

School of Nursing



2019-2020

MSN Program

Policy and Information Booklet



School of Nursing

CURRY COLLEGE

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www.curry.edu

Dear Curry College MSN Students:

On behalf of the faculty and staff of the School of Nursing at Curry College, I want to welcome you to the 2019-2020 Academic Year. We hope that you have a challenging, productive, enjoyable, and rewarding year. The Nursing Program at Curry College is an exciting place to be right now: we are offering two MSN tracks – Nursing Education and Nursing Administration. In the spring of 2010, the Curry MSN program was initially accredited by the Commission on Collegiate Nursing Education (CCNE), and in June 2015 Curry College received a ten-year MSN accreditation from CCNE. The fall 2019 cohort will be the twelfth entering MSN class at the Milton campus. The first MSN cohort began at the Plymouth campus in spring 2017. Since inception of the MSN program, over one hundred and thirty master's prepared nurses have graduated and are leading the nursing profession as clinicians, educators and administrators in a variety of settings.

Curry College has a wealth of resources to guide you in your education. Among them is this *Policy and Information* booklet. It contains information about the MSN curriculum, the outcomes and other information concerning the School of Nursing and graduate programs at Curry. As part of our quality improvement process, policies are revised each year; we welcome your feedback and ideas.

There are two sources of clarification of information regarding the MSN program. I will be your advisor and will attend to academic issues as they arise. The Division of Continuing Education and Graduate Studies office (617-333-2031) has a nursing contact person to talk to about registration and financing issues. Please understand that the faculty and staff of the School of Nursing want you to succeed; we hope to learn from you, as you are learning from us. Graduate education involves greater dialogue and sharing with faculty. Your faculty is looking forward to an exciting, productive and enriching year. Best wishes on your academic journey,

Michelle McMahon, Ph.D., RN, CNE
Professor and Director, MSN Program

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1.0 SCHOOL OF NURSING

1.1 FACULTY AND STAFF

Full-Time Faculty

Janet Ambrogne (2017)

Professor

B.S., Fitchburg State College
M.S.N., University of Virginia
Ph.D., Medical College of Georgia
N.P.P., SUNY Stony Brook
Family Psychiatric and Mental Health Nurse
Practitioner (ANCC)

Casey Burnett (2016)

Assistant Professor

B.S.N., Fairfield University
M.S.N., Northeastern University
D.N.P., Northeastern University

Doreen Callaghan (2019)

Assistant Professor

B.S.N., Northeastern University
MSN University of Phoenix

Jacqueline Carroll (2004)

Assistant Professor

ACCEL Track Coordinator
B.S., Boston College
M.S.N., Duke University
Pediatric Nurse Practitioner (PNCB)

Sheryl Cifrino (2003)

Professor & RN to BS Track Coordinator

B.S., Curry College
M.A., University of Massachusetts Boston
M.S.N., Saint Joseph's College of Maine
D.N.P., Regis College
C.A.G.S., Health Professions Education, Simmons
College
Ph.D. Simmons University
Certified Healthcare Simulation Educator (CHSE)

Amy Clemens (2019)

Assistant Professor

B.S.N., University of Massachusetts, Amherst
M.S.N., University of Pennsylvania
D.N.P., Walden University
Core Clinical Nurse Specialist (ANCC)
Certified Healthcare Simulation Educator (CHSE)

Katherine-Marie Conover (2018)

Assistant Professor

B.S.N., University of Massachusetts Amherst
Ph.D., University of Massachusetts Amherst

Robin Cunningham (2012)

Associate Professor

B.S.N., Northeastern University
M.S.N., FNP, Regis College
D.N.P., Regis College
Family Nurse Practitioner (ANCC)
Certified Emergency Nurse (CCNA)

Karen Doherty (2014)

Associate Professor

B.S., SUNY Binghamton
M.S.N., University of Massachusetts Boston
Ph.D., University of Massachusetts Dartmouth
Certified Nurse Educator (CNE)

Julie Grady (2014)

Assistant Professor

B.S., Curry College
M.S.N., Curry College
C.A.G.S., Health Professions Education, Simmons
College
Clinical Nurse Leader (CNC)

Desiree Hensel (2017)

Dean & Professor

B.S.N., Indiana University
M.S.N., Ball State University
Post M.S.N., Saint Frances Medical College of
Nursing
Ph.D., Walden University
Certified Nurse Educator (CNE)
Pediatric Clinical Nurse Specialist (ANCC)

Bertha Lee (2018)

Assistant Professor

B.S.N., Boston College
Ph.D. Northeastern University

Emily MacIntyre (2014)

Assistant Professor

B.S.N., Northeastern University
M.S.N., Simmons College
Pediatric Nurse Practitioner (PNCB)

Michelle McMahon (2008)*Professor & MSN Program Director*

B.S.N., Salem State College

M.S.N., Salem State College

Ph.D., University of Massachusetts Dartmouth

Certified Nurse Educator (CNE)

Maureen L. Murphy (2006)*Professor*

B.S.N., University of Massachusetts Boston

M.S.N., Case Western Reserve University

Post M.S.N., Frontier School of Midwifery &

Family Nursing

M.Ed., Curry College

Ph.D., University of Massachusetts Lowell

Susan Natale (2017)*Associate Professor*

B.S.N., Northeastern University

M.S., Northeastern University

Ph.D., University of Massachusetts Worcester

Nurse Executive Advanced (ANCC)

Eileen O'Connell (2007)*Professor*

B.A., Goddard College

M.S., University of Michigan

Ph.D., University of Massachusetts Boston

Adult Psychiatric/Mental Health CNS (ANCC)

Eileen O'Keefe (2004)*Assistant Professor*

B.S., Boston College

M.S., Boston University

Certified Nurse Educator (CNE)

Maureen O'Shea (2003)*Professor*

B.S.N., Fitchburg State College

M.S.N., Simmons College

D.N.P., Regis College

Adult and Geriatric Nurse Practitioner (ANCC)

Barbara Pinchera (2006)*Professor & Traditional Track Coordinator*

B.S., Curry College

M.S., Boston College

D.N.P., Regis College

Adult Nurse Practitioner (ANCC)

Linda Tenofsky (1991)*Professor & Chair*

B.S., Boston College

M.S., Boston University

Ph.D., Boston College

C.A.S. in Primary Care, MGH

Institute of Health Professions

Adult Nurse Practitioner (ANCC)

Coleen Toronto (2012)*Associate Professor*

B.S.N., Northeastern University

M.S.N., Framingham University

Ph.D., University of Massachusetts Dartmouth

Certified Nurse Educator (CNE)

Julianne A. Walsh (2017)*Assistant Professor*

B.S.N., Salve Regina College

M.S.N., Curry College

Senior Lecturers

Lauren Call (2007)

B.S.N., University of Michigan

M.S.N., Simmons College

Donna Dello Iacono (1987)

B.S.N., Saint Anselm's College

M.S.N., Salem State College

Ph.D., University of Massachusetts Boston

Adult/Gerontology Nurse Practitioner (AACN)

Gail Grammatica (2003)

B.S., Roberts Wesleyan

M.S., University of Rochester

Certified Nurse Educator (CNE)

Maureen Hillier (2012)

B.S.N., University of Rhode Island

M.S.N., Framingham State College

D.N.P., Regis College

Critical Care Registered Nurse (AACN);

Certified Legal Nurse Consultant (NACLNC)

Karen McLaughlin (2012)

Diploma in Nursing, New England Deaconess Hospital
 B.S., Curry College
 M.S.N., Boston College

Rebecca Sanford (2007)

B.S.N., Simmons College
 M.S., Northeastern University

Professor Emeritus

Don Anderson (2003)

B.S.N., Boston University
 M.S.N., University of Massachusetts Lowell
 Ed.D., Vanderbilt University

Linda Caldwell (1983)

B.S.N., Northeastern University
 M.S., Boston College
 D.N.Sc., Boston University
 C.A.G.S. in Primary Care, MGH Institute of Health Professions
 Adult Nurse Practitioner (ANCC)
 Certified Nurse Educator

Mary Ann Corcoran (1983)

B.S.N., D'Youville College
 M.S.N., Boston University

Susan Rowen James (1995)

B.S., Boston College
 M.S.N., University of Pennsylvania
 Ph.D., University of Massachusetts Lowell

Elizabeth C. Kudzma (1977)

B.S., M.S., Boston College
 M.P.H., Harvard University
 D.N.Sc., Boston University
 Women's Health Nurse Practitioner (NCC)

Susan A. LaRocco (2003)

