letter and Clinical Courses:**

Faculty of record of a didactic-clinical course who receive an accommodation letter from CSD will contact CSD at [csd@uconn.edu](mailto:csd@uconn.edu) to request that the **Coordinator of Clinical Placements, Clinical Section Faculty/Preceptor** and **Simulation Laboratory Director**, as necessary, be sent the accommodation letter.

Faculty of record will arrange a meeting with the **CSD Counselor, Clinical Section Faculty, Simulation Laboratory Director** for a pre-meeting discussion and then to meet altogether with the student to discuss the implications of the accommodation in the clinical setting, needs and communication.

- Notes from the meeting will be retained in Nexus under the student's profile.

- Questions that arise during the meeting should be sent to [csd@uconn.edu](mailto:csd@uconn.edu).

Any accommodation required by the clinical agency will be communicated with the Coordinator of Clinical Placements.

***Students must re-submit accommodation requests with CSD each semester. Any accommodations do not carry over from previous semesters.***

## Guidelines Applicable to ALL BS Students

### Declaration of Schedule: Request for Clinical Schedule Accommodation

Nursing students requiring accommodation in clinical assignments must complete a Declaration of Schedule form via an online link in Core Elms and include supporting documentation. The Undergraduate Clinical Coordinator will email students the link to this form each semester. Students are to submit a Declaration, if applicable, every semester for the subsequent semester in which they request accommodation. Please see the Clinical Assignment Policy for more information.

### UConn Endorsed Events and Clinical Compliance in the Pre-Licensure Program

The School of Nursing Pre-Licensure program supports students who are participating in UConn or SoN endorsed activities (e.g., NSNA, conference presentations, etc.). Students who are engaging in this type of activity are expected to have a conversation with their course instructor and clinical track coordinator at the beginning of the semester. This conversation must include the nature of the activity and the dates the student will be away. In addition, the student must work with the clinical coordinator to follow the clinical completion plan for their course. Clinical hours cannot be applied to activities that are not exclusively clinical focused.

### Books, Uniforms, and Professional Equipment

All undergraduate students are expected to purchase books, uniforms, and the professional equipment required before beginning the clinical experiences. Students in the traditional undergraduate program will order their uniforms and other medical equipment during their sophomore year plan of study for the spring nursing Health Assessment class. Students in the Accelerated Second Degree CEIN/BS program will order their uniforms immediately following the initial orientation in the fall preceding the January start date.

The UConn School of Nursing clinical uniform is restricted for use to clinical practicum and simulation lab learning activities and approved School of Nursing functions. Other uses of the uniform are strictly prohibited unless there is a prior written approval form from the Dean of the School of Nursing. Please refer to the [Dress Code Policy](#).

### Transportation

The location and shift times (day/evening/weekend) required by clinical experience providers vary, and the SoN cannot guarantee the availability of a particular location or shift. Some students may be required to travel distances of more than 75 miles. Students are responsible for arranging transportation to and from all clinical experiences and any travel costs, (e.g., fuel and parking fees). Please see Clinical Assignment Policy

### Guidelines for Missed Exams/Coursework

Students will be provided with a clear set of course expectations in the course syllabus, particularly as they relate to late or missed assignments/assessments/projects. Instructors will manage requests by students for make-up opportunities by clearly identifying the course policies and expectations for missed exams or late assignments in the course syllabus.

### Final Exams

In accordance with [UConn Policy](#), undergraduate students are required to be available for their final exam and/or complete any assessment during the time scheduled by the University.

### Plagiarism Module

Traditional BS students will complete the Plagiarism module and post-test on HuskyCT in NURS 1130, NURS 3100, NURS 3205 and NURS 4304. Accelerated Second Degree CEIN/BS students will complete the Plagiarism module and post-test on HuskyCT in NURS 4301.

### Transitions Ceremony

The Transitions Ceremony marks the point in the traditional undergraduate BS curriculum (junior year) that students begin clinical rotations. Faculty, staff, and students come together to celebrate the event with a “blessing of the hands” and recitation of the SoN PRAXIS statement. For the Accelerated Second Degree CEIN/BS program, each campus celebrates its’ own Transitions Ceremony early in the year prior to the start of clinical experiences.

### Grading

Instructors grade undergraduate courses based on a [Letter and Point System](#). All intermediate calculations of grades throughout a course will be expressed on a 0.00-100.00 scale and will be recorded to two decimal place precision (e.g., 95.00 or 92.67). Final numeric grades for a course will be based on averaging intermediate grades. Typically, the averaging process will give different weights to different intermediate grades (e.g., exam grades may “count more” than homework grades). In the conversion of a final numeric grade to a course letter grade, decimal parts below 0.50 will be rounded down to the closest whole number (e.g., 92.49 becomes 92), and decimal parts at or above 0.50 will be rounded up to the closest whole number (e.g., 92.50 becomes 93).

## Guidelines Applicable to CEIN Students

### Refunds

Students who withdraw from a class prior to the first day of classes will receive a 100% refund. Starting on the first day of classes, refunds will be prorated weekly. (See university catalog for prorated rates under the heading *Fees and Expenses*). The refund schedule and information are available at <https://bursar.uconn.edu/refund-request/>. This does not include the non-refundable program deposit of \$1,000.

### Deferment Policy

- All admitted students must pay the non-refundable \$1,000 deposit at the time of admission; if a student declines to pay the deposit within the required time, they are administratively



removed from the specific class and will need to reapply if interested in the Accelerated Second Degree CEIN/BS program at a future date.

