



**Division of Nursing & Health Professions**

**Nursing Student Handbook  
2024-2025**



August, 2024

Dear Students,

On behalf of the Division of Nursing and Health Professions faculty and staff, I would like to welcome you, our new and returning nursing students, to a year of new experiences and professional growth at Rivier University.

You will see and experience many changes this fall. Our state-of-the-art Nursing Simulation and Clinical Education center is truly remarkable. The latest technology has been mastered by the faculty and all rooms and equipment are new! We have added a new high tech simulation lab that reflects management of the critical care patient. Nursing faculty are committed to guiding students' learning and to providing challenging experiences which will serve our graduates well as they enter the richly rewarding, dynamic and rapidly-evolving healthcare environment.

Our faculty and students continue to practice on the frontlines of nursing demonstrating how critical our knowledge, expertise, and presence are to having a healthy nation.

Nursing and Health Professions faculty view our students as future professional colleagues and therefore expect students to conduct themselves in a professional manner on campus, in the classroom regardless of learning modality and within the clinical area. We encourage nursing students to review the "Professionalism" guidelines in this student nurses' handbook (p. 16).

The Student Nurses Association (SNA) at Rivier University is an active student group which offers many opportunities for student participation in health fairs, blood drives, health screenings, and community outreach. These, and other activities enrich your experiences here at Rivier while enhancing your professional growth.

I am proud to be the dean of the Division of Nursing and Health Professions at Rivier University and look forward to working with you as we set the direction of health for years to come.

Best wishes to each and every one of you as you grow and enjoy this academic year.

Sincerely,

A handwritten signature in cursive script that reads "Paula J. Williams".

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Accreditation Commission for Education in Nursing, Inc. (ACEN)  
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(404)975-5000; [www.acenursing.org](http://www.acenursing.org)*

## **Introduction**

The Division of Nursing & Health Professions (DNHP) at Rivier University has prepared students to meet the rapidly changing demands of the healthcare environment for almost three decades. Rivier University continually builds on its strengths, offering programs that provide students with individual attention, a quality education, and numerous opportunities for applying classroom theory to clinical practice. DNHP offers four undergraduate options: a part-time evening Associate of Science Degree, an LPN-ASN, a full-time, four-year Bachelor of Science Degree, and a flexible online RN-BS option for registered nurses. The program also offers graduate education in advanced clinical family and psychiatric nursing, nursing education, nursing leadership, and Doctor of Nursing Practice (DNP). Current professional standards are reflected in the learning competencies /outcomes, which move from simple to complex and are incremental and reinforced throughout the programs. The curriculum and instructional processes reflect education and nursing theory throughout all levels of programs. Coherent organization of the curriculum integrates general education with nursing theory and practice. Nursing education has grown through innovation and the DNHP emphasizes flexible high-quality programs that are the cutting edge.

The Nursing Student Handbook is published annually as a reference guide for all nursing students at Rivier University. The information is accurate at the time of publication. The University and the Division of Nursing & Health Professions reserves the right to make necessary changes as needed with prompt notification of changes to the students. Each student is responsible for knowing and understanding the information contained in the handbook. Adherence to guidelines is a responsibility shared by students, faculty and administrators. In addition to the policies outlined in this handbook, nursing students must adhere to Rivier University policies as published in the Rivier University Academic catalog and the Rivier University Student Handbook. Students enrolled in online courses should also refer to the Rivier Online Student Handbook.

## **Purpose/Mission**

The Division of Nursing & Health Professions at Rivier University, in accordance with the mission of Rivier University, regards as its purpose the education of individuals who seek flexibility in the educational process and career mobility in nursing. The Division prepares its graduates to care for all persons with respect, valuing their personal worth and dignity. In pursuit of academic excellence, the Division bases its curriculum on a strong foundation of science and liberal arts. The Division prepares its graduates for practice at the associate, baccalaureate, master's and doctoral degree levels in nursing.

## **Philosophy**

Faculty recognize each person as a unique combination of mind, body, and soul and are committed to caring for persons from conception through death. Caring is essential in the faculty-student relationship and in students' relationships with others throughout the program. The concept of caring permeates the curricula. Caring is viewed as a total way of being, relating, and acting (Watson, 1988). The functional and ethical manifestations of caring include "compassion, competence, confidence, conscience, commitment and comportment" (Roach, 2002), as explained in Table 1. Caring reflects the qualities of engagement with, and investment in, another person and is the essence of nursing practice. Caring within the profession of nursing involves the formation of a holistic value system, the

development of sound clinical judgment, and the therapeutic use of self.

**Table 1. Explanation of the Components of Caring (Roach, 2002)**

Component	Explanation
Compassion	The ability to understand and share in people's experiences, and to exhibit a sensitivity and responsiveness to others (Roach, 2002). Compassion is discussed, modeled, nurtured, and expected throughout the curriculum. Compassion and competence are indispensable attributes of the caring nurse.
Competence	The unified application of knowledge, judgment, skills, energy, experience, and motivation required by the profession of nursing (Roach, 2002). Nursing process is the methodology used to organize nursing practice, and expertise in its application develops across the curriculum.
Confidence	A quality that fosters mutual trust and respect between client and nurse (Roach, 2002). As students' knowledge and skills develop, they grow in confidence and in their ability to develop a trusting and therapeutic nurse-client relationship.
Commitment	Convergence between one's desires and one's obligations, with a deliberate choice to act in accordance with the roles and responsibilities of the professional nurse in relation to oneself and others (Roach, 2002).
Conscience	A state of moral awareness (Roach, 2002). Conscience grows out of experience and a process of valuing self and others. Professional caring demands that our moral awareness be fine-tuned by knowledge and moral inquiry.
Comportment	A manner of bearing, demeanor, language, and dress that is in harmony with respect and caring for the individual patient (Roach, 2002). It reflects self-respect and serves to represent the profession as a whole to others.

The traditional metaparadigm of nursing incorporates four key attributes: person, health, environment, and nursing. Nursing is the professionalism of the human capacity to care. Nursing is a profession that can be learned by intentional exposure to selected information, experiences, and skills, as well as the examples of faculty and other nurses. Through a therapeutic human care process, nurses assist individuals and families in attaining optimal levels of health, comfort, and adaptation. Nursing practice incorporates knowledge, attitudes, and skills from the science of nursing, the humanities, biological sciences, behavioral sciences and theology to provide care across the lifespan within the context of the nursing process. In addition, nursing is a transcultural phenomenon requiring specialized knowledge and skill to provide care that is congruent with a person's lifestyle, social structure, and environment.

A person is a unique multi-dimensional being possessing a mind, body, and soul. A person grows, develops, and learns through interactions with the internal and external environments across the lifespan. Each person has unique past experiences, events, and relationships that have potential for influencing present and future behavior. Persons strive to establish harmony within themselves and in their interactions with their environments.

Health is a continuous, dynamic, and evolving process of adapting, coping, and growing. Health exists along a continuum in the mind, body, and soul of a person. It is further affected by developmental processes, culture, beliefs, attitudes, choices, and lifestyles that evolve from and then are reflected in their interactions with the environment.



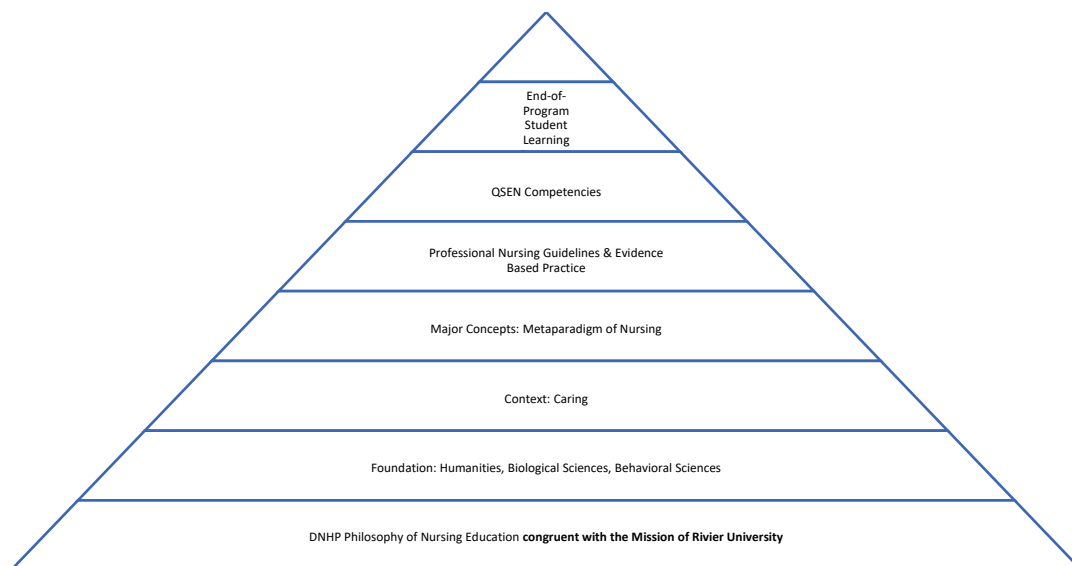
The environment is a dynamic multi-dimensional field of continuous reciprocal interaction within which a person lives and develops. The concept of environment incorporates both internal and external forces that influence individuals, families, and communities. It includes subjective and objective perceptions as the person engages with opportunities and hazards for human health. Various aspects of the environment may be altered intentionally or unintentionally by human behavior.

Nursing education is an aspect of higher education that seeks to share a broad base of knowledge, skills, and attitudes with students who want to learn and practice professional nursing. Through intentionally designed, outcome-oriented nursing education experiences, students' learning occurs through active participation, discovery, modeling, dialogue, practice, and affirmation. The cultivation of personal, societal, and spiritual value systems enhances a student's therapeutic use of self, critical thinking, and caring potential. The pursuit of life-long learning is encouraged and supported.

## **Organizing Framework**

The faculty of the Division of Nursing & Health Professions believes that nursing practice is the professionalization of the human capacity to care. The organizing framework reflects the philosophy of the faculty of the Division of Nursing & Health Professions. The curriculum is designed and organized to assist the students to attain specific learning outcomes. Learning opportunities integrate the biological sciences, behavioral sciences, and the humanities with concepts of caring and nursing theory to provide a foundation for providing nursing care. The faculty utilizes an outcome-specific approach using the six competency categories for all nursing programs identified by QSEN (Quality and Safety Education for Nurses, [www.qsen.org/competencies](http://www.qsen.org/competencies), (2012). The competency categories are patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics.

The competency categories have been used by faculty to derive end-of-program and related end-of-course student learning outcomes. The resulting nursing education curriculum provides the basis for description, explanation, and prediction of human needs and behavior and the foundation for incremental nursing education across the curriculum. Figure 1 illustrates the components of the nursing education curriculum beginning with the faculty's philosophy, a broad foundation of concepts from the arts and sciences, the principles of caring, the metaparadigm of nursing, professional nursing guidelines, the QSEN competencies, and the end-of-program student learning outcomes.



**Figure 1. The Components of the Organizational Framework for the Nursing Education Curriculum**

The ultimate goal of nursing education is to prepare the student to think critically, communicate accurately, and perform appropriate therapeutic nursing interventions in patient care situations; integrate caring behaviors with nursing actions; incorporate an ethical perspective in clinical decision making, and function effectively as a team member within the organizational structures surrounding the delivery of safe patient-centered care.

### **Outcomes – Undergraduate Degree in Nursing**

The Division of Nursing & Health Professions Program Outcomes seek to advance student knowledge regarding evidenced based professional nursing practice, encouraging students to continue to pursue advanced education, formally and informally. All DNHP Program Outcomes are based on all professional organizations listed in this handbook on Page 8. The curriculum is designed to develop student’s knowledge and skill sets within the six competencies. Current trends in healthcare are reflected within these competencies and are consistent with the mission of Rivier University and the ANA Code of Ethics.

The integration of the core concepts, supporting concepts, (Roche, 2002; Watson, 1988) and competencies provides the basis for description, explanation, and prediction of human behavior and the foundation for nursing activities in the curriculum. Caring is viewed as a total way of being, relating, and acting and reflects the qualities of engagement with, and investment in another person, which is the very essence of nursing practice. Caring within the profession of nursing involves the formation of a holistic value system, the development of sound clinical judgment, and the therapeutic use of self. In essence, nursing is both the professionalization and the application of the human capacity to care (Watson, 1988).

## **Student Learning Outcomes – Associate of Science Degree in Nursing**

Graduates of the Associate of Science Degree Program in Nursing are prepared to function as beginning practitioners in structured health care agencies using established protocols. Graduates are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and are prepared to:

- Provide patient-centered, priority-based nursing care with sensitivity and respect for the diversity of the human experience through application of the nursing process.
- Demonstrate effective use of technology and standardized practices that support safe practice.
- Base individualized care on best current evidence, patient values, and clinical experience.
- Apply technology and information management tools to support processes of caring and evaluate impact on patient outcomes.
- Function as a member of the healthcare team, utilizing moral, ethical, and humanistic principles.
- Recognize that nursing and other health professions are parts of systems of care and care processes that affect outcomes for patients and families.

## **Student Learning Outcomes – Bachelor of Science Degree in Nursing**

Graduates of the Bachelor of Science Degree Program in Nursing are prepared to function as generalists who practice professional nursing in a variety of health care settings, are prepared to pursue graduate studies, and are prepared to:

- Provide patient-centered, priority-based nursing care to individuals, families, and groups through independent and collaborative application of the nursing process.
- Implement factors that create a culture of safety and a just culture.
- Integrate evidence, clinical judgment, inter-professional perspectives, and patient preference in planning, implementing, and evaluating outcomes of care.
- Incorporate the use of technology that supports clinical decision making, patient education, error prevention, and care coordination.
- Use inter- and intra-professional communication and collaborative skills to deliver evidence-based, patient-centered care.
- Participate in the use of quality indicators and core measures to evaluate the effect of change in the delivery of care as derived through health policy.