B.S., Boston College
 M.S., Boston University
 M.B.A., New York University
 Ph.D., University of Massachusetts Boston
 Certified Nurse Educator

Elinor M. Nugent (1990)

B.S.N., Boston State College
 M.S.N., Salem State College
 Ph.D., University of Colorado
 C.A.G.S. in Primary Care, Northeastern University
 Adult Nurse Practitioner (ANCC)

Staff

Derek Cummings (2018)

Nursing Resource Center Simulation Coordinator
 B.S.N. Saint Anselm College
 M.S.N. Northeastern University
 Adult-Gerontology Acute Care Nurse Practitioner (ANCC)

Lonnette Taylor Ingram (2017)

Clinical Placement Administrator

Denise Kielczewski (1999)

Senior Administrative Assistant to Dean
 A.D., Becker College
 B.A., Curry College

Carolyn Lawless (2019)

Tutor
 B.A., Framingham State
 M.S. Boston College
 D.Ed. Boston College

Marsida Tirana (2019)

Administrative Assistant Faculty and Staff
 B.S. University of Massachusetts, Boston

Visiting Scholars

Diane Lancaster, RN PhD

1.2 HISTORY OF THE NURSING PROGRAM

The Curry College Nursing Program began in September 1977 because of the decision by Children's Hospital to phase out the Hospital's nursing diploma program. The educational excellence of Children's Hospital School of Nursing continued as their students merged with the Curry community and a newly admitted first year nursing class to become the Curry College School of Nursing. The first graduates in 1979 received an associate degree. That same year, the nursing faculty, believing in a higher educational entry level for nurses, restructured the nursing curriculum into a four-year Baccalaureate Nursing Program. The first nurses from the traditional four-year program graduated in 1983.

In 1983 the Baccalaureate Nursing Program was granted approval by the Massachusetts Board of Registration in Nursing. The National League for Nursing granted accreditation to the Nursing Program in 1984 and 1992. Preliminary approval by the Commission on Collegiate Nursing Education (CCNE) for accreditation was granted in the spring of 1998. In March 2000, the Nursing Program became the first nursing program in Massachusetts to be granted accreditation by the CCNE, the only nursing accrediting agency devoted to Baccalaureate and higher degree nursing education.

In addition to offering the nursing major on the Milton campus, the program expanded to the South Shore in 1988 by offering nursing classes to registered nurses (RNs) at a campus in Plymouth, MA. Many of these RN graduates have filled managerial positions and have attended graduate school in nursing and other fields. Through the Plymouth program, the number of RNs with Baccalaureate and graduate degrees in nursing has increased to better serve an area that might otherwise have experienced a dearth of nurses with higher educational preparation. In January 2004 the Division of Nursing welcomed the first class in the Accelerated Entry Level to Nursing program – ACCEL. The ACCEL program was the first accelerated second-degree Baccalaureate program in the Boston area and the second in Massachusetts. Admission to the ACCEL program remains very competitive.

In 1990, the Curry College Nursing Honor Society became a member of Sigma Theta Tau International, the nursing honor society. Curry College and Simmons College were asked by Boston University to become a chapter-at-large after Boston University's School of Nursing closed. Theta-Chapter-at-Large is the seventh oldest Sigma Theta Tau chapter in the United States and the oldest in New England. Each year Curry and Simmons proudly induct new members into the chapter.

In the fall of 2008 we welcomed students into the first Masters of Nursing (MSN) program at Curry College, the Clinical Nurse Leader (CNL). Like our ACCEL program, the CNL program is the first in the Boston area and the second in Massachusetts. The Clinical Nurse Leader (CNL) role was chosen as the first nursing graduate program because of its unique fit with the mission and vision of the program. While the CNL track is no longer offered, the MSN program continues with Nursing Education and Nursing Administration tracks. In the fall of 2010 the RN to MSN program admitted the first students.

As of fall 2016, the Division of Nursing became a School of Nursing, better reflecting current professional practices and academic paradigms. In 2018, the New England Association of Schools and Colleges approved Curry College to offer the RN to BS program online. In 2019, the ACCEL program was offered for the first time on the Plymouth campus.

Curry College Nursing graduates have a history of meeting the health needs of people in the surrounding area, throughout the United States, and in international communities. This has been accomplished through recruitment, retention, and graduation of traditional, second degree, and registered nurse students. Graduates practice in hospitals, clinics, substance abuse centers, mental health facilities, schools, community-based agencies, colleges of nursing, and the military. Many alumni have attended graduate schools in programs throughout the country and in our own Masters' program; several have returned to Curry as nursing faculty. The School of Nursing is proud to have graduates who hold doctoral degrees and graduates who are Fellows of the American Academy of Nurses and the American Academy of Nurse Practitioners. Our students' achievements – past and present – are our measure of success. We are quite proud of their accomplishments.

1.3 THE NURSING EDUCATION CONCENTRATION

This concentration is designed for nursing professionals interested in pursuing careers in educational or clinical settings. The nursing education track coursework includes current issues and trends in nursing education, best practices in curriculum development, assessment and evaluation, and provides experiential opportunities to gain teaching expertise in varied teaching learning environments; including simulation and on-line teaching modalities. Course content applies to clinical patient situations and preparation for teaching in a variety of settings including continuing education, in-service education, community health education, as well as college/ university positions.

1.4 THE NURSING ADMINISTRATION CONCENTRATION

This concentration is designed for nursing professionals interested in pursuing careers in nursing leadership/management/executive positions. The administration track coursework focuses on the clinical, communication, leadership and business skills needed for nursing and healthcare settings. The administration concentration provides classroom and experiential opportunities to gain the knowledge, skills and attitudes to lead change, improve quality from the macro and micro systems perspective, and participate in nursing management within the full scope of nursing organizations/agencies. This track is versatile and applicable to all settings where nurses work.

1.5 NURSING EDUCATION CONCENTRATION REQUIREMENTS:

Semester 1

MSN 6200	Advanced Pathophysiology	3 credits
MSN 6000	Advanced Assessment and Clinical Reasoning	3 credits
MSN 6600	Informatics and Health Information Management	3 credits

Semester 2

MSN 6300	Nursing Theory, Science and Evidence-Based Practice	3 credits
MSN 6500	Advanced Pharmacology	3 credits
MSN 6040	Advanced Evidence-Based Research and Statistical Analysis	3 credits

Semester 3

MSN 6460	Curriculum Theory, Design, Frameworks, Development, and Evaluation	3 credits
MSN 6760	Teaching Strategies and Evaluation Methods	3 credits
MSN 6450	Health Policy, Systems and Financing	3 credits

Semester 4

MSN 7892	Capstone Seminar	2 credits
MSN 7863	Practicum in Nursing Education (130 hours)	3 credits
MSN 6100	Leadership	3 credits

Total Required Credits: 35 Credits

***NURSING EDUCATION REQUIREMENTS**

*[Alternate curriculum plan for the special one-time invitation only cohort]

Semester 1

MSN 6600	Informatics and Health Information Management	3 credits
MSN 6450	Health Policy, Systems and Financing	3 credits

Semester 2

MSN 6200	Advanced Pathophysiology	3 credits
MSN 6000	Advanced Assessment and Clinical Reasoning	3 credits

Semester 3

MSN 6500	Advanced Pharmacology	3 credits
MSN 6300	Nursing Theory, Science and Evidence-Based Practice	3 credits

Semester 4

MSN 6040	Advanced Evidence-Based Research and Statistical Analysis	3 credits
MSN 6460	Curriculum Theory, Design, Frameworks, Development, and Evaluation	3 credits

Semester 5

MSN 6760	Teaching Strategies and Evaluation Methods	3 credits
MSN 6100	Leadership	3 credits

Semester 6

MSN 7892	Capstone Seminar	2 credits
MSN 7863	Practicum in Nursing Education (130 hours)	3 credits

Total Required Credits: 35 Credits

1.6 **NURSING ADMINISTRATION CONCENTRATION REQUIREMENTS****Semester 1**

MSN 6200	Advanced Pathophysiology	3 credits
MSN 6000	Advanced Assessment and Clinical Reasoning	3 credits
MSN 6600	Informatics and Health Information Management	3 credits

Semester 2

MSN 6300	Nursing Theory, Science and Evidence-Based Practice	3 credits
MSN 6500	Advanced Pharmacology	3 credits
MSN 6040	Advanced Evidence-Based Research and Statistical Analysis	3 credits

Semester 3

MSN 6470	Organizational Leadership in Health Care	3 credits
MSN 6770	Quality Improvement Science and Risk Management in Health Care	3 credits
MSN 6450	Health Policy, Systems and Financing	3 credits

Semester 4

MSN 7892	Capstone Seminar	2 credits
MSN 7873	Practicum in Nursing Administration (130 hours)	3 credits
MSN 6100	Leadership	3 credits

Total Required Credits: 35 Credits

1.7 MISSION STATEMENT: GRADUATE STUDIES

Curry College recognizes the dedication of adults committed to advancement through graduate education. Curry offers part-time graduate degree programs and graduate certificates designed to provide the knowledge, skills, and competencies needed to advance. Our graduate programs are designed to develop critical reasoning, intellectual rigor, and reflective practice. Each program delivers the curricular challenges that inform and cultivate personal and professional development.