- When a student requests a deferment, it must be approved by the Associate Dean or Dean.
- Deferments will not be advertised but will be available if approved. Only one deferment is possible.
- If they are given the opportunity for a seat in the following class and decline, they will need to withdraw from the program and reapply if interested in the Accelerated Second Degree CEIN/BS program at a future date.
- Students who do not meet the requirements set forth for provisional acceptance to the program may not request to defer.

### Mandatory Reorientation/Skill Refresher for Prelicensure Students

Students in the prelicensure programs who are absent for a semester or longer during the clinical component of the program are required to complete a mandatory reorientation/skill refresher in the Clinical Simulation Learning Center.

The reorientation/skill refresher program will be scheduled three times during the year.

- Fall semester: first week of the fall semester
- Spring semester: second week in December (prior to final exam week)
- Summer session: third week in April (*this session is for the Accelerated Second Degree CEIN/BS students returning for the summer course sequence*)

#### Proposed Topics:

**Skill Refresher** incorporates the Nursing Process and Nursing Care Planning (*topics can vary depending on the individual needs of the student*)

- |                                      |                                       |
|--------------------------------------|---------------------------------------|
| *Basic ADL Care                      | *Oxygen Therapy/Nebulizers/Suctioning |
| *PPE/Universal Precautions           | *IV Therapy                           |
| *Sterile Technique                   | *Tube Feedings                        |
| *Dressing Changes/Drains             | *Catheter Suction                     |
| *Math Calculation/Med Administration | *Head to Toe Physical Exam            |

**High Fidelity Simulation** (*topics can vary depending on the individual needs of the student*)

- |                            |                   |
|----------------------------|-------------------|
| *Medication Administration | *Fundamentals Sim |
| *Home Care Sim             | *Med/Surg Sim     |

### Complaint Resolution

Please refer to the [Baccalaureate Complaint Resolution Policy](#).

The process for reconciling complaints and issues begins at the initial point of concern. The process is detailed in the student and faculty/staff handbooks. Formal complaints are those issued by students, members of the University community, or external constituents that concern any unfair application of policies, a hostile environment, unfair decisions, interference/intimidation that impedes or delays a person's completion of a task or degrade the person's performance, or any violation of professional conduct as defined in the SoN's PRAXIS and Code of Conduct. A formal

complaint can be filed through written communication to Program Directors, Associate Deans, or the Dean. Formal complaints and the procedures for filing a complaint are communicated to relevant constituencies in the student and faculty/staff handbooks and SoN website. Formal complaints are immediately documented and reviewed, and a plan for reconciliation is developed as it occurs. The course of action depends on the complaint's nature.

The University of Connecticut has a formal complaint process for final grades, discrimination, student conduct or any form of complaint that can be filed at any time through various venues as described [Student Complaint Process Information](#) or through The Office of Institutional Equity by completing the [Reporting Form](#).

## Body Fluids Exposure

In the event a UConn Nursing student or faculty is exposed to blood or body fluids during a clinical practicum, the following protocol is to be implemented.

- Administer first aid
  - a. Irrigate the exposed area as soon as possible.
  - b. STUDENT: Notify your clinical instructor immediately.
- Gather information
  - a. Identify the source patient and mechanism of exposure/injury.
  - b. Identify source patient's HIV and Hepatitis status.
- Present to the nearest Emergency Department immediately (this will be at student/faculty expense).
  - a. Post-exposure treatment for HIV must begin 1-2 hours post-exposure or as determined by the treating health care provider.
- Follow-Up Care
  - a. STUDENTS
    - Present to Student Health Services Infection Control nurse after you have been treated in an Emergency.
    - Participate in 3- and 6-month follow up at Student Health Services.
  - b. FACULTY
    - Present to your own personal health care provider.

### REMEMBER

The exposure needs to be documented in an "Incident Report" at the agency where the exposure took place using agency guidelines. The clinical instructor is also responsible for completing the incident report with the School of Nursing through CORE ELMS and notifying the respective clinical coordinator. The student's health insurance will be billed for any health services provided related to incidents that occur during clinical.

## Resources

### **Curriculum: Traditional BS Program**

<https://nursing.uconn.edu/wp-content/uploads/sites/3147/2021/10/BSN-Curriculum-revised-11.2002.pdf>

### **Curriculum: Accelerated Second Degree CEIN/BS**

<https://cein.nursing.uconn.edu/courses/>

### **NET ID and Listserv:**

<https://netid.uconn.edu/>

<https://listserv.uconn.edu/>

### **CNS&I:**

<https://cnsi.uconn.edu>

### **Writing Resources:**

<https://writingcenter.uconn.edu/overview-of-grad-support/>

### **Insurance:**

<https://studenthealth.uconn.edu/fees-insurance/#insurance>

### **Academic Calendar for Traditional BS Program:**

*(Accelerated Second Degree CEIN/BS Academic Calendar for the year is distributed separately)*

<https://registrar.uconn.edu/academic-calendar/>

### **Forms:**

<https://registrar.uconn.edu/forms/>

### **University of Connecticut Policies:**

<https://policy.uconn.edu>

### **Financial Support:**

Financial resources for undergraduate students are listed on our webpage at:

<https://nursing.uconn.edu/financial-assistance/>

### **Microsoft Products:**

<https://software.uconn.edu/microsoft-products-students/>

## Student Attestation and Acknowledgement

I have read and understand the contents of this student handbook. Please click on the link below to complete the attestation form. Thank you.

Student Attestation: [https://uconn.co1.qualtrics.com/jfe/form/SV\\_6mcFmVRyY7OleX4](https://uconn.co1.qualtrics.com/jfe/form/SV_6mcFmVRyY7OleX4)