## **Student Learning Outcomes - MS Degree Program in Nursing**

The MS curriculum is designed to provide a foundation of philosophical, ethical and scientific knowledge which provides for the functional and ethical manifestations of caring, and upon which the competencies of advanced practice rest. In addition to the nursing theorists of Watson (1988), Roach, (2002), Benner (1984), Brykczynski (1985), the educational theories of Knowles Adult Learning Theory (2005), Blooms (1956), Anderson (1995), and Boyer (1990) guide the instructional processes.

The graduate faculty use Benner's (1984) framework as modified by Brykczynski (1985) as set forth in the curriculum guidelines published by the National Organization of Nurse Practitioner Faculties (NONPF). These modifications reflect advanced nursing practice by replacing the Diagnostic and Monitoring Function and Administering and Monitoring Therapeutic Interventions and Regimens with a single domain of Management of Patient Health/Illness in Ambulatory Care Settings. Graduates of the Family Nurse Practitioner and Psychiatric Mental Health Nurse Practitioner tracks are qualified to sit for national certification exams in their respective areas.

Additionally, the graduate faculty acknowledge the importance of Knowles (2005) framework in that the adult learner is more of an independent, self-directed learner who has accumulated a growing reservoir of previous experience that serves as a rich resource for learning. In addition, as Knowles identifies, the perspective of time changes from one of postponed application of knowledge to one of immediate application; there is a shift in orientation of learning to being problem centered rather than subject centered. Graduates of the Master of Science Degree Program in Nursing are prepared to function as advanced practice nurses in various settings. Graduates of the Nurse Educator track are qualified to sit for the National League for Nursing Certified Nurse Educator Exam (CNE) once the teaching requirements are complete.

Master's degree graduates are able to:

- Analyze multiple dimensions of patient centered care including patient/family/community preferences and values, as well as social, cultural, ethical, psychological and spiritual context.
- Analyze potential and actual impact of national patient safety resources, initiatives and regulations on systems and practice.
- Evaluate/apply research findings and results appropriately in nursing, i.e., practice, education, theory, research.
- Utilize patient care technologies to deliver and enhance care and communication technologies to integrate and coordinate care.
- Develop inter- and intra-collaborative relationships with professionals in other disciplines to improve health care systems.
- Advocate for health policy change in establishing performance measures and standards related to quality principles within health care systems.

## **Student Learning Outcomes - Doctor of Nursing Practice (DNP)**

The Doctor of Nursing Practice (DNP) degree program offers two tracks and three entry points: a Professional Practice track for post-master's degree nurses who have passed a national certification exam and are working as nurse practitioners, and a Systems Leadership Track for nurse leaders who have either previously earned a master's in nursing degree or a baccalaureate degree in nursing and a master in another health-care field, who would like to earn a terminal degree in clinical nursing. The curriculum includes content which enables graduates to practice at their highest potential to improve patient outcomes by utilizing informatics to enhance clinical decision-making, and critically evaluate scholarly research.

The DNP is not a research-focused degree, but a clinically-focused degree designed to improve patient outcomes. The program competencies are supported by the completion of core classes that are designed to help the student exit the program practicing as an expert clinician. These practitioners are also prepared to be leaders in industry, designed to advocate for targeted change to improve the healthcare environment. Although this degree is not targeted to develop clinicians that contribute to original research, they will be prepared to interpret qualitative research studies and synthesize the evidence for its relevance to improving patient outcomes.

Graduates of our DNP program will be prepared to become nurse leaders in interdisciplinary health care teams and work to improve systems of care, patient outcomes, quality, and safety. Our program format offers flexibility to accommodate nurses' work schedules and family commitments.

### Program Outcomes:

- Apply advanced clinical judgement and accountability in the design, delivery, and evaluation of evidence-based care to individuals, families, and populations.
- Demonstrate mastery of professional competencies associated with an improved patient safety environment.
- Utilize the highest level of evidence available to inform decision making in clinical practice.
- Integrate new and smart technologies into advanced practice, to inform decision making and improve patient outcomes.
- Provide leadership in collaborative efforts when working with other health professionals and clients or community partners.
- Lead in the vision, development, implementation, and evaluation of care delivery approaches that ensure ethical stewardship, accountability, quality, and patient safety.

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## **Nursing Simulation and Clinical Education Center**

The Rivier University Division of Nursing and Health Professions (DNHP) Simulation Center enhances the student preparedness to practice through experiential learning. This combines faculty directed and independent learning to develop procedural skills and enhance the clinical decision making process throughout the students' academic endeavors. Our graduates will be prepared for professional practice ensuring they are able to provide safe, high quality and equitable health care for all people.

### **Student Success**

Nursing students are encouraged to consider the following suggestions and to seek appropriate resources for assistance when experiencing concerns/difficulties:

- Read this handbook and other published information on the Rivier web site (catalogs, calendars, schedule of courses, Canvas, etc.) carefully. These contain much of the information you need to know.
- Do not assume that deadlines and regulations will be waived because it seems to make sense to you. There are exceptions to every rule, but academic deadlines and regulations are not arbitrary and must be enforced consistently to be fair to everyone.
- Inquire early. Whether you feel that your circumstances warrant special treatment, or you are just interested in exploring different opportunities, there are many more options available early than there are later. This is true whether you are concerned about a late paper, international study, health problems, etc.
- Do not let problems become unmanageable because you are afraid or embarrassed to see your professor, advisor, or dean. You can always imagine problems or decisions to be more difficult than they really are, and in any case, you will have to deal with them eventually.
- Ask someone who knows. Roommates' opinions, rumors, and even the experience of others may reflect different circumstances than your own, so you must make the effort to find the person who has the information you need.
- Enjoy your time at Rivier University and make the most of it!

### **Professional Standards for Nursing**

Students enrolled in the Nursing Program will be expected to comply with the current American Nurses Association Code of Ethics (ANA, 2015)

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

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5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

## **Ethical Behavior**

Ethical behavior in clinical situations is based on the American Nurses' Associate Code for Nurses and federal regulations related to patient information privacy (HIPAA). Students are expected to protect patients' confidentiality and to be honest in any documentation regarding the patient's condition and their own assessments and interventions. Students are expected to maintain high professional standards including being physically, intellectually, emotionally, and academically prepared when caring for patients.

## **Academic Student Participation Opportunities**

Students in the Division of Nursing & Health Professions (DNHP) are part of the University community and are encouraged to participate in a wide variety of co-curricular activities available. Some of these activities originate from the DNHP and others are for students throughout the University. Some of the DNHP activities are listed here; students are advised to refer to the Rivier University Student Handbook for a listing of University activities.

### **➤ APPOINTMENT OF STUDENTS TO COMMITTEES**

Student participation is sought for each of the following standing committees of the Faculty Organization to provide student input into the educational program:

- Learning Resources Committee
- Curriculum Committee
- Faculty Research & Scholarship Committee



➤ **EPSILON TAU AT LARGE CHAPTER  
SIGMA  
Honor Society of Nursing**

Sigma is the International Honor Society for Nursing <https://www.sigmanursing.org/why-sigma/sigma-membership/membership-faqs>. Sigma was founded in 1922 to recognize superior achievement, to develop leadership qualities, to foster high professional standards in nursing and advance world health. In 2011 the Rivier-St. Joseph Nursing Honor Society (founded in 1986) joined the Saint Anselm College Epsilon Tau chapter (founded in 1982) to become Epsilon Tau At Large. Membership is by invitation.

To qualify for membership, undergraduate students must meet the following criteria:

Baccalaureate Nursing Program

- Complete ½ the nursing curriculum = 35 credits. Rivier students who have successfully completed NSG350, Community and Mental Health Nursing and are currently enrolled in the BS program may qualify.
- Rank in upper 35% of graduating class
- GPA 3.0 or greater. Students in the top 35% of their class usually have a GPA that is higher than 3.0.

RN-BS Online Program

**Registered Nurse Students must**

- Have completed 12 credit hours at Rivier University
- Have completed ½ of the nursing curriculum = 15 credits
- Rank in the upper 35 percentile of graduating class
- GPA of 3.0 or higher. Students in the top 35% of their class usually have a GPA that is higher than 3.0

Graduate Student

- Master's and Doctoral students enrolled in graduate programs at accredited institutions of higher education who have completed at least 1/4 of the nursing curriculum
- Have achieved academic excellence (at schools where a 4.0 grade point average system is used, this equates to at least a 3.5)

➤ **STUDENT ORGANIZATIONS**

One of the ways to make college a friendlier place is to get involved. Student organizations may be active through the Student Government Association or may organize independently through the Office of Student Activities and Orientation. All organizations have a faculty/staff advisor. A list of recognized clubs and organizations is included in this section. Contact the Office of Student Activities or Student Government for more information.

The numerous clubs and organizations listed in this section represent the various co-curricular activities within the University; some are funded by SGA and some are independent. For more information about the following clubs and organizations, contact the Coordinator of Student Activities and Orientation.

- Academic Clubs
- Alpha Sigma Lambda
- Biology Club
- Psychology Club
- Rivier University Business Students Association
- Student Nurses Association

### ➤ **RIVIER UNIVERSITY STUDENT NURSES' ASSOCIATION**

The Student Nursing Association (SNA) integrates academics into the co-curricular experience.

Consistent with and supportive of the mission of Rivier University, the purpose of this organization is as follows: to promote responsibility, cooperation, and fellowship among students; to foster growth of the individual professionally and socially through the cooperative efforts and activities of the group; to help members become aware of the needs of the community and to respond appropriately and to cooperate with other groups on campus in promoting worthwhile programs and projects. Nursing faculty advisors assist members of the SNA to achieve these goals.

SNA activities have included: organizing and working at planned campus blood drives, coordinating wellness week and fundraising activities, forming study and support groups for fellow nursing students, supporting volunteer activities for those in need, especially children, the elderly and the poor and scheduling guest speakers.

As a nursing major you are automatically a member. Active participation in the SNA is **strongly** encouraged and supports the American Nurses Association, Code of Ethics for Nurses (2015) which states:

*9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.*

Active involvement in the SNA and college activities will also strengthen your resume and broaden your professional and job opportunities after you graduate. You may volunteer to help with the many activities or serve as an officer or class representative.

## **Achievement Tests**

Standardized tests may be administered to each student at the beginning and end of their program of study or upon completion of selected nursing courses.

## **Clinical Assignments**

Nursing education includes extensive hands-on experience in the clinical area. Most pre-licensure level clinical nursing courses include one-two clinical days, in addition to two theory classes each week and SIM (simulation) lab experiences each semester. Clinical/SIM attendance is mandatory. Clinical experiences are scheduled Mondays through Sundays. Each clinical course may have different days/times to meet the needs of the nursing program. Due to the increasing competition for clinical placement in all programs, students must have a degree of flexibility, as there could be changes in days and hours to accommodate all the requests. In order to meet Nursing Program Outcomes, students must have varied clinical experiences. Therefore, more than two clinical rotations at the same facility or with the same instructor is discouraged. Students are expected to spend the entire scheduled time in the clinical setting. Students may be assigned to clinical agencies within a 60-mile radius of the University.

## **Clinical/Practicum Requirements**

Rivier University Division of Nursing and Health Professions requires students to meet clinical course requirements for the fulfillment of clinical contracts as well as for the protection of students and those they assist and/or work with during their clinical placements. DNHP is contracted with Castle Branch for online storage of student's requirements. Each nursing student must have all clinical/practicum requirements on record before they begin any clinical/practicum course. The clinical/practicum requirements are dictated by contracts with clinical facility/agencies. Students are responsible for any fees associated with the requirements. All required documents are submitted to student's myCB account through <https://www.castlebranch.com>. Nursing students will be given deadlines by the Clinical/Practicum coordinator for various clinical requirements. **Students are responsible for keeping all clinical requirements up-to-date at all times during the program.**

## **Penalties for Non-Compliance**

Students who do not submit complete records of their background checks, drug screen, certifications and immunization records by the deadline given by the Clinical Coordinator, will be charged a Non-Compliance fine per the fee schedule below, kept out of clinical and may be placed on registration hold and dropped from clinical courses until they become fully compliant. Students who are kept out of clinical due to non-compliance are also subject to a clinical make-up fee for each clinical day missed. (See Clinical Make-up Policy.) Additionally, non-compliant students may be subject to other penalties outlined by the course faculty.

NON-COMPLIANCE FINE SCHEDULE UNDERGRADUATE:

Sophomore \$100

Junior \$150

Senior \$200

The Clinical/Practicum requirements are as follows (subject to change):

- A. Immunization Requirements. This includes:
  - Measles, Mumps, and Rubella vaccine (2 doses) or Positive Titers. Any negative or equivocal result requires an MMR booster.
  - Varicella (chicken pox) vaccine (2 doses) or Positive Titer (even if past history of the disease)
  - Positive Hepatitis B Titer. A negative titer requires repeating the series of 3 and then a repeat titer.
  - Tdap (tetanus/diphtheria/pertussis) 1per lifetime and current Td if Tdap is over 10 years.
  - Flu vaccination required annually by September 30<sup>th</sup>; only medical waiver from PCP accepted.
- B. TB testing: 2-step TB skin test required 1-6 weeks apart (within 1 year of start of the first clinical semester), QuantiFERON Tb Gold test or a TSPOT Tb test. All testing is required annually. Positive history requires a Chest X-ray within 5 years and a yearly symptoms check-up with PCP.
- C. Annual physical with the DNHP health record form (only), with statement of good health and no restrictions.
- D. A background check is required annually for students enrolled in clinical or practicum courses. (See Criminal Background Check)
- E. A drug test is required annually for students enrolled in clinical or practicum courses. (See Drug Screening)
- F. BLS CPR certification (See CPR Certification Statement).
- G. Test for color vision (color blindness), name of test and result.
- H. Proof of health insurance is mandatory (copy of both sides of insurance card). Health insurance must remain active through the completion of the program.
- I. Completion of Authorization to Release Medical Information form.
- J. Completion of the Centralized Clinical Placement (CCP) online orientation annually in August. As instructed, review, complete and/or print the HCO's facility-specific orientation material and print a copy of the Clinical Assignment Ticket for each clinical experience.
- K. All students enrolled in clinical/practicum courses must be covered under Rivier University's professional liability policy and will be assessed a Liability Insurance fee.
- L. Graduate students are additionally required to present:
  - Valid RN license in the specific state where you will be completing your clinical practicum.
  - A current resume.
  - Student Information Sheet for Clinical Experience.