Knowing that academic success is achieved through high levels of faculty and peer engagement, graduate students work closely with expert faculty in small, individualized learning environments that nurture the development of creative, highly competent leaders. Through small classes and cohort-based delivery models, students come to know their faculty and fellow students well and benefit from these professional networks. Curry recognizes the unique challenges adults face in undertaking graduate work and responds with a full range of academic and advising services.

2.0 VISION AND MISSION OF THE NURSING PROGRAM

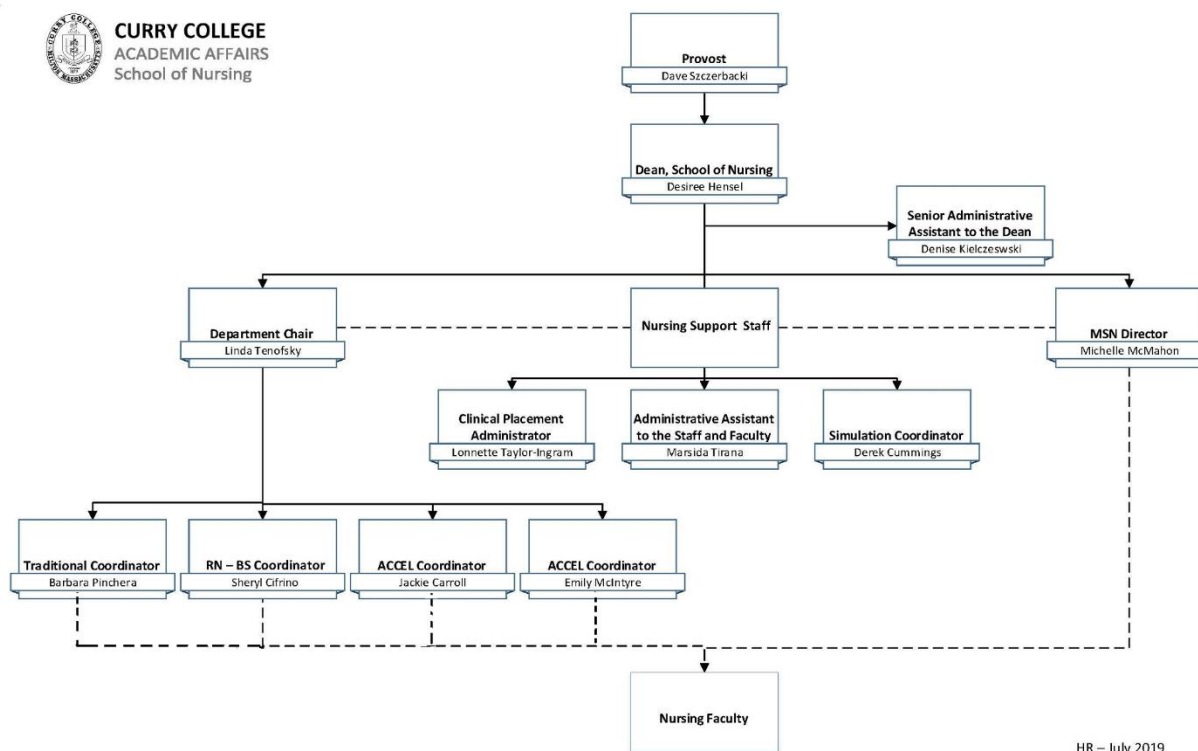
The vision of the School of Nursing is to develop leaders who use evidence-based knowledge to practice nursing with compassion, commitment, and creativity.

The *mission* of the School of Nursing is to prepare and advance the practice of nursing to provide safe and effective nursing care that achieves quality outcomes. The faculty educates nurses who gain and apply knowledge humanely, intelligently, and effectively in a complex changing world and who demonstrate continued involvement in learning, study, and research.

To achieve this mission, the School of Nursing provides a caring and innovative educational environment that promotes intellectual and social growth, synthesis of knowledge, and interpersonal and clinical expertise.

(Revised May 16, 2017)

2.1 SCHOOL OF NURSING FUNCTIONAL ORGANIZATIONAL CHART



2.2 EDUCATIONAL OUTCOMES OF THE GRADUATE NURSING PROGRAM

The Graduate Program of the School of Nursing at Curry College builds upon a foundation of baccalaureate nursing education.

The MSN graduate program outcomes are:

1. Implement strategies based on advanced reasoning and theory designed to improve quality and reduce risk within health care environments.
2. Evaluate, translate and disseminate current nursing research designed to improve outcomes and increase nursing's body of knowledge.
3. Analyze effectiveness of collaborative communication, teamwork strategies and information technologies designed to influence health-related outcomes.
4. Advocate for ethical practice based on knowledge of professional standards, scope of practice, and distributive justice.
5. Demonstrate leadership in effecting change in educational and healthcare systems through collaboration and advocacy at the local, state, national and global levels.
6. Integrate academic and experiential knowledge, skills and attitudes into the advanced professional practice role.

(Approved 9/5/18)

2.3 STANDARDS WHICH GUIDE THE MSN PROGRAM

1. American Association of Colleges of Nursing *Essentials of Master's Education for Nursing, (2011)*
2. *NLN Core Competencies of Nurse Educators with Task Statements (NLN, 2018)**
3. *American Organization for Nursing Leadership (AONL) Nurse Executive Competencies (AONL, AONE, 2015)**
(* guides concentration competencies)

2.4 ACCREDITATION

The master's degree program in nursing at Curry College is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

2.5 NOTIFICATION OF CHANGES

This Handbook provides information about policies, procedures, regulations, and activities in the MSN Program at the Curry College School of Nursing. Items contained herein are in effect at the date of publication, August 2019. This Handbook does not constitute a contract, and its contents can be changed in the sole discretion of the College. As a result, all rules, regulations, and policies of Curry College are subject to change through the appropriate departments, divisions, and offices, including the School of Nursing, at any time. In particular, the School and the College monitor and respond to internal and external factors that may influence the contemporary nature of the curriculum and its rigor and integrity. Students will be notified of any changes via e-mail sent by the MSN Director.

3.0 ADMISSION POLICIES

It is the policy of Curry College not to discriminate on the basis of race, color, gender, age, sexual orientation, religion, ethnic or national origin, disability, genetic information, veteran's status, or any other protected status in the administration of its educational policies, admissions policies, employment policies, scholarships and loan programs, or other College sponsored programs.

3.1 ADMISSION REQUIREMENTS

- application form
- \$50 application fee
- sealed official transcripts from all colleges previously attended (undergraduate and graduate coursework)
- baccalaureate degree accredited college/university (undergraduate GPA of 3.0 is preferred)
- current resume
- (1) letter of recommendation from a professional reference (Please ask someone who has supervised you and/or evaluated your work and can rate your abilities and judge your potential for success with graduate-level coursework).
- Personal statement reflecting on your background and why you wish to pursue graduate studies in nursing (approximately 300-500 words)
- Interview with Nursing Faculty or staff
- a copy of an unrestricted Massachusetts registered nurse license
- a college level statistics course (at Curry College, this is MATH 1150).

- for non-U.S. baccalaureate degrees, acceptable TOEFL scores. International degrees must be verified (course by course evaluation) by an accepted specialist in international educational documentation.
- Required proof of immunizations prior to clinical placement

Students must be accepted for admission into a cohort before they may begin taking courses in the program. Curry accepts applications on a rolling basis and space in each cohort is limited. We encourage applicants to complete their applications two months before the upcoming cohort. After that time, applications are considered on a space available basis.

3.2 COURSE TRANSFER POLICY

Usually, MSN students must complete all work for the master's degree at Curry College. A maximum of six credit hours taken prior to matriculation may be transferred from nursing master's programs accredited by CCNE or another master's program accrediting body. Curry College has a policy that limits transfer credit into its master's degree programs to a maximum of 6 credits. Transfer credit requests are approved by the program director and courses must be a close match to courses in the MSN program at Curry. Consideration of transfer credit must occur as part of the admissions process and will not be considered after a student has begun the program. Transferability of credits from Curry to other institutions would be at the discretion of the receiving institution.