Additional materials which verify the student's health status may be required on a case-by-case basis as deemed necessary by affiliating agencies or the Division of Nursing & Health Professions.

## **Confidentiality Statement**

It is each student's responsibility to keep all information regarding their patients/clients strictly confidential in accordance with the Health Insurance Portability and Accountability Act (HIPAA) regulations. Failure to comply will result in disciplinary action. Students are required to sign a confidentiality statement at the beginning of clinical nursing courses, per hospital protocol. Breach of confidentiality will result in dismissal from the Nursing Program.

## **COVID-19 Statement**

The Division of Nursing and Health Professions is most concerned for the safety of our students, faculty, and members of the community we serve. All students enrolled in nursing courses that require face-to-face classes on campus should be guided by the current University recommendations for all students. Due to the dynamic nature of the evolving COVID-19 pandemic, all nursing students who are enrolled in clinical practicum courses should adhere to the most current recommendations offered by the Centers for Disease Control for Health Care Providers, as well as their assigned clinical facility specific guidelines (which may vary). A student who is experiencing symptoms or is not in good health (fever, cough, etc.), or has been advised to quarantine is not approved to attend clinical and should seek guidance from their health care provider. Any questions should be directed to the Program Director or Dean of Nursing & Health Professions.

## **COVID-19 Immunization Exemptions and Clinical Placements**

Covid immunizations and boosters are being mandated in health care organizations. Many are not allowing religious or medical exemptions for students. An agency may refuse to accept a student with an exemption. If a student is not accepted by the clinical agencies that Rivier has contracted with during a particular semester Rivier University assumes no obligation to locate an alternative site and cannot guarantee completion of degree requirements.

## **CPR Certification Statement**

All nursing students must have current CPR certification for **Basic Life Support** (Healthcare Professional, Infant, Child and Adult) through the **American Heart Association or the America Red Cross** only. Students will not be permitted in the clinical/practicum setting until proof of certification has been submitted. CPR certification must stay current at all times.

## **Criminal Background Check**

Background investigations must be conducted annually prior to the start of the academic year. Background checks will be conducted through the investigative agency contracted by the Division of Nursing & Health Professions in order for results to be reported directly to the Division. Outside background checks are not accepted. The areas of investigation are dictated by the clinical agencies. An agency may refuse to accept a student based on the results of the background check. If a student is not accepted by a clinical agency, Rivier University assumes no obligation to

locate an alternative site and cannot guarantee completion of degree requirements.

## **Drug Screening**

Drug screening must be conducted annually before the start of clinical. Depending on the clinical facility the student may need a more recent drug screen. The drug testing will be conducted through the agency contracted by the Division of Nursing & Health Professions in order for results to be reported directly to the Division. Outside drug screens are not accepted. All students are subject to random drug screening or alcohol testing throughout the program or at the facility's request. All students are subject to targeted challenge testing at the sole discretion of the Division of Nursing & Health Professions. Students are responsible for the fee associated with all testing. A positive result will require a meeting with the Program Director and the Dean and may result in dismissal from the Program.

## **Health Insurance**

Students are required to carry health insurance to cover the cost of treatments in the event of accident or illness during the course of the student's enrollment.

## **Identification Cards**

Identification cards may be issued to students by the affiliating clinical agencies to which the student is assigned. Clinical agencies may require a nominal fee for I.D. cards. The identification card is to be considered part of the uniform and *must* be worn whenever in uniform unless otherwise directed by the faculty. Lost or stolen I.D. cards should be reported immediately to your instructor. A replacement fee may be charged by the affiliating agency. The student is responsible for paying the replacement fee. Students are required to return all I.D. cards to their respective faculty member in the Division of Nursing & Health Professions upon completion of the program or upon resignation/dismissal from the program. Falsifying or in any way altering any I.D. card is considered a serious matter and results in referral to the Division Dean and possible disciplinary action.

## **Liability Insurance**

Each student enrolled in a nursing course(s) with a clinical component is charged an annual premium by the University for professional liability insurance. The University policy covers enrollees only in their role as students.

## **Professionalism**

Students in the Nursing Program are, or are aspiring to become, professional nurses. As such, students are expected to conduct themselves in a professional manner at all times: in class, online, in the clinical setting, with colleagues and professors. Professionals are expected to exhibit courtesy in their interactions with others. When they disagree with one another, they address their colleague with respect as they seek to mediate their differences. Professionals do not talk about their colleagues to others. Professionals are expected to work out differences in a collegial, collaborative manner.

As nurses, or future nurses, Rivier University nursing students are developing and demonstrating qualities that professional nurses must exhibit in order to be successful. Professionals honor their commitments. Therefore, students are expected to attend all classes, clinicals and labs and to keep all appointments. They are expected to arrive at class or clinical prepared to begin at the assigned time. Punctuality is expected. If, for some reason, they are unable to honor these commitments, students are expected to call the persons involved and inform them of their inability to attend the class or meeting. It is courteous to make the call before the meeting in order not to inconvenience the other person.

Rivier University nursing students are guests in the clinical agencies and, as such, are expected to act respectfully and to maintain confidentiality at all times. Host agencies are helping nursing students to develop their knowledge and skills and are generously lending Rivier University their expertise. In return, they expect student nurses to be on time, to perform their responsibilities to the best of their abilities, and to show a commitment to the patient and to the profession of nursing. Professional behavior is expected at all times. (See Rivier Undergraduate Student Handbook for policies related to bullying, harassment and intoxication.)

## **Requirements for Licensure for Nursing**

Application requirements may vary from state to state; subsequently, each state will make its own investigation regarding compliance with application requirements at the time the application for licensure is filed. The Division of Nursing & Health Professions prepares its nursing graduates to meet eligibility requirements to sit for the National Council Licensing Examination for Registered Nurses (NCLEX-RN) in the State of New Hampshire and its graduate students to sit for the national certifying exams. Students who plan to sit for the NCLEX-RN in another state should check with the Board of Nursing of that state prior to the submission of his/her application for examination.

Graduation from the nursing program does not guarantee admission to the licensure examination. The applicant must be aware that each state is ultimately responsible for determining who is eligible for a license to practice nursing in that state.

Students should understand that a satisfactory result from a review of a student's criminal background check is an eligibility requirement to sit for the National Council Licensing Examination for Registered Nurses (NCLEX-RN) in the State of New Hampshire. As noted above, students who plan to sit for the NCLEX-RN in another State should check with the Board of Nursing of that State prior to submission of his/her application for examination.

## **Standard Precautions**

Students enrolled in Division of Nursing & Health Professions are required to use standard precautions when providing patient/client care. The standard precautions to be used for preventing transmission of blood-borne pathogens in health care settings are those recommended by the Centers for Disease Control (CDC) which are available on the CDC web site: <https://www.cdc.gov/infectioncontrol/guidelines/isolation/precautions.html#IIIa>

## **Unit of Credit**

The unit of credit is the semester hour. One semester hour of classroom credit is granted for the successful completion of one hour (50-minutes weekly instruction), or two to four hours (100-200) minutes of laboratory work, for approximately 14 weeks. Additional credit ratios for lab, clinical, practicum and seminar participation vary by program.

n:\Nursing Student Handbook\2024-2025  
Revised: August 20, 2018  
Revised: May 8, 2019  
Revised: May 10, 2022



**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**

**DISPOSAL OF BIOHAZARDOUS WASTE**

**I. PURPOSE:**

To provide guidelines for faculty, staff, and students regarding the disposal of biohazardous waste.

Definition:

Biohazardous waste is defined as waste contaminated with human blood or the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids (OSHA, 2015).

**II. POLICY:**

- A. Dispose of biohazardous waste in a precaution red bag. These new and used bags are stored in the locked hall closet room 212 in the Nursing Simulation Center.
- B. Dispose of sharps in a sharps container. When the container is  $\frac{3}{4}$  full, the container will be replaced and a new container will be used. New and used sharp containers are stored in the locked hall closet in room 212 of the Nursing Simulation Center..
- C. Hazardous waste bags and sharps containers will be picked up on a set schedule by the contracted waste disposal service and managed by the Nursing Simulation Center Director.

Regulations, Standard [1910.1030\(b\)](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=10051). (2015) *Occupational Safety & Health Administration*. Retrieved from [https://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=standards&p\\_id=10051](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=10051)

MEMORANDUM

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To: Nursing Students; Faculty; Adjunct Faculty  
From: Paula Williams, Ed.D., MS, CAGS, RN, Dean  
Date: August 2024  
Subject: **Inclement Weather and Emergency Closings**

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In the event of inclement weather, the University may decide to delay or cancel the opening of the University, including scheduled classes, labs, and nursing clinical.

A decision to delay opening or cancel day classes/labs/clinical will be made by 6:00 a.m. at the latest. A decision to cancel evening classes/labs/clinical will be made by 2:00 p.m. at the latest. Delays and cancellations will be communicated on the University's website ([www.rivier.edu](http://www.rivier.edu)), through the University's main number (dial 603-888-1311 and press "8"), through select local/regional media outlets, through University email, and through the Rave Emergency Notification system (text message, phone and email). We urge all students to login to Rave (<https://www.getrave.com/login/rivier>) to confirm or update their emergency contact information. Students are always urged to use their discretion on attending class or clinical during inclement weather.

#### DAY CLASSES/CLINICALS

- If day classes are cancelled due to weather, day clinical and Sim lab may be held online. Your clinical instructor will contact you.
- If the University announces a 90-minute delayed opening, the delayed start time will be **10:00 a.m.** for all day classes and clinicals. If your class begins before 10:00 a.m., the class will be held at 10:00 a.m. when school opens.
- Announcements are generally made by 6:00 a.m. as noted above.

#### EVENING CLASSES/CLINICALS

- If evening classes are cancelled, evening clinical and Sim lab may be held online. Your clinical instructor will contact you.
- In the rare event that day classes are cancelled and evening classes are in session, evening clinical and Sim Lab will be held at their regularly scheduled times.
- Announcements are generally made by 2:00 p.m. as noted above.
- If you are already at clinical when the University cancels evening classes, clinical is cancelled and your clinical instructor will dismiss you in a timely fashion.

#### WEEKEND CLINICALS

- Weekend clinicals are cancelled at the discretion of the clinical faculty member, who will notify the students in his/her clinical group.
- Weekend cancellations are generally not announced on television or the University number. Students are again urged to use their discretion.

All campus closures for any reason are handled on a case-by-case basis.

## **Section 2**

### **Policies**

# **Undergraduate Nursing Pre-licensure**

**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**

**UNDERGRADUATE DEGREE PROGRAMS IN NURSING – Pre-Licensure**

**ACADEMIC NOTICE POLICY**

**I. PURPOSE:**

To create a system for tracking and enhancing student retention related to academic performance.

**II. POLICY:**

A. All concerns related to student academic performance are to be noted promptly by faculty and addressed as outlined in the procedure below.

B. The policy applies to academic performance both in the classroom and in clinical.

C. For behavioral issues, please see the Comportment Notice policy.

**III. PROCEDURE:**

A. Assignments/quizzes that have a minor impact on overall grade:

- a. Faculty will provide prompt, detailed constructive feedback.
- b. Additional communication with the student per faculty discretion.

B. Exams/major projects that have a significant impact on overall grade:

- a. Faculty will initiate an alert in the retention software in Canvas.
- b. Faculty will contact student via email or Canvas with suggestions for improvement, including meeting with faculty and available campus resources.
- c. The student is responsible for implementation on suggestions for improvement.

C. The first time the student's overall course grade falls below 80%, and/or midterm grades:

- a. Faculty will review student grades in week 7 or 8 of a 14-week semester and in week 3 or 4 of a 7-week semester, at whatever point faculty deem most predictive of overall semester performance. (This may or may not correspond with official midterm grades submitted to the registrar.)
- b. Faculty will initiate an alert in the retention software in Canvas.
- c. Faculty will complete an Academic Notice with Plan for Improvement form.
- d. The student will sign the form, add any additional ideas for improvement, and return to faculty.
- e. Faculty will forward the form to the undergraduate Administrative Assistant to be placed in the student's file.
- f. The student is responsible for implementation of the plan for improvement.

D. Clinical

- a. For specific skill-related weaknesses, use the Skills Lab Referral form to send the student for further practice.
- b. If at any time the student is not meeting one or more outcomes on the Clinical Evaluation Tool:
  - i. Faculty will complete an Academic Notice with Plan for Improvement form.

**Academic Notice Policy (Continued)**

**Page 2**

- ii. The student will sign the form, add any additional ideas for improvement, and return to faculty.
- iii. Faculty will forward the form to the undergraduate Administrative Assistant to be placed in the student's file.
- iv. The student is responsible for implementation of the plan for improvement.

**RIVIER UNIVERSITY  
DIVISION OF NURSING & HEALTH PROFESSIONS**

**UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure**

**ATTENDANCE POLICY**

I. PURPOSE:

To provide guidelines for faculty and students regarding student attendance.

II. POLICY:

A. Class Attendance: Attendance in all classes of each nursing course is expected to be consistent with the Administration's belief that regular and punctual attendance in all classes is essential for maximum academic achievement, and that it is a major responsibility of Rivier University students.