Potential courses for transfer must:

1. Be graduate level
2. Be acceptable as a substitute course on the student's degree plan
3. Be no more than five (5) years old
4. Have been completed with a minimum grade of "B" or better.

The Graduate Program Director has final determination regarding the eligibility and award of all transfer credit requests, and students are advised to speak with the respective graduate program director regarding a transfer credit request. To apply for transfer credit, a student should obtain a Transfer Request from the CE/Graduate Studies Office and return the completed form along with the official college transcript, course description and syllabus from the appropriate college catalog. To obtain a preliminary evaluation, students may apply for transfer credit with an unofficial transcript. However, prior to the official award of transfer credit official transcripts must be mailed directly from the sending institution and reviewed.

Graduate Council Approval 10/13/09

3.3 LENGTH OF TIME TO COMPLETE PROGRAM

Students are expected to maintain good academic progress throughout their graduate program. All graduation requirements for the award of a graduate degree must have been met in a time period not to exceed six (6) years following admission into the program. Only in an exceptional case of hardship will an additional extension be granted by the Graduate Program Director.

Graduate Council Approval 10/13/09

3.4 HEALTH INSURANCE REQUIREMENT

Nursing students must be enrolled in a qualified health insurance program. As part of the clinical clearance process required prior to the practicum course (MSN 7863 or MSN 7873) all students will be required to submit verification of active health insurance.

3.5 ADVANCED STANDING FOR RN/BS STUDENTS

Curry College RN to BS students may petition to take up to (4) of the following (5) courses: MSN 6000 Advanced Assessment and Clinical Reasoning, MSN 6500 Advanced Pharmacology, MSN 6200 Advanced Pathophysiology, MSN 6040 Advanced Evidence-Based Research and Statistical Analysis and/or MSN6450 Health Policy, Systems and Financing prior to matriculation into the graduate program. These courses will then substitute for NSG 2005 Health Assessment, NSG 2500 Pharmacology, NSG 2200 Pathophysiology, NSG 3041 Nursing Research, or NSG 3470 Health Policy and Finance as appropriate. Students who achieve a grade of B or better in two of these courses will have priority admission into the MSN program.

Selection criteria:

- a. Achieve A, A- or recommendation of instructor in NSG 2100 RN Transition to Baccalaureate Nursing.
- b. Overall GPA \geq 3.3 in NSG courses.

3.6 EDUCATIONAL MOBILITY/THE RN-MSN PATHWAY

The School of Nursing offers an RN to MSN pathway to promote educational mobility into the MSN program. This pathway is designed for the registered nurse with an associate's degree or diploma in nursing who also holds a bachelor's degree in another field. To enter MSN courses, RN's with previous non-nursing bachelor's degrees must take NSG 2100 RN Transition to Baccalaureate Nursing and a statistics course (if not taken within original bachelor's program) prior to starting MSN courses. NSG 3032 Population Health in the Community must be taken concurrently or later; but within one year of starting MSN courses. This pathway assumes transfer of prior coursework in Anatomy and Physiology, Microbiology and Human Growth and Development from the completed nursing program. RNs with previous bachelor's degrees in other disciplines should see the nursing representative in Continuing Education and Graduate Studies for application and program planning details.

4.0 ACADEMIC POLICIES

4.1 GRADES AND GRADE POINTS

Grades and grade points are calculated for the School of Nursing as follows:

<u>GPA</u>	<u>GRADE</u>	<u>SCORE RANGE</u>
4.0	A	94-100
3.7	A-	90-93
3.3	B+	87-89
3.0	B	84-86
<u>2.7</u>	<u>B-</u>	<u>80-83</u>
		<i>Graduate Passing Standard</i>
2.3	C+	77-79
2.0	C	74-76
1.7	C-	70-73
1.3	D+	67-69
1.0	D	64-66
0.7	D-	60-63
0.0	F	59 and below

4.2 INCOMPLETE COURSE STATUS

The Incomplete is an administrative designation that means a course instructor has agreed to a specified extension of time, not more than one academic year, within which a student may complete a course.

A student may request that the course instructor grant an Incomplete because of a serious extenuating circumstance only, such as a medical emergency or family crisis. A student must be passing the course at the time of request in order to qualify for an Incomplete. The choice to grant an Incomplete is the prerogative of the instructor.

In order to initiate a request for an Incomplete, a student must submit a completed request form to the instructor not later than the day of the scheduled final exam. Request forms are available in the Office of the Registrar.

When the instructor grants an incomplete, he or she will specify on the contract precisely what must be achieved to complete the course; will specify a deadline for resolving the incomplete, which may be shorter than the last class day of the following semester based on the traditional Fall & Spring academic calendar; will provide a copy to the student; and will submit a copy to the Office of the Registrar.

The incomplete must be resolved by the last class day of the following semester, based on the traditional Fall & Spring academic calendar, or by the earlier date specified by the professor. The incomplete is resolved to a letter grade when the course instructor submits an incomplete resolution form to the Registrar, at which time the grade will be included in the student's overall grade point average. For graduate courses, an unresolved incomplete will remain on record as an "IN."

Incomplete petition forms are available in the back of this MSN Policy and Information Booklet.

4.3 REPEATING A COURSE

Students who earn a grade of C+ or lower on their first attempt at a course may be required to repeat that course and may only do so once. The subsequent grade earned for the course will be recorded on the permanent student record along with the initial grade. Only the higher of the two grades, however, will be included in the overall grade point average calculation, and only the credits associated with the higher grade will be included in the credits earned toward graduation. A graduate student must maintain a minimum grade point average (GPA) of 3.0 to remain in good academic standing.

Graduate Council Approval 10/13/09

4.4 WITHDRAWAL FROM A COURSE

When a student withdraws from a course, the "W" will become part of the student's academic history and will remain on the transcript permanently. If a student repeats a course, the new grade will be recorded on the transcript, and the "W" will remain, but will not be calculated into the GPA. A withdrawal ("W"), however, will be used to determine a student's academic progress and a student may be placed on Academic Review – if the earned hours divided by the attempted hours falls below 67%. A student's attempted credits are calculated from the initial start date, and not just from the current term.

Students who withdraw from a graduate level course may be eligible for a refund depending upon the withdrawal date from course. Every eight (8) week and fifteen (15) week course has a clearly defined course withdrawal and refund schedule. It is the student's responsibility to be aware of the course withdrawal and refund schedule. This information is provided in the Course Schedule Guide and College Web site under key dates.

4.5 WITHDRAWAL FROM PROGRAM

A graduate degree student who seeks to withdraw from the College should obtain the official Withdrawal Form from the Office of CE/Graduate Studies. A student must complete the official withdrawal form and return it to the appropriate graduate program director. Nonattendance does not constitute an official withdraw and students are responsible for all academic work until officially withdrawn.

Curry College's MSN is a cohort program. Students entering Curry's MSN students commit to continuous enrollment with the same group of students. Therefore, once enrolled, changing cohorts is not an option, except for extraordinary reasons. Extraordinary reasons, for example, are documented health or family emergencies.

Any student who requests to delay continuous enrollment in their cohort must make a formal request in writing to the Director of the MSN Program. The request must include documentation of the 'extraordinary' reason for changing the cohort sequence. The Director may request further information. Decisions are made by the Director of the MSN Program. All decisions are final.

4.6 READMISSION POLICY FOR GRADUATE STUDENTS

To apply for readmission into a graduate program, a student should contact the Division of CE/Graduate Studies Office to initiate the process. Readmission to a graduate program is contingent upon approval of the respective graduate director. Readmission decisions are based upon a number of factors including the student's prior graduate history, outstanding coursework needed to complete the degree, program curricular changes, and good financial standing with the College. Readmission to a graduate cohort program is also contingent upon space availability.

(Graduate Council Approval 4/14/2010)

4.7 PROGRESSION IN THE GRADUATE NURSING CURRICULUM

1. Students must maintain a minimum GPA of 3.0 to remain in good academic standing.
2. Academic review will take place if the GPA falls below 3.0.
3. Matriculated students must take all graduate nursing courses at Curry College.
4. A course can only be repeated once.

The following policies are found in the Curry College Division of Continuing and Graduate Course Catalog 2019-2020. Please see Graduate Course Catalog for full information on graduate policies.