1. The student is required to notify the theory instructor when an absence is necessary.
2. A student who is absent from a scheduled examination must make up the examination. (See Undergraduate Nursing Examination Policy)

B. Clinical Attendance: Each student is expected to adhere to the following guidelines, which consist of guidelines which are established by the University and/or by the institutions with which the University has established affiliations in order to provide the Division of Nursing & Health Professions with these important clinical opportunities for our nursing students.

1. All required clinical laboratory hours must be met for each clinical nursing course in order to pass the course. **Attendance is mandatory.**
2. Make up activities for all clinical/laboratory absences will be completed **in-person** on a date determined by course faculty. Make up may be on any day or time of the week.
3. Any student who is absent one (1) clinical day in a seven (7) week clinical course or two (2) clinical days in a fourteen (14) week course will receive an Academic Notice and must meet with the Director of Undergraduate Nursing Education for additional discussion and guidance prior to attending their next clinical day.
4. Clinical faculty will inform the theory faculty and Undergraduate Nursing Program Assistant when a student has been absent from clinical.
5. A record of all student clinical absences will be maintained by the Undergraduate Nursing Program Assistant.
6. Once a student has three (3) clinical absences in an academic year, their name will be submitted to the Director of Undergraduate Nursing Education for review. The student's situation will be discussed, including reasons for the absences as well as a review of the student's academic performance. A decision will be made as to whether the student will be allowed to continue or be immediately dismissed from the nursing program.
7. A healthcare provider's release to participate in clinical without restriction is necessary for all absences for which medical attention has been sought or hospitalization has been required. Students are not allowed to participate in clinical wearing an orthopedic device such as a brace, splint, or boot. The medical release must be submitted to the Division of Nursing & Health

**Attendance Policy (Continued)**  
**Page 2**

Profession's Clinical Coordinator who will provide the clinical clearance form for your instructor(s) as required by the clinical facility with which the University has affiliated its nursing program.

8. Students who do not report a clinical absence according to the procedure (see Procedure below) will receive a "Professional Comportment Notice."
9. Students may be billed a \$50.00 per day make up fee for each clinical day missed.

**C. Bereavement Absence:**

1. In the event of death in the student's immediate family (which includes mother, father, sister, brother, spouse, children, grandparents, mother-in-law, father-in-law, person residing in your same household or an individual(s) who took the place of parents in the student's childhood), friend, or significant other, the student will be granted up to three (3) consecutive days absence from her/his normal school schedule. Clinical absence for bereavement does not require makeup. All other assignments are arranged with faculty.

Additional student bereavement time may be approved at the discretion of the Director of Undergraduate Nursing Education or the Dean, Division of Nursing & Health Professions.

2. A student is NOT required to pay for any clinical laboratory make up hours that may have been missed due to bereavement. The student is responsible, upon his/her return, for arranging time with the instructor to review any course material that has been missed.

**III. PROCEDURE:**

**A. Reporting Class/Clinical Absence:**

1. The student must notify the course instructor prior to missing a class.
2. When a student is unable to report to the clinical laboratory area, (s)he will notify the Clinical Instructor according to instructions given during orientation. Notify the instructor one hour before the start of clinical.
3. Absences or tardiness are not to be reported to, or through, other students.
4. Students who do not call to report their absence or tardiness will automatically receive a "Professional Comportment Notice" and further disciplinary action may be taken at the discretion of the Director of Undergraduate Nursing Education.

n:\Nursing Student Handbook\2024-2025

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**RIVIER UNIVERSITY  
DIVISION OF NURSING & HEALTH PROFESSIONS**

**UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure**

**CLINICAL GUIDELINES**

I. PURPOSE:

To provide students with guidelines for clinical conduct. Non-adherence will result in disciplinary action and possible immediate dismissal from the nursing program.

II. POLICY:

A. **Clinical Laboratory:** Each student is reminded that he/she serves as a representative of the Rivier University Nursing Program. As such, each student is responsible for adhering to the following guidelines for clinical laboratory conduct, which includes skills and simulation labs and all observations and participatory experiences.

Students will:

1. Be prepared at all times to provide safe nursing care to all assigned patients. Clinical preparation is determined by the clinical faculty member or preceptor and may include research, chart, and medication review.
2. Be prepared for all clinicals. Students who begin clinical unprepared will be asked to leave the clinical area and will receive a Professional Comportment Notice. Students may incur a \$50.00 per day make-up fee for each clinical day missed.
3. Complete required clinical paperwork. Incomplete work may result in the following process: (1) an incomplete grade for the course; (2) failure of the course; or (3) dismissal from the nursing program.
4. Report to and from assigned clinical units on time and in complete uniform. Students are expected to read and adhere to the Dress Code and Personal Appearance Policy-Clinical & Sim.
5. Identify the need for supervision and seek appropriate guidance when necessary.
6. Utilize effective and courteous interpersonal skills with patients, staff, faculty and peers consistent with the ANA Code of Ethics.
7. Actively participate in clinical conferences.
8. Participate in self-evaluation. Review clinical outcomes at the beginning, at midterm, and at the semester's end to identify areas of strength and areas needing improvement.
9. Provide safe, competent nursing care under the guidance of the clinical faculty member or preceptor.



## Clinical Guidelines (continued)

### Page 2

10. Demonstrate acceptable personal, ethical and legal behaviors in all nursing activities as defined in the ANA Code for Nurses, the ANA Standards of Practice, the State's Nurse Practice Act, and the Board of Nursing Regulations.
11. Receive report from appropriate nursing staff upon arrival to the assigned clinical laboratory area and give report on assigned patient(s) prior to leaving the nursing unit/agency.
12. Document all nursing care completely and correctly according to agency policies.
13. Clinical/Practicum Requirements must be completed prior to the first day of each clinical. Instructors are informed by the Clinical Coordinators if a student is not allowed to attend due to a missing requirement. Students whose requirements are not up to date or are incomplete will not be allowed to stay in clinical. Clinical make-up time is required and students may incur a \$50.00 per day make-up fee for each clinical missed. (See Clinical Practicum Requirements)
14. Abide by all University Conduct Policies, in addition to the Student Nursing Handbook.

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**RIVIER UNIVERSITY  
DIVISION OF NURSING & HEALTH PROFESSIONS**

**UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure**

**CLINICAL MAKE-UP POLICY**

**I. PURPOSE:**

To provide a proactive and consistent approach for student completion of clinical objectives within scheduled course dates.

**II. POLICY:**

Clinical and theory faculty will collaborate to maintain accurate records of student clinical absences in order to ensure all students meet required clinical hours/objectives.

**III. PROCEDURE:**

- A. Clinical faculty will record student clinical absences on the Clinical Attendance – Student form. (See Attendance Policy)
- B. The Undergraduate Nursing Program Assistant will keep on file student clinical absences.
- C. All clinical make-up will occur by the end of each clinical nursing course. Clinical make-up will occur at the clinical site except with approval from the Director of Undergraduate Nursing Education.
- D. Students may incur a \$50.00 per day make-up fee for each clinical day missed.
- E. Any situations that arise which prevent clinical make-up from being completed by the end of the clinical nursing course shall be referred to the Director of Undergraduate Nursing Education.
- F. Students missing assigned clinical make-ups must meet with their clinical faculty member, theory faculty, and the Director of Undergraduate Nursing Education to determine steps needed for course completion.
- G. All required clinical laboratory hours must be met for each clinical nursing course BEFORE a final course grade can be given. (See Clinical Absence Policy).

**RIVIER UNIVERSITY  
DIVISION OF NURSING & HEALTH PROFESSIONS**

**UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure**

**DISMISSAL POLICY**

**I. PURPOSE:**

To provide guidelines for faculty and students regarding dismissal from the nursing program.

**II. POLICY:**

- A. A student who does not achieve the minimum required grade of B- (80 or 2.67) in a nursing course will be dismissed from the Nursing Program.
- B. A student who does not achieve a minimum overall University cumulative average of 2.67 will be dismissed from the Nursing Program. If a student does not meet the 2.67 required cumulative GPA at the end of a semester, but has achieved the minimum required grade of 2.67 for a nursing course, the student may be allowed to continue on a probationary status for one semester in order to achieve the 2.67 cumulative GPA. If the student does not achieve the required **2.67** cumulative GPA in the subsequent semester, he/she will be dismissed from the Nursing Program. Students must have a cumulative GPA of 2.67 or above to graduate from the Nursing Program.
- C. The student must successfully meet all clinical outcomes and behaviors by the final clinical evaluation to pass. Unsafe behaviors may warrant disciplinary actions or immediate dismissal from the nursing program.
- D. A student may be dismissed immediately from the nursing program for lack of adherence to or any violation of any Nursing Student Handbook policy.
- E. Dismissal letters will be generated by the Office of the Divisional Dean. A copy will be forwarded to the student's Academic Advisor and to the Division of Nursing & Health Professions to be placed in student's file.
- F. A student who is dismissed from the program may petition for readmission, if eligible (see Readmission Policy for guidelines).

**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**

**UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure**

**DRESS CODE AND PERSONAL APPEARANCE POLICY - CLINICAL & SIM**

I. PURPOSE:

To provide a statement regarding personal appearance and professional attire to be worn in the clinical setting (agency/simulation lab).

II. POLICY:

A. Uniform

1. The student uniform includes: clean, wrinkle-free, loose-fitting royal blue scrub top and pants. The Rivier University approved scrub jacket or fleece is optional. Pants should be hemmed so that they do not touch the floor.
2. Undergarments must be worn but not visible. Front and back cleavage must not be exposed.
3. A clean white or royal blue long-sleeve T-shirt may be worn under the scrub top.
4. Clean white or black shoes or leather sneakers in good repair with closed toe and heel with clean white or black laces (if applicable) and clean white socks (crew length or higher). Clogs, crocs, or cloth shoes may not be worn.

B. Equipment

1. Students are required to have a watch with a second hand, bandage scissors, stethoscope and penlight.
2. The Rivier name badge or clinical agency identification badge must be worn above the waist at all times.

C. Hair

1. Hair is to be clean, neat, well groomed and within the natural hair color spectrum. Long hair must be tied back and secured. No hair "ornaments" (bows, etc.) should be worn.
2. Headbands are allowed with the exception of pastels and prints.
3. Males are expected to be clean shaven or facial hair must be neat and trim.

D. Hygiene

1. Good basic hygiene is to include bathing, shaving, and use of deodorant. Good dental hygiene is essential.
2. Make-up should be subtle and natural looking.
3. No perfume, cologne or scented after-shave may be worn
4. Fingernails are to be short (less than 1/4") and well groomed. No artificial nails or nail jewelry are permitted. No nail polish is allowed.

## Dress Code and Personal Appearance Policy - Clinical & SIM (continued)

### Page 2

#### E. Jewelry and Tattoos

1. The only jewelry that may be worn is the following: watch, smooth wedding band, small stud/button-style or small conservative pierced earring (one per lobe in the lowest opening, no cartilage).
2. No facial jewelry, or tongue piercings are permitted.
3. No visible tattoos are permitted and must be covered.

#### F. Professional behavior/Agency Guidelines

1. Chewing gum is not permitted in clinical settings.
2. Use of electronic devices is dictated by agency policy or the discretion of the instructor and, if allowed, devices are to be used only for clinical purposes.
3. Students will also be required to adhere to dress code policies of the clinical agencies to which they are assigned.
4. Professional dress is required for Mental Health Nursing clinicals as dictated by each agency.
5. Students are not permitted to bring children, relatives, or friends to the clinical area.

- G. Failure to comply with the dress code and personal appearance policy shall be grounds for disciplinary action up to and including dismissal from the clinical and/or the program. Students will be required to pay a \$50.00 fee per day for make-up for each clinical dismissal.

n:\Nursing Student Handbook\2024-2025

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**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**

**UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure**

**EVALUATION POLICY - STUDENT**

I. PURPOSE:

To provide a statement regarding the evaluation of the student.

II. POLICY:

A. Classroom:

1. If at any time, a student's course average in any nursing course falls below B- (80, 2.67 grade points), the student will receive an Academic notice from the theory faculty member. (See Academic Notice Policy).
2. At the end of the semester, each student's academic progression is evaluated according to Undergraduate Program standards. (See Progression/Retention/Graduation Policy).

B. Clinical Laboratory:

1. Clinical Laboratory evaluation is graded on a pass/fail basis.
2. Student progress is evaluated and reviewed with his/her clinical instructor at mid-term and at the end of each clinical rotation utilizing the Clinical Laboratory Performance Evaluation Tool for that course.
3. Student clinical progress is based on established evaluation criteria. The clinical faculty member will discuss the evaluation with the individual student. Each student must meet and maintain a satisfactory level of clinical performance to remain in the nursing program, regardless of academic achievement.
4. Students not meeting the outcomes for clinical performance for that course at any time will receive an academic notice which includes a plan for improvement from the clinical faculty member.
5. A meeting may be scheduled with the student and the Director of Undergraduate Nursing Education to discuss and review the academic notice which includes a plan for improvement.
6. Students must receive a minimum notation of 3 (Outcome Met) for each course learning outcome by the end of the semester to pass the clinical rotation.
  
7. Students who do not achieve a passing clinical evaluation by the end of the course will receive a grade of "F" for the course, regardless of academic achievement. Students do not need to agree with or sign the clinical evaluation tool for this to be effective.

**RIVIER UNIVERSITY  
DIVISION OF NURSING & HEALTH PROFESSIONS**

**UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure**

**EXAMINATION POLICY**

**I. PURPOSE:**

To provide guidelines for students regarding course examinations and course examination reviews.

**II. POLICY:**

**A. Course Examinations:**

1. Grades for nursing course examinations, assignments, and quizzes, as well as final course grades, are not rounded. All student assignments, examinations, and quizzes will be entered into the gradebook to the second decimal point.
2. See course syllabus for specific policies regarding quizzes.
3. It is the responsibility of the student to attend all exams on the scheduled dates. The student is required to notify the theory faculty member before an examination when an absence is necessary.
4. Exams need to be taken on the scheduled day and time. Only under extreme circumstances will a makeup test be granted. It is the student's responsibility to make arrangements with the faculty member to take the makeup examination. Test make-up should be within 24-48 hours of the scheduled exam. Make-up examinations may be of a different format, but the examination content will be the same as the missed exam.
5. Final course grades: final grades are computed on a straight scale with no rounding up of any scores. 80% (B-) is the minimum passing grade for all nursing courses.
6. In the testing environment, faculty make all efforts to maintain test security. All exams will be proctored by faculty and will utilize an electronic, secure testing platform.
7. The following materials will not be permitted (must be secured in a separate designated area) during the exam:
  - Any recording devices (cell phones, digital watches, laptops, or other electronic devices)
  - Coats, hats, backpacks, bags, purses
  - Any other items identified by the course faculty as having the potential to undermine exam security
8. Students must remain in the proctored testing environment until they have submitted their exam and it is confirmed by the faculty proctor.

**B. Course Examinations: Reviews:**

1. Instructors will generate detailed performance reports and interpret item analysis for exams.
2. Exam concepts can be reviewed with the students after all students have taken the exam and before the next scheduled exam.

## **Examination Policy (continued)**

### **Page 2**

3. Instructors will review the most frequently missed concepts utilizing a standardized template (Appendix A) and discuss nursing priorities with students.
4. Students who have not met the 80% benchmark are encouraged to meet with their instructor to review individualized missed concepts from the exam.
5. Instructors and students meet to identify patterns in knowledge gaps and design study strategies to improve deficiencies.
6. Students will not be able to see specific exam questions and answers during the exam review period.
7. Dosage calculation questions may be provided in similar formats with alternate values per instructor discretion.
8. Any attempts to copy, distribute or receive information about test questions is considered a violation of academic honesty and will be reported to the Director of Undergraduate Nursing and Health Professions.

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**Appendix A.**

**Rivier University**  
**Division of Nursing and Health Professions**

**Nursing Course Examination Frequently Missed Concepts Template**

<b>FREQUENTLY MISSED CONCEPT</b>	<b>IDEAS TO CONSIDER</b>
<p><i>In this column, include all item content on course examination that &gt;50% of the class did not answer correctly. This should not be the specific question that is on the exam, but the concept it is related to.</i></p> <p><i>Example:</i></p> <ul style="list-style-type: none"> <li>• <i>Bleeding Precautions</i></li> </ul>	<p><i>In this column, help students review the priorities of this concept, including but not limited to, important assessments, interventions, medications, diagnostics.</i></p> <p><i>Example:</i></p> <ul style="list-style-type: none"> <li>• <i>If your patient is on anticoagulation therapy, what do we need to teach them regarding bleeding precautions? Why?</i></li> <li>• <i>NCLEX Considerations: This question was a Select All That Apply.</i></li> </ul>
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**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**

**UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure**

**LEAVE OF ABSENCE AND ILLNESS POLICY AND PROCEDURE**

I. PURPOSE:

To establish guidelines for students seeking a leave of absence for medical, illness or personal reasons.

II. POLICY:

- A. A student leave of absence may be granted for one full semester at a time. In the event a student requires a leave of absence for less than a full semester, individual arrangements may be made with the Director of Undergraduate Nursing Education.
- B. Re-entry into the Nursing Program will be dependent upon availability of space. Upon return from the leave, re-entry will be permitted only into that semester which will allow for taking the nursing course(s) in the required sequential order as shown in the curriculum.
- C. Students returning from a medical leave of absence must have a written note from their primary care provider indicating that they can return and perform all required clinical duties without restriction.
- D. All requirements for BS students are to be completed within five (5) years from the time of enrollment into NSG101.
- E. All requirements for AS students are to be completed within three (3) years from the time of enrollment into NSG101.
- F. All requirements for Advanced Placement LPN's are to be completed within two (2) years of starting NSG201.

III. PROCEDURE:

- A. The student seeking a leave of absence must notify the Director of Undergraduate Nursing Education in writing of their request.
- B. The student on leave must notify the Director of Undergraduate Nursing Education in writing at least eight weeks prior to the beginning of the semester in which they intend to re-enter.
- C. The student will be re-admitted to the Nursing Program on a space available basis.
- D. Upon return, the student completing a medical leave of absence must present the primary care provider's release letter to the Director of Undergraduate Nursing Education.
- E. Upon return, demonstration of nursing competencies may be required.

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**RIVIER UNIVERSITY  
DIVISION OF NURSING & HEALTH PROFESSIONS**

**UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure**

**MEDICATION COMPETENCY**

**I. PURPOSE:**

To provide a consistent approach for assuring student competency in clinical medication administration.

**II. POLICY:**

The majority of clinical nursing courses contain a medication competency requirement. A passing score of 90% is required. Students will be given three attempts to meet the 90% benchmark. Students who do not obtain this score are required to seek and obtain remedial assistance between attempts. Information about this can be found in course syllabi. All students are expected to meet this requirement.

**III. PROCEDURE:**

- A. If the student does not meet the required 90% benchmark after three attempts the student will receive an Academic Notice and meet with the Director of the Undergraduate Nursing Program.
1. The student will be required to sign a contract for success. This contract will include remediation, which may include group remediation classes and possibly a math course.
  2. The student will be required to pass an equivalent medication math competency assessment following remediation.
  3. The requirements of the contract must be fulfilled within the timeframe determined in the contract to ensure continuation in the nursing program.

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**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**

**UNDERGRADUATE DEGREE PROGRAM IN NURSING – Pre-Licensure**

**NOTIFICATION OF CHANGE IN RESIDENCE**

I. PURPOSE

The purpose of this policy is to ensure any student who changes state-of-residence AFTER being accepted into the Undergraduate Nursing Program-notifies the Dean of the Division of Nursing and Health Professions of this change in residence prior to the move. The exception would be a move to Massachusetts.

II. POLICY

Any undergraduate-nursing student who changes state-of-residence AFTER being accepted into the Undergraduate Nursing Program must notify the Dean of the Division of Nursing in writing AT LEAST 90 days prior to the move, to ensure there will be no barriers to securing licensure at the completion of the program (as applicable).

Students enrolled in the pre-licensure program will meet criteria to take NCLEX within their State of Residence at program completion. Board of Nursing requirements to test for the NCLEX varies within States and a change in residence may prohibit the student from obtaining NCLEX licensure outside of New Hampshire or Massachusetts. The 90-day notice will be used to inform the student of any known barriers to out of state licensure, however the burden resides with the student to explore these barriers prior to changing state-of-residence, prior to program completion.

**RIVIER UNIVERSITY  
DIVISION OF NURSING & HEALTH PROFESSIONS**

**UNDERGRADUATE DEGREE PROGRAMS IN NURSING – Pre-Licensure**

**NurseThink Clinical Judgment  
Exams (CJEs) Grading Rubric**

STEP 1. Complete Open Check Exam

STEP 2. Remediation of Open Check Exam using the Strengths and Opportunities Plan for the course based on score. (See chart below for remediation requirements based on score.)

<b>Score on Open Check Exam</b>	<b>Remediation Requirements</b>
<b>Exceeds Standard</b>	30 minutes of active learning remediation for each of 4 weakest concepts for a total of 2 hours
<b>Meets Standard</b>	45 minutes of active learning remediation for each of 4 weakest concepts for a total of 3 hours
<b>Approaching Standard</b>	60 minutes of active learning remediation for each of 4 weakest concepts for a total of 4 hours
<b>Does Not Meet</b>	60 minutes of active learning remediation for each of 5 weakest concepts for a total of 5 hours

**Completion of Open Check Exam with Required Remediation = 1 point**

STEP 3. Complete NurseThink Clinical Judgment Exam (CJE)

STEP 4. Remediation of Nurse Think CJE using the Strengths and Opportunities Plan for the course based on score. (See chart below for remediation requirements based on score.)

<b>Score on Clinical Judgment Exam (CJE)</b>	<b>Remediation Requirements</b>	<b>Total Points Achievable (If STEP 1 and 2 Performed)</b>
<b>Exceeds Standard (3 points)</b>	30 minutes active learning for each of 4 weakest concepts for a total of 2 hours (1 point)	5/5 Points = 100%
<b>Meets Standard (2.5 points)</b>	45 minutes active learning for each of 4 weakest concepts for a total of 3 hours (1 point)	4.5/5 Points = 90%

<b>Approaching Standard (2 points)</b>	60 minutes active learning for each of 4 weakest concepts for a total of 4 hours (1 point)	4/5 Points = 80%
<b>Does Not Meet (1.5 points)</b>	60 minutes active learning for each of 5 weakest concepts for a total of 5 hours (1 point)	3.5/5 Points = 70%

- Remediation must be submitted 24 hours before final grades for the course are due to the Registrar.
- Failure to submit remediation will result in a grade of zero for this assessment.

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**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**  
**UNDERGRADUATE DEGREE PROGRAMS IN NURSING – Pre-Licensure**  
**PROFESSIONAL COMPORTEMPT POLICY**

I. PURPOSE:

To provide guidelines for faculty and students regarding professional behavior for nursing students.

II. POLICY:

A. Professionalism (from page 16 of the handbook)

Students in the Nursing Program are, or are aspiring to become, professional nurses. As such, students are expected to conduct themselves in a professional manner at all times: in class, online, in the clinical setting, with colleagues and professors. Professionals are expected to exhibit courtesy in their interactions with others. When they disagree with one another, they address their colleague with respect as they seek to mediate their differences. Professionals do not talk about their colleagues to others. Professionals are expected to work out differences in a collegial, collaborative manner.

As nurses, or future nurses, Rivier University nursing students are developing and demonstrating qualities that professional nurses must exhibit in order to be successful. Professionals honor their commitments. Therefore, students are expected to attend all classes, clinicals and labs and to keep all appointments. They are expected to arrive at class or clinical prepared to begin at the assigned time. Punctuality is expected. If, for some reason, they are unable to honor these commitments, students are expected to notify the persons involved and inform them of their inability to attend the class or meeting. It is courteous to make the call before the meeting in order not to inconvenience the other person.

Rivier University nursing students are guests in the clinical agencies and, as such, are expected to act respectfully and to maintain confidentiality at all times. Host agencies are helping nursing students to develop their knowledge and skills and are generously lending Rivier University their expertise. In return, they expect student nurses to be on time, to perform their responsibilities to the best of their abilities, and to show a commitment to the patient and to the profession of nursing. Professional behavior is expected at all times. (See Rivier Undergraduate Student Handbook for policies related to bullying, harassment and intoxication.)

- B. Student Responsibilities: Students should understand that their behavior in and out of the classroom will have positive and negative consequences for themselves and others. Students have a responsibility to:
- a. Take learning seriously: attend class, be prepared, participate in discussions, ask questions, and get assignments done on time.
  - b. Treat faculty, staff, and fellow students with respect.
  - c. Contribute to the enrichment of the University and the larger community.
  - d. Protect and preserve property belonging to others and the University.
  - e. Be aware of how lifestyle choices affect academic success and personal growth.
  - f. Be knowledgeable of and comply with the University policies as outlined in the Rivier Student Handbook, the Nursing Student Handbook, the University Catalog, and course syllabi.

## Professional Comportment Policy (continued)

### Page 2

To ensure that all students have access to the rights listed above, each student must honor his/her responsibilities and modify behavior to be in compliance with the above stated expectations as requested by the institution or members of this learning community.

Non-adherence to any of the policies contained in the Rivier University Student Handbook, the Nursing Student Handbook, the University Catalog and the ANA Code of Ethics will result in disciplinary action.

#### C. Netiquette

Email is a method of communication that has become part of our daily lives. When we talk in-person, we expect others to observe certain guidelines; the same should hold true when we communicate via email. Email is not private – it can be very public, as it immortalizes our words and cannot be undone easily. This section presents some simple guidelines for email etiquette when corresponding by email.

- a. Subject lines: always include a subject line in your message. Clearly summarize the main topic in a few words. It may be helpful to include your course number.
- b. Salutations: address the recipient in the manner you would if holding a conversation with them, for example: Dear Dr. xxx.
- c. Keep it simple: keep your messages short and focused to the subject line without including a lot of extraneous information.
- d. Use proper spelling, grammar, and punctuation. Avoid instant messaging shorthand.
- e. Sign-off: include a respectful sign-off, such as Thank you, XXX.
- f. Avoid angry outbursts. Do not send or reply to an email if you are angry. If you have complaints or dissatisfaction, meet directly with the individual rather than send an email. (See the section on Conflict Resolution)
- g. Allow time for a reply. During the week, allow 24 hours for a reply. If you send an email on the weekend, you may not receive a reply until the end of the business day the following Monday.
- h. Re-read your message one more time before sending it. Have a trusted friend read it also.

#### D. Conflict Resolution

- a. Rivier University is committed to providing a culture of respect. Please refer to the following policies in an effort to resolve conflict.
  1. Academic Grievance Policy located in the University Catalog
  2. A Culture of Respect: Sexual Misconduct, Harassment and Gender-Based Violence policies located in the Rivier University Student Handbook.

### III. PROCEDURE:

#### A. Violations

- a. First-time minor violations will result in a verbal warning from faculty with a discussion of a plan for improvement.
- b. Repeated or serious violations will result in activation of the Professional Comportment notice, including all possible consequences.

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**Professional Comportment Policy (continued)**  
**Page 3**

- B. The faculty member which issues the notice will discuss the reasons for the notice and the actions that are appropriate. The student signature does not signify agreement or disagreement, only that the notice has been read.
- C. Faculty shall provide the student with a copy of the Professional Comportment notice and forward the original to the Director of Undergraduate Nursing Education to be placed in the students academic file in the Division of Nursing and Health Professions.
- D. Students receiving a Professional Comportment notice must meet with the Director of Undergraduate Education within 72 hours. Disciplinary action, including immediate dismissal, may result.
- E. Appeals
  - a. Students have the right to appeal all disciplinary decisions, as outlined in the Rivier University Student Handbook.