4.8 GRADUATE ACADEMIC STANDING POLICIES

The goal of the graduate academic standing policy is to support the successful academic achievement of students. Curry College is committed to academic excellence and expects its graduate students to maintain good academic standing.

4.8.1 **Good Academic Standing**

A graduate, degree-seeking student, whether full-time or part-time, is in good academic standing when he or she meets standards as measured by cumulative grade point average (GPA), minimum grade achieved in each course, and cumulative attempted credits. Academic Standing for all graduate students will be measured at the end of each fall and spring semester.

4.8.2 **Minimum Grade in Each Course**

The minimum passing grade in each graduate course is a B-. A grade of C+ or lower in any course is cause for academic review.

4.8.3 **Minimum Grade Point Average**

Students enrolled in any Master's program at Curry College must maintain a minimum grade point average of 3.0 to remain in good academic standing. Academic review will take place if the GPA falls below a 3.0.

4.8.4 **Cumulative Credits**

In addition to the GPA standards and the minimum grade in each course, good academic standing also depends on a satisfactory rate of progress toward the degree as measured by cumulative attempted credits. A student is making satisfactory progress when at least 67% of attempted credits have been completed with a passing grade, as defined above.

Attempted credits are those credits for which a student is registered at the end of the College's official add/drop period. Thus, *attempted credits* include all graded courses and transfer courses, courses from which a student has withdrawn after the drop/add period (W), and courses that are incomplete (IN).

The cumulative GPA is based on graded credits only. Transfer courses, Withdrawals, and Incompletes are not included in the cumulative GPA.

4.8.5 **Academic Review**

Graduate students that do not meet the minimum GPA or minimum passing grade are placed on Academic Review for the following semester. During that semester, the student is expected to adhere to the achievement plan marked out for him/her.

Academic review may result in the student being asked to repeat course work, being placed on academic probation, or in some cases, being dismissed from the program. Students are expected to comply with the terms of continued enrollment outlined as a result of an academic review. Failure to comply may result in dismissal from the College.

4.8.6 **Academic Dismissal**

A student is subject to dismissal from the College if his or her academic record does not meet the standards for good academic standing during the semester of probation. A dismissed student is expected to be ineligible for re-admission for at least one year.

4.8.7 **Academic Leave of Absence**

On an exceptional basis, a student may need to request a Program Leave of Absence with the intention of resuming their studies typically after one semester or less. A student may only apply and be granted a Program Leave of Absence for one semester at a time. Additional semester program leave requests must be requested in writing. The administrative process for graduate students who request a program leave of absence is overseen by the Office of Continuing Education and Graduate Studies.

Students should access the online Leave of Absence Request Form. The form details the policies and procedures related to a Program Leave of Absence Request and requires students to provide a brief explanation for their request. Online request forms should be returned to the Graduate Studies office via the respective graduate program email address. Each Leave of Absence request will be reviewed promptly by Graduate Studies staff and the Graduate Program Director. Students will be notified about the status of their request within one week.

4.8.8 **Appeal Process**

A student may appeal an academic standing decision or other academic policy decision by submitting an Academic Petition form, available from the Director of Graduate Enrollment. Appeal petitions are reviewed by the Graduate Program Director and the Associate VP for Academic Affairs. A student may receive assistance with any aspect of the appeal process, including advice on stating the basis for the petition by contacting the Director of Graduate Enrollment.

Graduate Council Approval 5/5/10

Please consult the Curry College Division of Continuing and Graduate Course Catalogue 2019-2020 for further information on grade and academic dishonesty appeals.

The School of Nursing reserves the right to alter the policies and curriculum of the nursing program at any time.

4.9 ACADEMIC INTEGRITY

The School of Nursing follows the Curry College Academic Integrity policies outlined in the *Curry College Course Catalog*. Please refer to the course catalog for procedures used to address alleged violations of the Academic Integrity policy. Instructors may impose sanctions for violations that may include but are not limited to: revision of work, reduction of a grade (including zero credit), or failure of an assignment or course. The College reserves the right to impose additional sanctions.

5.0 CLINICAL POLICIES

5.1 HEALTH CLEARANCES:

Students will be required to adhere to the immunization policies of the agency in which they are placed or employed.

5.2 POTENTIAL HAZARDOUS EXPOSURES IN THE COURSE OF CLINICAL EDUCATION

Presence on clinical units incorporates a risk of exposure to certain infectious diseases and other potential hazards. The risks of such exposure can be minimized, but not totally eliminated, by proper technique. Students are advised to carefully follow standard precautions and exercise sound judgment. Students are required to inform faculty of any possible exposures or other unusual occurrences so that agency protocol can be followed.

In the event of a hazardous exposure or other unusual occurrence, the clinical faculty will initiate the process for intervention based on the agency's policy. In addition, after the student has obtained appropriate care, the clinical faculty will:

1. Contact the Graduate Program Director and the Course Faculty prior to leaving the clinical area.
2. Fax or bring, a copy of the institutions "unusual occurrence report" to the Graduate Program Director when possible.
3. Complete a School of Nursing Unusual Occurrence Report within twenty-four hours of the event and submit the original to the Graduate Program Director. These forms can be faxed from the School of Nursing to the faculty at the agency.

5.3 CPR AND OTHER REQUIRED DOCUMENTATION

Students in MSN clinical practica courses must meet the credentialing requirements of the clinical agency where they are placed. They may be required to have successfully completed a CPR course and complete agency specific orientation requirements prior to the start of clinical. The Clinical Placement Administrator will work with each student to facilitate the clinical clearance process for practica agencies. Please note that Advanced Cardiac Life Support (ACLS) does not substitute when Basic Life Support (BLS) is required. The American Heart Association BLS course is the only CPR course accepted by the School of Nursing.

5.4 CRIMINAL RECORD INQUIRY

Clinical agencies require criminal background record inquiries as a condition for clinical practice. The School of Nursing is currently using Verified Credentials to perform a national computerized search to determine if an individual has convictions, outstanding warrants, or pending complaints. Information obtained is confidential. The Clinical Placement Administrator forwards positive inquiries to the School of Nursing Dean and MSN Director. Positive criminal inquiries are then forwarded to the Curry College Campus Police Chief for review. If deemed necessary, and with the student's written permission, positive criminal inquiries are forwarded to the specific clinical agency Compliance Officer who determines if the student may be placed in that particular clinical setting.

Students have an obligation to inform the School of Nursing Dean if any new convictions, outstanding warrants, and/or pending complaints have occurred after the inquiry is obtained. The criminal background check will be run for each semester offering clinical nursing courses and as required by clinical agencies.

All student clinical placements are at the discretion of the agency; therefore, *agencies do not have to accept students with documented criminal convictions, outstanding warrants, or pending complaints.* The School cannot be responsible for alternate clinical placements for students who are withdrawn from a clinical placement or who cannot be placed in an agency because of issues with background checks.

Students with any criminal convictions, past court appearances (for any reason), pending criminal cases (including misdemeanors or felonies), or past or pending disciplinary action against a professional or trade license or certificate are advised to seek independent legal counsel, at the student's own expense and choosing, prior to completing the background check process. (Revised August 2018.)

5.5 PROFESSIONAL LIABILITY INSURANCE

A Professional Liability Occurrence Insurance Policy covers all MSN students enrolled in clinical experiences. This policy covers MSN students only in their capacity as students/learners within the nursing program. Practice in hospitals or a setting outside of the college program is not covered by this policy.

5.6 ATTIRE IN CLINICAL FACILITIES

Students must adhere to the dress code for their clinical facility.

5.7 EVALUATION OF CLINICAL PERFORMANCE

Clinical practica are graded on a pass/fail basis. Students are expected to demonstrate consistent and progressive mastery of nursing in the clinical area. Students' performance and behavior must be safe and appropriate at all times. Students are expected to meet the objectives of the clinical course with equal amounts of guidance and instruction as required by other students.

One or more of the following behaviors demonstrates unsatisfactory clinical performance. The student:

- a. Fails to demonstrate progressive mastery of program outcomes.
- b. Requires more guidance and instruction than is required by other students.
- c. Is unprepared for clinical practice.
- d. Is unsafe.
- e. Unprofessional self-presentation

For unsatisfactory clinical performance, the instructor will issue a warning to the student. The instructor will identify problem areas in writing. Students will receive a written statement of what the student must do to satisfactorily meet the clinical objective(s). Copies of the written warning will be placed in the student's record and given to the MSN Program Director. A notice of unsatisfactory clinical performance may be given at any time during the semester. Continued unsatisfactory clinical performance will result in a course failure.