**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**

**UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure**

**PROGRESSION/RETENTION/GRADUATION POLICY**

**I. PURPOSE:**

To provide a uniform statement for faculty and students regarding the progression/retention and successful completion of graduation requirements in the Undergraduate Program in Nursing. The requirements for graduation are consistent with New Hampshire State Board of Nursing requirements.

**II. POLICY:**

- A. Graduation from the Undergraduate Nursing Programs is dependent upon the student meeting the following progression requirements.
1. Achieve a minimum grade of B- (2.67) in each nursing course.
    - a. If a student does not meet the required minimum grade in any nursing (NSG) course, the student is dismissed from the Nursing Program.
    - b. The student must petition in writing for readmission. The student's petition will be reviewed by the Division of Nursing & Health Professions Admissions Committee.
    - c. If accepted for readmission, the student must achieve the minimum grade of B- (2.67) in that nursing course before progressing to any other nursing course.
    - d. Clinical courses must be taken in sequence according to the student's enrolled program.
  2. Earn a Pass (P) for the clinical laboratory component of each nursing course. Course grades will not be awarded until completion of all course/clinical requirements. Students whose performance is less than satisfactory in the clinical laboratory component (minimum notation of 3 "Outcome Met" for each learning objective) will receive an (F) for the course.
  3. Achieve a minimum grade of B- (2.67) in each science course (refer to Science Grade Policy).
  4. Receive a minimum cumulative average of 2.67 to remain in the Nursing Program.
  5. Students who do not meet the minimum grade in any required nursing or science course must repeat that course at Rivier University except with permission of the Director of Undergraduate Nursing Education. Students are not allowed to take any challenge or CLEP examination for a course for which they did not meet the minimum grade requirement, nor for a course they are currently taking in which they are not meeting the minimum grade requirement.
  6. If a student does not meet the 2.67 required cumulative GPA at the end of a semester but has achieved the minimum required grade of 2.67 for a nursing course, the student may be allowed to continue on a probationary status for one semester in order to achieve the 2.67 cumulative GPA. If the student does not achieve the required **2.67** cumulative GPA in the subsequent semester, he/she will be dismissed from the Nursing Program. Students must have a cumulative GPA of 2.67 or above to graduate from the Nursing Program.

**Progression/Retention/Graduation Policy (continued)**

**Page 2**

- C. Rivier University will confer an Associate of Science Degree in Nursing on those students who have successfully fulfilled 30 general education requirements and 42 major requirements as noted in the undergraduate catalog.
  
- C. Rivier University will confer a Bachelor of Science Degree in Nursing on those students who have successfully fulfilled 57 general education requirements and 65 major requirements as noted in the undergraduate catalog. Transfer students are required to complete a total of 120 credits. The freshman Student Success class is waived for transfer students.

Students are advised to refer to the Rivier University Undergraduate Catalog for requirements for participation in Commencement activities.

**RIVIER UNIVERSITY  
DIVISION OF NURSING & HEALTH PROFESSIONS**

**UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure**

**READMISSION POLICY**

I. PURPOSE:

To provide guidelines for faculty and students regarding readmission

II. POLICY:

A student who has withdrawn or been dismissed from any Undergraduate Nursing Program for not meeting academic and/or clinical laboratory performance criteria may be considered for readmission on an individual basis. Readmission to the Nursing Program is not guaranteed. The applicant must submit a request in writing for readmission and an official transcript of any coursework completed since dismissal to the Admissions Committee in care of the Division Dean. The request should state the reasons for seeking readmission and any extenuating circumstances related to previous dismissal or withdrawal, and the applicant's plan for correcting past problematic situations.

Health Science Pathway to Nursing students who do not achieve the required minimum grade of "B-" in Anatomy & Physiology I and II on their first attempt and a GPA of 2.67 or greater will not be eligible to transfer into the Bachelor of Science in Nursing in the sophomore year.

III. PROCEDURE:

- A. The request for readmission due to withdrawal or dismissal must be within six months of the end date of the course. The student must retake the course within the next academic year.
- B. The request for readmission will be reviewed by the Admissions Committee in consultation with the Director of Undergraduate Nursing Education and Division Dean.
- C. Readmission applicants must meet all progression requirements for the Nursing Program, including the minimum cumulative grade point average of 2.67 prior to review by the Nursing Admissions Committee.
- D. Students' academic status within the University will be considered.
- E. Applicants will not be required to submit a new application nor pay an application fee.
- F. Students seeking readmission are required to submit official transcripts of additional coursework attempted from each post-secondary institution which they have attended since the last semester in attendance at Rivier University. Rivier University is under no obligation to accept credits earned during this interval, nor will such credits be calculated into the student's GPA within Rivier University. Students who are considering readmission to the Nursing Program will be held to the current standards for minimum acceptable science grades including transferring grades in any science course taken off campus.
- G. Students may repeat only one nursing course during their academic Nursing Program. Any subsequent grade of less than B- (80%) in any other nursing course will result in dismissal from the program and students will be ineligible for readmission. A withdrawal from any nursing course will count as a dismissal, regardless of reason.

## Readmission Policy (continued)

### Page 2

- H. The Admissions Committee will convene at the end of each semester to review and recommend students for readmission. Students may request to attend the meeting to address specific areas that they believe support their request for readmission. The Division Dean will notify students of the Committee's decision within one week or five business days.
- I. Nursing students are readmitted on a space-available basis. Clinical placements for readmitted students will be determined by the Division of Nursing & Health Professions for each semester of the student's enrollment.
- J. The following represents the order of acceptance into the Nursing sequence:
  - 1. New fall admits (including transfer students)
  - 2. New spring admits
  - 3. Students returning from an approved leave of absence (LOA)
  - 4. Waitlisted students and internal transfers
  - 5. Readmitted students
- K. Students who are readmitted to a course that includes a clinical component must demonstrate satisfactory performance in selected nursing skills as part of the readmission process. The student will have access to practice skills in the lab prior to testing if requested. A nursing faculty member will assess the student's capability to perform selected clinical skills by appointment. Students are responsible for scheduling and preparing for this requirement.
- L. Readmitted students are required to meet with the Director of Undergraduate Nursing Education within two weeks of receiving a notice of readmission. Students must remediate prior to retaking the course and provide evidence of remediation.

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**RIVIER UNIVERSITY  
DIVISION OF NURSING & HEALTH PROFESSIONS**

**UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure**

**SCIENCE GRADE POLICY**

**I. PURPOSE:**

To provide guidelines for faculty and students regarding required grades for science courses.

**II. POLICY:**

- A. Students must earn a minimum grade of B- (2.67) in Anatomy & Physiology I, Anatomy & Physiology II, and Microbiology.
- B. Students must successfully complete A & P I and II (with minimum grade of "B-") prior to enrolling in BIO201, Microbiology and NSG101, Nursing Fundamentals. AS students must complete BIO201 Microbiology prior to enrolling in NSG101. BS students must complete BIO201 Microbiology prior to enrolling in NSG202 or NSG205.
- C. Students may repeat each science course only one time during their academic Nursing Program. Students who do not achieve the minimum grade of "B-" on their second attempt will be dismissed from the program and will be ineligible for readmission.
- D. Students wishing to transfer any of the above science courses from another school must have achieved a grade of "B-" in the course to have the course accepted in the Nursing Program. The courses must be 4-credit courses, one credit of which is a lab credit.
- E. A student who does not meet the minimum science grades as outlined above must repeat the course at Rivier University, except with permission of the Director of Undergraduate Nursing Education.
- F. Students conditionally accepted to the Nursing Program who do not achieve the required minimum grade of "B-" in Anatomy & Physiology I and II on their first attempt will be dismissed from the Nursing Program and ineligible for readmission.

**RIVIER UNIVERSITY  
DIVISION OF NURSING & HEALTH PROFESSIONS**

**UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure**

**STUDENT SIGNATURE POLICY**

I. PURPOSE:

The purpose of this policy is to standardize student's written legal signature on documents, electronic or paper, in the clinical area.

II. POLICY:

The student signature or electronic logon and password on documents in the clinical area will be standardized as directed by the clinical facility policy and procedures.

n:\Nursing Student Handbook\2024-2025

Approved: August 20, 2009

Reviewed: August 16, 2016

**RIVIER UNIVERSITY  
DIVISION OF NURSING & HEALTH PROFESSIONS**

**UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure**

**TESTING SUPPORTS FOR SPEAKERS OF OTHER LANGUAGES POLICY**

**PURPOSE:**

To better serve our students, the Division of Nursing may grant testing supports to students whose first language is not English.

**POLICY:**

The adjustments are based on an assessment of the student's English language proficiency and supported by documentation such as proof of national origin (e.g., passport), results of TOEFL or other English proficiency exams, ESL evaluation, other available documentation and/or a review of a personal statement of need.

Please be aware that Rivier University does not offer an intensive English program and you may wish to consider ELS Language Centers should you encounter ongoing difficulties.

If after completing this application process you are approved for testing supports at Rivier University, **please be aware that this does not mean you will be approved for testing accommodations on licensure exams such as NCLEX, ANCC, etc.**

Please note that adjustments for speakers of other languages are not available for papers, class assignments or oral presentations. In addition, testing supports for speakers of other languages will only be granted for timed quizzes and examinations.

**PROCEDURE:**

- Complete the attached application if English is not your primary language, and you are requesting time-and-one-half (1.5x) on your exams.
- Your request must be submitted along with the required documentation to the Dean of Nursing for review.
- Accommodations will not be provided unless prior approval by the Dean has been granted and accommodations are not retroactive. Please allow 15 days for processing.
- The Assistant Director of Undergraduate Nursing will send faculty a list of student names with approved testing accommodations at the start of each semester.

**Required Documentation**

- A personal statement of need: In the area provided (attach additional pages if necessary), please describe why additional support in the form of additional testing time is needed and how it will support you as a student. Include any information that will support your request.

**Additional Documentation (if applicable)**

If available, please provide any of the following pieces of documentation to support your request:



- Score from English proficiency exam such as the TOEFEL, IELTS, etc.
- Prior ESL accommodation granted to you by a previous school or university.
- Proof of national origin (e.g. Passport)
- Other documentation supporting your request.



**RIVIER UNIVERSITY**  
**Division of Nursing and Health Professions**  
**420 South Main Street**  
**Nashua, NH 03060-5086**

**Application: Testing Supports for Speakers of Other Languages**

**Student Information**

to be completed by student

<b>First name</b>	<b>MI</b>	<b>Last name</b>
<b>Student ID #</b>	<b>Class year</b>	

**Enrollment Status**

- Undergraduate Day Student (BSN)  
 Professional Studies Student (Evening ASN)

**What is your native language? ]**

**How long have you lived in an English-Speaking Country?**

**English proficiency exam (TOEFL, IELTS, etc.) Score Results [if applicable]**

**Have you attended any other schools in the United States?**

[If yes, please list the name of the school, the length of time attended, and whether you had an accommodation for testing or not]

**Personal Statement of Need**

In the area provided below (attach additional pages if necessary), please describe why additional support in the form of additional testing time is needed and how it will support you as a student. Include any information that will support your request.

I verify that the information provided above is true to the best of my knowledge and that knowingly providing false information or omitting pertinent information may be grounds for denial of this application.

**Student Signature**

**Date**

**RIVIER UNIVERSITY  
DIVISION OF NURSING & HEALTH PROFESSIONS**

**UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Pre-Licensure**

**WITHDRAWAL POLICY - PROGRAM**

I. PURPOSE:

To provide guidelines for faculty and students regarding the withdrawal of a student from the program.

II. POLICY:

- A. A student who decides to withdraw from the Nursing Program must inform their academic advisor and nursing course faculty in writing at the time of withdrawal.
- B. Compliance with the above is necessary to allow the student to remain in good standing and to be eligible for consideration for readmission.
- C. A student who withdraws from any nursing course is considered withdrawn from the Nursing Program and must apply for Readmission, if eligible (see Readmission Policy).

## **Section 3**

### **Policies**

# **Undergraduate Nursing Post-licensure (RN-BS)**

**RIVIER UNIVERSITY  
DIVISION OF NURSING & HEALTH PROFESSIONS**

**UNDERGRADUATE DEGREE PROGRAMS IN NURSING – Post Licensure**

**ATTENDANCE POLICY**

**I. PURPOSE:**

To provide guidelines for faculty and students regarding student attendance.

**II. POLICY:**

A. Regular and punctual attendance at all classes, essential for maximum academic progress, is a major responsibility of Rivier students. Absences from class, regardless of method of delivery, are considered in the participation grade. Absences almost always impair quality performance. Students need to notify their instructor(s) prior to being absent from class in order for an excused absence to be considered.

1. Instructors will confer with any student whose pattern of absences is jeopardizing satisfactory progress.

A grade of F will be assigned when the student has not met the minimum standards of the course, and earned a grade equivalent to an F. This is also used when the student has stopped engaging in the course, and the last date of student course participation was AFTER the final semester withdrawal date.

An NF grade will be assigned if the student has never participated in a course activity (submitted assignments, posted to discussion board), or had some participation in the course and stopped actively participating in the course BEFORE THE WITHDRAWAL period ended. A grade of NF can be assigned even if the student did not actively withdraw from the course.

**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**

**UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Post-Licensure**

**DISMISSAL POLICY**

I. PURPOSE:

To provide guidelines for faculty and students regarding academic dismissal.