5.8 ATTENDANCE

The faculty of the School of Nursing acknowledges its responsibility to provide the student with theory necessary for graduate professional practice. The essence of collegiate learning involves dialogue between faculty and students; therefore, a student's attendance and participation in class are expected. Attendance policies specific for each course are articulated in the course syllabi. Special requirements for MSN hybrid classes are found in individual course syllabi.

5.9 HAND-HELD COMMUNICATION DEVICES

The use of all cell phones, pagers, blackberries, or tablets for personal use (texting, email, personal calls etc.) is not allowed in the classroom or clinical setting.

5.10 IMPAIRMENT BY DRUG, ALCOHOL OR SUBSTANCE USE

It is imperative that nursing care be based on principles of safety. Consistent with this expectation and related laws, clinical agency requirements and College policies, nursing students must be free of impairment by alcohol, drugs and other substances during all aspects of the nursing program including clinical, classroom, and laboratory settings. Students may be asked to complete alcohol or drug testing based on reasonable suspicions of impairment by the use of alcohol or drugs, whether in violation of law or College policy or as required in order to be in compliance with clinical agency policies. If a student demonstrates unsafe or inappropriate behavior that is suggestive that the student is under such impairment in a classroom, laboratory or clinical setting, the student may be removed immediately.

If there is reasonable suspicion of impairment or if a student is required to attend a Student Conduct Process meeting, the student may be subject to drug screening. Section 4.6 (Drug Screening) of the School of Nursing Baccalaureate Program Policy and Information Booklet describes the process for *reasonable suspicion*, *random*, and *pre-clinical placement* screenings in further detail.

5.11 FIT FOR DUTY PROCESS

If a student experiences a situation that affects his or her ability to perform safely in the classroom, laboratory, or clinical practice settings, the student may be asked to provide documentation verifying his or her fitness for participation before continuing in the program.

6.0 ACADEMIC SUPPORT POLICIES

6.1 APA

The current edition of *The Publication Manual of the American Psychological Association* is the official guide for all written work in the MSN program. All papers are expected to conform to the writing and format requirements specified in the manual. Faculty may refuse to accept nonconforming work.

6.2 COURSE EXAMINATIONS/SPECIAL CONSIDERATIONS/GRADUATE STUDENT PROGRAM SUPPORT

The graduate programs at Curry College are committed to ensuring full participation and opportunity for success in graduate studies. Academic support with the editorial demands of lengthy papers can be arranged through the Academic Enrichment Center (617-333-2248). Curry College is committed to supporting graduate students with the academic support services they need to successfully complete graduate work.

To arrange for academic support services (writing or math assistance), please contact the Academic Enrichment Center at 617-333-2248 or stop by the Center located on the second floor of the Levin Library. For schedule and appointment details, you may access the academic enrichment page @ <https://my.curry.edu/group/mycampus/academic-enrichment-tutoring>. Please note: **Students must be present during academic support sessions: emailing a paper for editing is not permissible.** Assistance with specific organization and language-based difficulties

as the result of a documented Learning Disability (e.g. Dyslexia, Attention Deficit Disorder) can be accommodated through the Adult PAL Center at the Milton campus (617-333-2250). Graduate students in locations other than Milton can call to arrange for appropriate assistance.

Students with disabilities who believe that they need accommodations in class are encouraged to contact the Student Disabilities Officer (617-333-2385) as soon as possible to ensure that such accommodations are implemented in a timely fashion.

7.0 OTHER POLICIES AND INFORMATION

7.1 PROFESSIONAL BEHAVIOR

It is expected that students will maintain professional, respectful relationships with their patients and their families, staff members, faculty members, college staff and fellow students. Students are expected to refrain from hostile, intimidating, and/or threatening behavior. Students are expected to adhere to the Curry College Code of Conduct. Students should be aware that in certain circumstances, college disciplinary records regarding their conduct may be shared with school officials with a legitimate educational interest, including but not limited to faculty in the Nursing Department.

7.2 CONFIDENTIALITY

In order to be in compliance with HIPAA regulations, all students will be required to receive instruction on the pertinent HIPAA regulations and conform to the requirements of the clinical agency regarding confidentiality and access to medical records.

7.3 ADVISORS

Students in the MSN program are advised jointly by the MSN Graduate Program Director Dr. Michelle McMahon and the nursing representative from the Division of Continuing and Graduate Studies (617-333-2031).

7.4 E-MAIL

The usual method of communicating is via Curry College email. The School of Nursing expects that email will be received, read, and replied to in a timely manner. The student's official Curry College email address is the destination to which the program will send email communications. Information concerning invitations to nursing functions, scholarship availability, and other important information will be emailed and/or posted on the Nursing home page of the Curry College web site or the web portal.

7.5 GRADUATION CLEARANCE

The Graduate Curriculum and Policy Committee and the College Board of Trustees certifies all MSN graduates of the College. Students are responsible for ascertaining that they have completed all graduation requirements.

7.6 SURVEYS AND PROGRAM EVALUATION

Periodically surveys are given to students and graduates to elicit information on program effectiveness and attainment of program outcomes. We ask for your assistance in filling out these surveys and returning them promptly. This information is needed for review of the

curriculum and for data that must be supplied to regulatory agencies. There is no release of individual data.

The faculty is always willing to discuss student and graduate perceptions of curriculum, policies, clinical agencies or anything else affecting the graduate program. After graduation, it is helpful if graduates keep the School of Nursing apprised of current addresses, name changes and career progress. We like to have information on where you are working, what you have accomplished and in general what you are doing. Please keep us informed about all the great things you will be doing!

7.7 PHOTO RELEASE POLICY

The Curry College School of Nursing may, at times, obtain photographs or video images of students for use in print or electronic media for purposes of education, publicity and/or marketing. By participating in College activities, students understand that the College will have the right to use these works without limitation or compensation. Should a student NOT want to be photographed for these purposes, the student must sign a Photo Refusal form, which be placed on file within the School of Nursing. In the event that a student has filed the refusal form, it is that student's responsibility to inform the photographer and/or remove her or himself from the area where the photography is taking place. Failure to do so may result in the College's inadvertent use of photographs or video recordings of the student.

8.0 SCHOOL OF NURSING ORGANIZATION

8.1 COMMITTEE MEMBERSHIPS 2019 - 2021

1. Academic Issues Committee

Barbara Pinchera - Chair
Eileen O'Keefe
Sheryl Cifrino

2. By-Laws/Nominating/Resource

Maureen O'Shea - Chair
Robin Cunningham
Karen Doherty
Derek Cummings- ex officio

3. Curriculum

Linda Tenofsky - Chair
Emily MacIntyre
Karen Doherty
Casey Burnett
Bertha Lee

4. School Evaluation Committee (co-chairs)

Maureen Murphy
Maureen O'Shea
Jana Ambrogne

5. Educational Outcomes

Julie Grady - Chair
 Jacqueline Carroll
 Susan Natale
 Michelle McMahon
 Janet Ambrogne

6. Faculty Development and Recognition

Linda Tenofsky - Chair
 Coleen Toronto
 Casey Burnett
 Bertha Lee
 Katherine Marie Conover
 Derek Cummings- ex officio

7. Simulation Advisory

Sheryl Cifrino- Chair
 Amy Clemens (Simulation Educator)
 Derek Cummings (ex officio)
 Barbara Pinchera
 Michelle McMahon
 Eileen O'Keefe
 Julianne Walsh

8. Secretary

Sheryl Cifrino

8.2 STUDENT PARTICIPATION ON STANDING COMMITTEES

Student participation on various nursing faculty committees and at the monthly School meetings is encouraged and provided for in the School of Nursing. Specifically, the faculty invites participation of students on the Bylaws/Nominating/Resource, Curriculum, and Educational Outcomes Committees. The School Evaluation and Academic Issues Committees do not have student representation. If interested, please indicate your willingness to be a committee member to the Committee Chairperson. We urge students to participate in Nursing Program governance by volunteering to attend faculty committee meetings and School of Nursing meetings.

8.3 SCHOOL OF NURSING BY-LAWS

Preface:

Whereas, we the faculty of the School of Nursing of Curry College, believe that a clear and simple organizational plan promotes a democratic and cohesive action in upholding the stated philosophy and objectives of the School, and

Whereas, we believe that more effective action results when standing committees are established to carry out the overall tasks of the School, and, when ad hoc committees are established as the need arises.

Therefore, we have developed bylaws for the School of Nursing, which will empower the total membership to act as a Committee of the Whole in all areas of the educational program not otherwise delegated to standing or ad hoc committees.

Article I: Name

This organization shall be known as the School of Nursing Faculty Organization, Curry College (referred to in this document as the School Organization).

Article II: Purpose

The purpose of this organization shall be to formulate, implement, evaluate, and revise policies affecting the School of Nursing, in accordance with College policies and the current Curry College AAUP Agreement.

Article III: Functions

The functions of this organization shall be to:

- A. Define, implement, and revise as necessary, the mission, goals and outcomes of the School of Nursing, which shall reflect and be in concert with the mission of Curry College.
- B. Determine school policies related to the:
 - Recruitment, admission, promotion, and welfare of students.
 - Recruitment, selection, appointment, evaluation and promotion of faculty.
 - Formulation, implementation, evaluation, and revision of the curriculum for the various programs of the School.
- C. Promote scholarly activities relevant to the School of Nursing.
- D. Consider and act on recommendations of School standing and ad hoc committees, individual faculty members, the student body of the School, and/or extra sources.
- E. Make recommendations (as needed) to the appropriate bodies within Curry College.

Article IV: Membership

The School Organization shall be composed of all full-time faculty and senior lecturers in the School. All members will have one vote.

Representatives of the Nursing student body shall serve in a consultative and advisory relationship to the School Organization and committees.

Article V: Meetings

- Section 1: Regular meetings shall be held during the academic year according to the academic calendar, and at other intervals as needed.
- Section 2: Lecturers and associate lecturers may attend any meeting of the School Organization except for meetings of the DEC when evaluation of faculty is occurring.
- Section 3: Student representatives may attend any meeting of the School Organization, unless in executive session.
- Section 4: The annual meetings of the Organization shall be held in May of each year.

- Section 5: Special/urgent meetings shall be called by the Chairperson or upon the request of two faculty members of the Organization.
- Section 6: Sixty percent of the membership shall constitute a quorum. ¹
- Section 7: The meeting agenda shall consist of the following:
- A. Call to order by the Chairperson
 - B. Reading and approval of the minutes of the previous meeting
 - C. Reports of the Standing Committees
 - D. Reports of the Ad Hoc Committees
 - E. Report from the Track Coordinators
 - F. Unfinished business
 - G. New business
 - H. Announcements
 - I. Adjournment

Article VI: Officers and Duties of Officers

Section 1:

- A. The Chairperson of the School, by position, shall be the Chairperson of the School Organization.
- B. The Recording Secretary shall be selected from within the School Organization.

Section 2:

The Chairperson of the School Organization shall:

- A. Preside at all meetings of the School Organization.
- B. Prepare and circulate an agenda at least one week prior to the meeting.
- C. Call special/urgent meetings of the School Organization.
- D. If the Chairperson is unable to preside at a School meeting, the Chairperson will appoint a coordinator to preside at that meeting.

Section 3:

The Recording Secretary shall:

- A. Keep minutes of each meeting.
- B. Give an electronic copy to the Administrative Assistant one week prior to the next School meeting, who will then distribute hard copies of the minutes to all members.
- C. When the minutes have been reviewed, corrected, and approved, the corrections will be made on the electronic file and given to the Administrative Assistant.

Article VII: Standing Committees

- Section 1: The work of the faculty shall be carried on by Standing Committees as directed in these Bylaws and such other special committees as the Chairperson and/or faculty may deem necessary.

Section 2: Each Standing Committee shall:

- A. Review its functions annually and establish priorities for its activities.

- B. Establish a calendar of meetings.
- C. Recommend appointment of such sub-committees as are needed.
- D. Provide a verbal report at each monthly School of Nursing meeting.
- E. Direct recommendations as needed to the School Organization.
- F. File electronic minutes of its proceedings.

Section 3: The Standing Committees of the School Organization shall be the following:

- A. Academic Issues
- B. Bylaws/Nominating/Resource
- C. Curriculum
- D. School Evaluation
- E. Educational Outcomes
- F. Faculty Development and Recognition
- G. Simulation Advisory

Section 4: Membership of Standing Committees:

- A. Faculty members of all Nursing Standing Committees shall be elected by the members of the School Organization, at the annual May School meeting. Beginning and ending term time frames will be purposely staggered to allow for a mixture of new and returning members. Members will be determined by plurality² vote.
- B. Committee chairpersons shall be elected by plurality² vote from the committee membership at the first committee meeting of the academic year, unless otherwise stated.
- C. The term of appointment to each committee shall be two years, unless otherwise stated. Term limits of two consecutive terms will apply. There are no lifetime term limits on committees.
- D. All committees' vacancies must be filled through the election process at the next scheduled School meeting.
- E. Committee business brought forward to the School shall be decided by majority³ vote.

Section 5: Description of the Standing Committees

- A. Academic Issues Committee
 - 1. Membership - includes two (2) faculty members and the traditional track coordinator. First year faculty members are excluded from serving on this committee.
 - 2. Functions
 - a. Periodically reviews and evaluates all progression criteria and policies.
 - b. Reviews, evaluates and/or proposes, policies related to academic issues.

- c. Serves as an appeal channel for student issues that have not been resolved at the course level.
 - d. Serves as a review board to hear and make recommendations relating to student issues of professional and academic conduct. (Regarding sexual harassment issues, procedures as described in the current *Curry College Student Handbook* and Curry College AAUP Agreement will be followed.)
 - e. Reviews any formal complaints to determine if any programmatic changes should occur. Formal complaints are defined as any complaints received by any regulatory or accrediting agency of the nursing program.
- B. Bylaws/Nominating/Resource Committee
- 1. Membership - includes at least two (2) elected members, and a representative from the Nursing Resource Center who will serve as an ex officio member.
 - a. One member serves as liaison between the College Library staff and the School faculty and carries out recommendations of the Library staff and faculty related to library issues.
 - 2. Functions
 - a. Suggests or receives any proposed revisions or amendments of the bylaws.
 - b. Carries out procedures for amending these bylaws.
 - c. Prepares a ballot for committee elections during the May meetings.
 - d. Carries out the election procedure.
 - e. Annually reviews and evaluates the bylaws of the Faculty Organization.
 - f. Serves as a conduit for faculty requests related to books, journals, media, and other educational materials.
- C. Curriculum Committee
- 1. Membership - includes the School Chairperson and four (4) elected members who have been on the faculty for at least one year.
 - a. Members should represent different components of the curriculum when possible.
 - b. The School Organization can choose to function as a Committee of the Whole.
 - 2. Functions
 - a. Periodically reviews, evaluates, and revises the mission and goals and other curricular aspects of the Nursing program, and

recommends to the faculty programs, policies and curriculum changes whenever indicated.

- b. Plans a nursing program of study that reflects the stated philosophy and mission of both the School and College.
- c. The School Chair, or the Chair's appointed designee serves as the liaison between the School of Nursing and other Academic Schools of the College.

D. School Evaluation Committee (DEC)

1. Membership

- a. Includes five (5) members or a Committee of the Whole.
- b. Membership consists of full-time unit members or Senior Lecturers. If the DEC does not function as a committee of the whole, effort should be made to have the DEC consist of a Senior Lecturer, Instructor, Assistant Professor, Associate Professor and/or Professor as described in the Curry College AAUP Agreement (Article XIII, B., 1., a & b and F., 1 & 2).
- c. All eligible faculty members will be placed in nomination for this committee.
- d. Consistent with the Agreement between the College and the AAUP, the School shall annually elect committee members or decide to function as a committee of the whole. Regardless of the aforementioned decision, the DEC shall elect a Chair whose one-year term shall begin on June 1 of that calendar year. The then DEC Chairperson shall at that time notify the Chief Academic Officer of the name(s) of the newly elected Chairperson(s).

2. Functions

- a. Serves as liaison among the AAUP, the College administration, and the School of Nursing.
- b. Obtains as complete and accurate evaluation data as possible for every unit member in accordance with the Curry College AAUP Agreement (Article XIII).
- c. Announces any unit member's application for a full evaluation to the Curry community via Curry College e-mail.
- d. Assesses data and makes recommendations for evaluation, promotion, sabbatical, and research track requests according to the provisions in the Curry College AAUP Agreement (Article XIII and Article X).
- e. Reports recommendations to the academic vice president and Dean in accordance with the provisions stated in the Curry College AAUP Agreement (Article XIII).

- f. Provides current job descriptions within the School of Nursing for the Curry College AAUP Agreement.

E. Educational Outcomes Committee

1. Membership

- a. Four (4) faculty members, one each from the Traditional, RN, ACCEL and MSN programs.
- b. The program outcomes coordinator shall be a permanent 5th member and Chair of the Committee.