II. POLICY:

- A. The first time a student fails to meet the minimum nursing course grade of B- (2.67) in the program, the student will be required to contact the Director of the Undergraduate Nursing Program to discuss a plan for success. The second time a student fails to meet the minimum nursing course grade of B- (2.67) they will be dismissed from the program.
- B. A student who does not attain a cumulative grade point average of 2.5 may be allowed to continue on a probationary status for one semester in order to achieve the 2.5 cumulative GPA. If the student does not achieve the required 2.5 cumulative GPA in the next subsequent semester, they will be dismissed from the Nursing Program except under extenuating circumstances. Students must have a cumulative GPA of 2.5 to graduate from the Nursing Program.
- C. A student who is dismissed from the program may petition for readmission by submitting a written request to the Dean (see Readmission Policy).

n:\Nursing Student Handbook\2024-2025

Revised: August 21, 2014

Reviewed: August 16, 2016

Revised: August 29, 2017

Approved: February 8, 2019

Revised: May 8, 2019

**RIVIER UNIVERSITY  
DIVISION OF NURSING & HEALTH PROFESSIONS**

**UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Post-Licensure**

**EVALUATION POLICY - STUDENT**

I. PURPOSE:

To provide a statement regarding the student's evaluation.

II. POLICY:

A. Theory:

1. Midway, or at any time necessary, through each semester each student is evaluated according to the academic requirements of the program. The theory average for each of the nursing courses in which the student is enrolled is calculated by the course instructor. The student whose course average in any nursing course falls below B- (2.67 grade points) will receive a written notice from the course instructor. (See Written Notice Policy)
2. At the end of the semester, each student's academic progression is evaluated according to the RN-BS Nursing Program. (See Graduation Policy)

n:\Nursing Student Handbook\2024-2025

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Reviewed: August 16, 2016

Revised: August 29, 2017



**RIVIER UNIVERSITY  
DIVISION OF NURSING & HEALTH PROFESSIONS**

**UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Post-Licensure**

**PROGRESSION/RETENTION/GRADUATION POLICY**

I. PURPOSE:

To provide guidelines for faculty and students regarding the progression/retention and successful completion of graduation requirements of students in the Baccalaureate of Science Degree Program in Nursing.

II. POLICY:

Preparation for professional practice requires a strong theoretical background; therefore, students must meet the following criteria:

- A. Receive a minimum grade of B- (2.67) in the theory component of each nursing (NSG) course.
- B. Receive a passing grade in each of the core courses.
- C. Attain a 2.5 cumulative average in order to remain in the Nursing Program.

Graduation

A Bachelor of Science Degree in Nursing is conferred by Rivier University on those students who have fulfilled the curriculum requirements of general education and major requirements for a minimum of 120 credits as outlined in the Undergraduate Catalog.

n:\Nursing Student Handbook\2024-2025

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**RIVIER UNIVERSITY  
DIVISION OF NURSING & HEALTH PROFESSIONS**

**UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Post-Licensure**

**READMISSION POLICY**

I. PURPOSE:

To provide guidelines for faculty and students regarding readmission.

II. POLICY:

A student who has withdrawn or been dismissed from the RN-BS Program for not meeting academic criteria will be considered for readmission on an individual basis.

- A. The applicant must submit a request in writing to the Division of Nursing & Health Professions (DNHP) Admissions Committee in care of the Dean of the Division of Nursing & Health Professions. The request should state the reasons for seeking readmission and any extenuating circumstances related to previous dismissal or withdrawal, and the applicant's plan for correcting past problematic situations.
- B. Rivier University is under no obligation to accept transfer credits earned during this interval, nor will such credits be calculated into the student's GPA within Rivier University. Students who are accepted for readmission to the RN-BS Program will be held to the current standards for minimum acceptable grades including transferring grades for any nursing or science course taken off campus.
- C. Readmission applicants must meet progression requirements for the RN-BS Nursing Program.
- D. Applicants will not be required to submit a new application nor pay an application fee if requesting readmission within three years of the official date of withdrawal or dismissal.
- E. The request for readmission will be reviewed by the Director of Undergraduate Nursing Education in consultation with the Dean of Nursing & Health Professions. The Dean will notify student of the readmission decision in writing within two (2) business days.

**RIVIER UNIVERSITY  
DIVISION OF NURSING & HEALTH PROFESSIONS**

**BACHELOR OF SCIENCE DEGREE PROGRAM IN NURSING - Post-Licensure**

**RN-BS ONLINE COURSE REGISTRATION POLICY**

**I. PURPOSE:**

To provide guidelines for student enrollment in RN-BS online courses.

**II. POLICY:**

The RN-BS online program is designed for licensed, practicing RNs. Students must be licensed RNs prior to enrolling in any online RN-BS level nursing course.

**III. PROCEDURE:**

Students must submit proof of RN licensure to the Office of Graduate and Evening Admissions or to Academic Advising prior to enrolling in RN-BS level nursing courses.

**RIVIER UNIVERSITY  
DIVISION OF NURSING & HEALTH PROFESSIONS**

**UNDERGRADUATE DEGREE PROGRAMS IN NURSING - Post-Licensure**

**WRITTEN NOTICE POLICY**

**I. PURPOSE:**

To provide guidelines for faculty and students when the performance, progress and/or conduct of the student does not meet performance standards.

**II. POLICY:**

A faculty member may give a student a written notice for any behavior regarded as detrimental to the best interest of the student or to the Nursing Program. Examples include:

- Failure to maintain a minimum grade average of B- (2.67) in a nursing course.
- Unsatisfactory performance/progress/conduct.
- Non-adherence to any of the policies contained in the Rivier College Undergraduate Catalog, the Rivier College Student Handbook, and the Nursing Student Handbook.

**III. PROCEDURE:**

- A. The faculty member will document on the Written Notice a plan for improvement.
- B. The Written Notice will be sent to the student's Rivier email address, and it is the student's responsibility to check Rivier email on a regular basis. The student will read and sign the notice. The student signature does not mean agreement or disagreement, only that the notice has been read.
- C. Faculty will email the written notice to the Director of Undergraduate Nursing Education to be placed in the student's academic file in the Division of Nursing and Health Professions. The Program Director will forward a copy to the student's success coach.
- D. Students receiving repeated notices will be required to meet, either in person or by telephone conference, with the Director of Undergraduate Nursing Education for additional discussion and guidance. Disciplinary action may result and may include immediate dismissal from the Nursing Program.

n:\Nursing Student Handbook\2024-2025

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Revised: May 8, 2019

## **Section 4**

### **Policies**

## **Graduate Nursing**

**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**  
**MASTER OF SCIENCE DEGREE PROGRAM IN NURSING**  
**ACADEMIC NOTICE POLICY**

**I. PURPOSE:**

To provide guidelines for faculty and students when the performance, progress and/or conduct of the student warrants a written notice.

**II. POLICY:**

A faculty member may give a student a written warning for any behavior regarded as inimical to the best interest of the student or to the Division of Nursing & Health Professions.

- A. Throughout each semester each student is evaluated according to the academic requirements of the course and of the program. The theory instructor will monitor grades for each course. The student whose course average in any nursing course falls below a grade of “B” will receive a written notice from the course instructor.
- B. At the end of the semester, each student's academic progression is evaluated according to the Master’s Degree Program. (See Academic Policy for Retention).
- C. In practicum courses, each student who does not meet and maintain a satisfactory level of clinical performance as described in the course syllabus and Nursing Student Handbook section regarding performance/progress/conduct will be released from the program regardless of academic achievement.
- D. Non-adherence to any of the graduate nursing policies contained in the Nursing Student Handbook may be grounds for release from the program regardless of academic achievement.

**III. PROCEDURE:**

- A. The faculty member who issues the notice will discuss with the student the reasons for the notice and work with the student to jointly design a plan for improvement. The plan for improvement is documented on the Written Notice. The Written Notice will be sent to the student’s Rivier email address, and it is the student’s responsibility to check Rivier email on a regular basis. The student will read and sign the notice. The student signature does not mean agreement or disagreement, only that the notice has been read.
- B. Faculty shall forward a copy of the signed warning to the Director of Graduate Nursing Education to be placed in the student's academic file in the Division of Nursing & Health Professions. The Director of Graduate Nursing Education will forward a copy to the student's academic advisor.
- C. If a student has received a total of three academic warnings in one academic year, a meeting must be scheduled with the Program Director within 14 days of the third notice to develop a plan for success. Failure on the student’s part to adhere to the accepted plan may result in termination from the program.

**RIVIER UNIVERSITY  
DIVISION OF NURSING & HEALTH PROFESSIONS**

**MASTER OF SCIENCE DEGREE PROGRAM IN NURSING**

**ADMISSION PORTFOLIO (RN to MS/RN to MS Bridge Track)**

I. PURPOSE:

The purpose of this policy is to outline the process and requirements for the submission of a professional portfolio for acceptance into the RN to MSN tracks. The purpose of the development of an admission portfolio is to demonstrate the applicant has achieved the Baccalaureate Nursing Program Outcomes and Competencies, without academic achievement of the BSN degree. This alternative method of achievement will be measured by the elements provided in the admission portfolio.

II. POLICY:

RN to MS (Bridge Track)

This track is for Registered Nurse applicants who have an earned associated degree in nursing (ADN), as well as an earned baccalaureate degree outside of nursing.

If an applicant has achieved a GPA>3.0 in their baccalaureate degree outside of nursing, a portfolio will not be required for admission.

To be consistent with the graduate nursing admission criteria (GPA>3.0), and the graduate transfer credit policy (acceptance of grades B or better), if the earned GPA is <3.0 in the baccalaureate degree outside of nursing, an admission portfolio will be required to demonstrate achievement of the baccalaureate outcomes and competencies.

RN to MS Track

This track is for Registered Nurse applicants who have an earned associated degree in nursing (ADN), without other degree's outside of nursing. A professional portfolio will be required for admission to demonstrate achievement of the Baccalaureate Nursing Program Outcomes and Competencies, in an alternative manner.

The graduate nursing administrative assistant will provide potential applicants with the most current Admission Portfolio Guidelines and required elements, which will demonstrate achievement of the Baccalaureate Nursing Program Outcomes and Competencies, under the domains of Education, Professional Nursing Performance, Clinical Exemplar, and Professional Activities and Service.

**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**  
**MASTER OF SCIENCE DEGREE PROGRAM IN NURSING**  
**APPLYING FOR POST-MASTER’S CERTIFICATE PROGRAM**

**I. PURPOSE:**

To provide faculty and students with guidelines regarding registering for post-Master’s certificate course work while pursuing a Master’s degree.

**II. POLICY:**

Students currently matriculated in a Master’s Program may apply for entry into a post-master’s certificate program outside their degree track in their final year of their Master’s degree program.



**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**  
**MASTER OF SCIENCE DEGREE PROGRAM IN NURSING**  
**ATTENDANCE POLICY**

I. PURPOSE:

To provide guidelines for faculty and students regarding student attendance.

II. POLICY:

A. Regular and punctual attendance at all classes, essential for maximum academic progress, is a major responsibility of Rivier students. Absences from class, regardless of method of delivery, are considered in the participation grade. Absences almost always impair quality performance. Students need to notify their instructor(s) prior to being absent from class in order for an excused absence to be considered.

B. Attendance in all components of each nursing course is expected. Each student is expected to exercise his/her own judgment concerning attendance if the weather presents a risk to personal safety (See Rivier University Student Handbook: Cancellation Policy). Each student is expected to adhere to the following guidelines:

1. All required clinical laboratory hours must be met for each nursing course before a final course grade can be given.
2. Students in nursing clinical/practicum courses who are unable to report to assigned clinical area shall notify the preceptor immediately and the faculty as soon as possible.
3. Instructors will confer with any student whose pattern of absences is jeopardizing satisfactory progress.

**A grade of F** will be assigned when the student has not met the minimum standards of the course, and earned a grade equivalent to an F. This is also used when the student has stopped engaging in the course, and the last date of student course participation was AFTER the final semester withdrawal date.

**An NF grade** will be assigned if the student has never participated in a course activity (submitted assignments, posted to discussion board), or had some participation in the course and stopped actively participating in the course BEFORE THE WITHDRAWAL period ended. A grade of NF can be assigned even if the student did not actively withdraw from the course.

**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**  
**MASTER OF SCIENCE DEGREE PROGRAM IN NURSING**  
**GRIEVANCE - ACADEMIC**

I. PURPOSE:

To provide faculty and students guidelines for processing an academic grievance.

II. POLICY:

A. The grading of a student's work by faculty is the result of careful assessment, deliberation, and judgment, which is the responsibility of the instructor(s) and which may not be delegated to an appeals committee. Nevertheless, the faculty recognizes that in some instances the evaluation(s) leading to a specific grade may be the result of an error in judgment or injustice.

B. The first step in appealing a grading decision is for the aggrieved student to notify the instructor who granted the grade requesting reconsideration of the grade. Such notification must be in writing and must set forth the student's reasons for the request. If the instructor fails to respond or refuses to meet with the student, or if student and instructor are unable to negotiate a solution which is satisfactory to the student, the student may then appeal to the MS Nursing Faculty Committee. This must be done within ten (10) calendar days following the time of the alleged violation or grievance.

The student requesting appeal to the MS Nursing Faculty Committee for review will be asked to provide written consent allowing the members of the Committee permission to review all course-related student submitted assignments, and any associated qualitative and quantitative feedback from the faculty member, provided to the student.

C. The MS Nursing Faculty Committee's recommendations will be forwarded to the Dean of the Division of Nursing & Health Professions.

D. A student who is dissatisfied with the outcome of the Graduate Nursing Faculty Committee's review may appeal directly to the Dean of the Division of Nursing & Health Professions.

**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**  
**MASTER OF SCIENCE DEGREE PROGRAM IN NURSING**  
**ACADEMIC GRIEVANCE – STUDENT CONSENT FORM**

I, \_\_\_\_\_, have submitted a written academic grievance to the MS Nursing  
**(Student Name)**

Faculty Committee for review. I understand as part of this review process the committee members will need

to review course related work (discussion board postings, course attendance and participation, written assignments, or other course-related student activities) as well as assigned faculty feedback and grading for

\_\_\_\_\_, to fully understand, assess and evaluate my academic grievance. My signature  
**(Course Number)**

below indicates my consent to committee member review of the aforementioned course-related work.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**  
**MASTER OF SCIENCE DEGREE PROGRAM IN NURSING**

**Nursing Laboratories**  
**Informed Consent**

As a student enrolled in the Graduate Nursing Program or volunteer simulated patient, you have the opportunity to participate voluntarily in exercises involving the performing and receiving of pelvic examinations. Performing pelvic examinations provides the student with practice in external examination, speculum insertion, visualization, and bi-manual palpation. You may have an opportunity to perform an exam on clients during screening activities and/or as a volunteer simulated patient.