2. Functions

- a. Ensure that the evaluation plan is implemented as scheduled
- b. Review the collection of data related to the program outcomes yearly
- c. Present the data and an analysis and/or summary of the data for the previous academic year each October to the Nursing faculty for discussion
- d. Review course materials such as, standardized testing results and act as a resource for faculty for advice related to program outcomes
- e. Review course syllabi and clinical evaluation tools for consistency with the program outcomes
- f. Review the School evaluation plan as needed
- g. Revise the School evaluation plan when needed
- h. Recommend changes in program outcome measurement tools as needed
- i. Review progress concerning the goals of the program annually

F. Faculty Development & Recognition Committee

- 1. Membership - Includes the School Chairperson and four elected (4) members who have been on the faculty for at least one year. Membership should represent all faculty ranks (assistant professor, associate professor, full-time professors and senior lecturer) when possible.
- 2. Function
 - a. Periodic review of faculty development needs
 - b. Plan and implement faculty development initiatives at least annually based on faculty needs and interests.
 - c. Seek out and oversee the selection process for faculty awards (i.e.: Daisy Award), and other recognition opportunities.
 - d. Search for, vet, present, and maintain an active pool of Visiting Scholars which act as a beneficial resource for faculty.

G. Simulation Advisory Committee

1. Membership- Permanent members include the Simulation Educator and Simulation Coordinator (Ex officio) plus at least three elected faculty members, one of which must have simulation experience.
2. Functions
 - a. Creates policies for the Curry College Nursing Simulation Program (CCNSP) consistent with the INACSL standards.
 - b. Sets priorities for the space and resource utilization.
 - c. Reviews simulation proposals per protocol and makes implementation recommendations.
 - d. Assesses adequacy of resources and makes budgetary recommendations.
 - e. Reviews CCNSP utilization and evaluation data and reports significant findings to the Curriculum Committee, and or the CCSON.
 - f. Reviews and maintains competency and compliance of faculty and staff that aligns with best practice in simulation.

ARTICLE VIII: Special Ad Hoc Committees

Section 1: Ad hoc committees shall be established by the School Chairperson and/or faculty as the need arises.

Section 2: Search committee, a former standing committee, shall be considered an ad hoc committee, which shall function as needed.

Section 3: Membership shall consist of not less than two (2) faculty members including a convener who shall be selected at the time the committee is established.

Section 4: The specific functions of the committee shall be designated at the time the committee is established, in accordance with the general provisions of the Bylaws.

Section 5: Meetings shall be held as necessary for the completion of the assigned task. The committee shall establish its own quorum¹, which, in any event, shall be more than one person.

Section 6: The committee shall submit an electronic report of its activities upon completion of its assigned task.

Section 7: The committee shall be dissolved upon completion of its assigned tasks.

ARTICLE IX: Elections

Section 1: Elections shall be held by secret ballot at the School meetings in May.

Section 2: The convener of the Bylaws/Nominating Committee shall appoint the tellers.

Section 3: A plurality vote shall determine the committee composition. In case of a tie, another vote shall be taken.

ARTICLE X: Parliamentary Authority

Robert's Rules of Order shall serve as the parliamentary authority of the School Organization.

ARTICLE XI: Amendments

Section 1: These Bylaws may be amended at any regular or special meeting of the organization by a two-thirds vote of the faculty members present and voting, provided written notice of the proposed amendments shall have been given to all members two weeks prior to the meeting.

Section 2: These Bylaws may be amended without previous notice at any regular or special meeting of the School Organization by a unanimous vote of all members present.

Definition of Terms

1. Quorum - a quorum of an assembly is such a number as must be present in order that business can be legally transacted. The quorum refers to the number present, not to the number voting.
2. Plurality- in an election, a candidate has a plurality when she/he has a larger vote than any other candidate.
3. Majority - more than half the votes cast, ignoring blanks.

References

Robert, H.M. III, Evans, W.J., & Cleary, J. W. (Eds.). (1990). *Robert's Rules of Order Newly Revised* (9th ed.). New York: Scott, Foresman & Company.

Resource

Agreement between Curry College and Curry College AAUP (June 1, 2016 – May 31, 2019)

9.0 MAINTENANCE OF SCHOOL, STUDENT AND GRADUATE RECORDS

The College publishes policies for faculty, student, and health record retention and destruction at <https://my.curry.edu/group/mycampus/help/record-retention> . In addition, the School of Nursing adheres to these policies for maintenance and retirement of school, faculty, student and graduate records:

Policy regarding: Maintenance and retirement of school, faculty, student and graduate records:

1. Official grades and student transcripts for all current students and graduates are maintained by the Registrar's Office in perpetuity.

2. The School of Nursing maintains student/graduate files that include clinical evaluations and copies of references for a period of time no less than three (3) years.
3. The School of Nursing maintains copies of immunization records until a student graduates. After a student's graduation, these records are destroyed. The Health Service, in compliance with Department of Public Health Regulations, also independently maintains immunization records.
4. The School of Nursing maintains official documents pertaining to the Nursing Program's approval and accreditation status.
5. Catalogs, course descriptions, and information regarding the Program's curriculum are maintained by the Registrar's Office in perpetuity.



CURRY COLLEGE GRADUATE STUDIES

Contract for Assigning an Incomplete

Student's Name: _____
(please print)

Student's ID #: _____

Course Title: _____

Semester/Term: _____

Course Number: _____

Course Section: _____

Instructor's Name: _____
(please print)

The full policy for assigning an Incomplete can be found under *Academic Policies & Procedures* in the *Curry College Catalog* and on the reverse side of this form. Among the useful excerpts of the policy are the following:

The Incomplete is an administrative designation that means the course instructor has agreed to a specified extension of time, not more than one academic year, within which a student can complete the course:

- 1) The student should submit a request for an Incomplete to the course instructor.
- 2) An Incomplete can be issued only for serious extenuating circumstances.
- 3) The request must be submitted before the day of the final exam.
- 4) The decision to grant an Incomplete is the prerogative of the instructor.
- 5) The student must be passing the course at the time an Incomplete is requested.
- 6) The Incomplete must be resolved within one year or less as specified by the instructor.

The uncompleted coursework associated with the Incomplete must be resolved by:

(date not more than one year)

Instructor's description of work requiring completion to change Incomplete to a grade:

I hereby request consideration for an Incomplete:

Student's signature (required)

date

I assign this Incomplete in accordance with college policy and the requirements above.

Instructor's signature (required)

date

Instructions on where to submit *Contract for Assigning an Incomplete* contract:

For Graduate Program Courses:

Please submit original to the Graduate Studies Office. The instructor and student should each retain one copy for their records.

The full policy for issuing an Incomplete is located under Academic Policies & Procedures in the *Curry College Catalog* and states the following:

Incomplete Course Status

The Incomplete is an administrative designation that indicates that a course instructor has agreed to a specified extension of time, not more than one academic year, within which a student can complete a course.

A student can request that the course instructor grant an Incomplete because of a serious extenuating circumstance only, such as a medical emergency or family crisis. A student must be passing the course at the time of the request in order to qualify for an Incomplete. The choice to grant an Incomplete is the prerogative of the instructor.

In order to initiate a request for an Incomplete, a student must submit a completed request form to the instructor not later than the day of the scheduled final exam. Request forms are available in the Registrar's office.

When the instructor approves an Incomplete, s/he will specify on the Incomplete form what the student must achieve to complete the course. The instructor can specify a time for resolving the Incomplete that is less than one academic year and will provide a copy to the student.

The Incomplete must be resolved within one year, or by an earlier date specified by the instructor. The Incomplete is resolved to a letter grade when the course instructor submits an Incomplete Resolution Form to the Registrar, at which time the grade will be included in the student's overall grade point average.



CURRY COLLEGE GRADUATE STUDIES

Petition for an Incomplete Grade Extension

Student's Name: _____ Student's ID# _____
(Print Name)

Semester/Term: _____ Course #/Section # _____ Date of Incomplete: _____

Instructor's Name: _____
(Print Name)

Reason for Requesting an Incomplete Extension:

Instructor's description of work that must be completed to earn a course grade:

Date described work must be completed by: _____

I am requesting approval to complete the required coursework to earn a course grade and agree to complete the work detailed above within the specified time frame.

Student's signature

date

I approve this request.

Course Instructor (signature)

date

Graduate Program Director (signature)

date



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The School of Nursing reserves the right to alter the policies and curriculum of the nursing program at any time.