Practicing the nursing skills of pelvic examinations on another realistically simulates the performing of said examinations with clients. The accomplishment of these skills permits the student to assure the client that he/she has previously performed pelvic examinations. Additionally, the actual client benefits by the previous experience of the student in laboratory settings.

When performing pelvic examinations, privacy will be maintained behind closed curtains and doors. A laboratory instructor will guide each student through the examination individually.

All pelvic examinations will be conducted under the supervision of a faculty nurse practitioner following procedures approved by the Rivier University nursing faculty. All FNP students are required to demonstrate technical skill and safety in the performance of the pelvic examination. This competency may be achieved by demonstration of competency on a simulation manikin or human actor.

Potential risks to you as a simulated client include discomfort, localized irritation with minimal bleeding, and infection. An instructor will assist you in an effort to minimize the discomfort and make the procedure as safe as possible.

\_\_\_\_\_

Date

\_\_\_\_\_

Student Name (Print)

\_\_\_\_\_

Date

\_\_\_\_\_

Student Signature

**To be filed with the Director of Graduate Nursing Education and maintained for five (5) years.**

**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**  
**MASTER OF SCIENCE DEGREE PROGRAM IN NURSING**  
**NOTIFICATION OF CHANGE IN RESIDENCE**

I. PURPOSE:

The purpose of this policy is to ensure any hybrid or online student who changes state-of-residence AFTER being accepted into the Master of Science, Graduate Nursing program notifies the Dean of the Division of Nursing & Health Professions of this change in residence prior to the move.

II. POLICY:

Any graduate nursing student who changes state-of-residence AFTER being accepted into the Master of Science, Graduate Nursing Program must notify the Dean of Nursing & Health Professions in writing AT LEAST 90 days prior to the move, to ensure there will be no barriers to securing licensure at the completion of the program (as applicable).

Students enrolled in the Family Nurse Practitioner or Psychiatric Mental Health Nurse Practitioner Track, or the Post-Masters Certificate Tracks (leading to licensure to practice) will meet criteria to challenge the National Certification Exam for their specialty certification (AANP or ANCC) at program completion. Requirements for advanced practice state licensure varies, and a change in residence may prohibit the student from obtaining APRN licensure outside of New Hampshire. The 90-day notice will be used to inform the student of any known barriers to out of state licensure, however the burden resides with the student to explore these barriers prior to changing state-of-residence, prior to program completion.

Students enrolled in the Family Nurse Practitioner, Psychiatric Mental Health, Leadership Health Systems Management Track, the Nurse Educator, or Post-Masters Certificate tracks will be required to complete supervised practicum hours as part of their set curriculum. Students who change residence AFTER program acceptance may have varied restrictions/barrier from states outside of New Hampshire and may not be allowed to complete clinical practicums (set forth by, but not limited to requirements of the State Board of Nursing, or the State Department of Labor). The 90-day notice will be used to inform the student of any known barriers to completing out-of-state clinical practicums, however the burden resides with the student to explore these barriers prior to changing state-of-residence, prior to program completion.

**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**  
**MASTER OF SCIENCE DEGREE PROGRAM IN NURSING**  
**PRACTICUM PLACEMENT POLICY**

I. PURPOSE:

To provide faculty and students with a statement regarding practicum placement.

II. POLICY:

- A. Agencies that can provide appropriate clinical learning experiences available to graduate nursing students are a limited resource. As such they are highly sought after by all schools offering advanced nursing practice.

Currently, students in other states are traveling great distances to complete preceptorships in New Hampshire. Some schools have waiting lists for practicum experiences. It is important that you understand this reality prior to enrolling in the program. In order to facilitate a degree of flexibility with respect to your placement in a clinical/practicum, it is imperative that you obtain RN licensure in the specific state where you will be completing your clinical practicums. While the Division of Nursing & Health Professions is fully cognizant of the fact that students are trying to juggle work and family obligations while attending school, faculty will work with students to provide choices within the limits of our contractual resources but we cannot guarantee preferences. It is advised the student start to look for a practicum placement as early as one year before their scheduled practicum semester.

It is the student's responsibility to secure a qualified preceptor using the provided preceptor qualifications and required clinical setting for the associated practicum semester. Often students are able to suggest qualified professionals as preceptors. These are qualified clinicians/professionals the student knows professionally or with whom the student has had contact in the past. Rivier encourages our graduate students to make such inquiries. Faculty and the graduate program clinical practicum coordinator will work with students to help the student identify a preceptor who is interested in participating in the educational process. Practicum placement is viewed as a student responsibility, with feedback from the Clinical Practicum Coordinator and Program Director as needed. Graduate faculty have the final responsibility for determining the appropriateness of sites for practicum experience.

It is a requirement for all graduate nursing students to complete "Clinical/Practicum Requirements" before entering a clinical/practicum. These include documentation of current licensure in the specific state where you will be completing your clinical practicums, CPR certification, liability insurance and health related information. Prior to registering for a clinical/practicum, students will be given guidelines for the preparation of these requirements. Failure to comply with this expectation could result in the suspension of the student's clinical/practicum until such documents are provided. (See Section 1: Clinical/Practicum Requirements). Students **MUST** receive approval from the Clinical Practicum Coordinator that all documents and contracts have been received prior to the student initiating their practicum hours. Please be aware of 30 days is needed to secure contracts between Rivier University and the clinical preceptor site. The student engagement in completion of practicum hours can not start any earlier than the first day of the associated semester as indicated on the academic calendar, to ensure there is faculty supervision for the practicum experiences.

## **Practicum Placement Policy (continued)**

### **Page 2**

Although it is suggested a student secure practicum placements 4 months prior to the semester start, the absolute deadline to secure a practicum placement for all MSN practicum courses is August 1<sup>st</sup> for the Fall semester, and December 1<sup>st</sup> for the Spring semester. This is directly related to the planning required for the assigned faculty, simulation lab and volunteers, and other planning efforts required to be able to best meet the needs of the students. Graduate students who do not have confirmed placements or have not submitted all the required health records and clinical site information will be asked to defer to the following semester.

### **Acceptable Preceptors: MSN Family NP Track**

A qualified preceptor would be a MD/DO/FNP working in an outpatient family practice office who has been in practice a minimum of two years. Although a physician's assistant may certainly fill in for your primary preceptor, they can not serve as your primary preceptor. If you are unable to secure practicum for all three semesters in a primary care setting, you may work in an outpatient internal medicine office for your first practicum (NURS511), in a pediatric/OB/Women's Health for your second practicum (NURS513).

Students in the *MSN: Family Nurse Practitioner Track* should use the following guidance when engaging in conversation with a potential preceptor about the populations they serve. In order to best meet the program outcomes, it is suggested students seek placement that affords the student the following number of patient interactions and observations:

NSG511 FNP Practicum I 4-6 patients observed per 8 hours of practicum  
NSG513 FNP Practicum II 6-8 patients observed per 8 hours of practicum  
NSG515 FNP Practicum III 8-10 patients observed per 8 hours of practicum

### **Acceptable Preceptors: MSN Psychiatric mental Health NP Track**

A qualified preceptor for all three practicums (NURS512, 523 and 525) would be a psychiatrist or nurse certified in psychiatric mental health who has been in practice a minimum of two years, and working with any age group either in an inpatient or outpatient setting.

### **Acceptable Preceptors: MSN Adult Gerontology-Acute Care NP Track**

A qualified preceptor for your first clinical rotation (NURS638) would be a MD or nurse certified as AG-ACNP working in the hospitalist role, in the acute care environment. The second and third practicum (NURS639 and NURS640) your preceptor should be in a critical care unit working with an MD/intensivist or a nurse certified in AG-ACNP.

### **Acceptable Preceptors: MSN Education Track**

Your preceptor should be a registered nurse with a master's degree working in a nurse educator role. This can be in a hospital setting or academic setting.

### **Acceptable Preceptors: MSN Health Systems Management (Leadership) Track**

Your preceptor should be a registered nurse with a master's degree, (can also be in business) working in a nurse leadership role.

**RIVIER UNIVERSITY  
DIVISION OF NURSING & HEALTH PROFESSIONS**

**MASTER OF SCIENCE DEGREE PROGRAM IN NURSING**

**PRACTICUM PLACEMENT: ALTERNATIVE NURSE PRACTITIONER  
CLINICAL PRACTICUM PLACEMENT**

**I. PURPOSE:**

To provide student guidance on the acceptable alternative practicum hours, modality, and location of practicum placement, while completing the required number of supervised clinical practicum hours.

The following alternative hours approved for the MSN Family Nurse Practitioner track, the MSN Psychiatric Mental Health Nurse Practitioner track, and the Adult Gerontology Acute Care NP Track, are guided by the recommendations as suggested by the AACN Master's Essentials of Nursing, the National Organization of Nurse Practitioners Faculty (NONPF), the American Nurses Credentialing Center (ANCC) and the American Association of Nurse Practitioner's (AANP) certification exam content blueprint. These alternative hours listed below have been reviewed and approved by the graduate nursing faculty and Program Director.

**II. POLICY:**

**A. MSN: Family Nurse Practitioner Track/PMC**

Family Nurse Practitioner graduate students are required to secure clinical placements in the areas of primary care, long term care, pediatrics, and women's health settings, for a total of 750 hours over the three practicum semesters. Although 30 supervised practicum hours completed in any current semester may be carried forward into the following practicum semester, this does not apply to the alternative experiences listed below, which are maximized at 90 hours.

There are a minimal number of hours approved in alternative clinical areas, that are supported by the aforementioned professional organizations. These are not mandatory areas for students, but an option for alternative clinical experience. This include the following specialty domains of healthcare, serving the outpatient population: adult cardiology, endocrinology, and pulmonology, as these areas are consistent with chronic disease management, often encountered in the primary care setting.

FNP students may complete a total of 90 supervised clinical practicum hours (of the 750 required) in any one of the following settings during the identified clinical semesters:

Outpatient cardiology office (in NSG515)  
Outpatient endocrinology office (in NSG515)  
Outpatient pulmonology office (in NSG515)  
Urgent Care Setting (in NSG513 or NSG515)  
Telehealth Hours (in NSG515)

Clinical practicum settings that offer student experiences that are not aligned with the Family Nurse Practitioner competencies, program outcomes, or management of chronic health issues will not be

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**Practicum Placement: Alternative Nurse Practitioner  
Clinical Practicum Placement (continued)  
Page 2**

considered as approved. This includes but is not limited to clinical placements in the area of Dermatology, Orthopedics, Surgical, Sports Medicine, ENT, GI, Oncology, Hospice or Palliative Care.

**B. MSN: Psychiatric Nurse Practitioner Track/PMC**

Psychiatric Nurse Practitioner graduate students are required to secure a clinical placement with a psychiatrist or nurse practitioner certified in psychiatric mental health. This may be working with clients across the lifespan, including outpatient or inpatient services.

Up to half (375 practicum hours) of the 750 total hours required over all three practicum semesters may be working with a prescriber using telehealth to render services. It is strongly suggested students seek practicum experiences across the lifespan (pediatric, adolescent, adult and geriatric) in both outpatient and inpatient settings, across the 750 required hours.

**III. PROCEDURE:**

Graduate nurse practitioner students who wish to select these alternative practice hours shall work with the clinical practicum coordinator and the Program Director, to have these alternative placement hours approved.

The standard process for placement approval will follow, including the submission of required documents. This includes but is not limited to a copy of the preceptors resume, the name and address of the facility, and other health-related documents.

*Note: The content of this policy is subject to change as the complex healthcare environment is impacted by the Corona virus (Covid-19).*

**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**  
**MASTER OF SCIENCE DEGREE PROGRAM IN NURSING**

**PROGRAM OF STUDY CHANGE**

I. PURPOSE:

To provide guidelines for faculty and students regarding the policy/process for changing a student's program of study.

II. POLICY:

- A. A matriculated student wishing to change her/his program of study must inform the Director of Graduate Nursing Education in writing of her/his intent. Included in this intent must be the reason for requesting the change, the effective date and a projected program of study.
- B. Compliance with the above is necessary to allow the student to remain in good standing and to be eligible for consideration for this change to their program of study.
- C. Space availability for didactic and clinical courses will be a major consideration when determining approval of the request.
- D. A program request change to transfer from the Rivier Online Program to the Rivier hybrid track and vice versa will be considered as space is available, and not an automatic transfer.

**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**  
**MASTER OF SCIENCE DEGREE PROGRAM IN NURSING**  
**PROGRESSION, RETENTION, DISMISSAL POLICY**

I. PURPOSE:

To provide faculty and students with guidelines regarding retention in the graduate nursing program.

II. POLICY:

- A. Graduate level study in nursing requires high academic standards. It is the responsibility of the program to assure the public of the competence of its graduates in advanced nursing practice.
- B. Students are required to achieve no grade less than "B" in any individual course and to maintain no less than a "B" (3.0) grade point average throughout the graduate program.
- C. If a student earns a BC or C grade, in a graduate course, the student will be placed on academic probation for one semester. If the course is a graduate theory course, the student will be required to repeat the course to achieve an 84% (B) or better on the second attempt. If the single grade lower than "B" reduces the student's cumulative grade point average to less than 3.0, the student must reestablish a cumulative grade point average of 3.0 by the end of the probationary semester. A second course grade of less than "B" will result in the student being dismissed from the program, regardless of grade point average.

If the student receives less than a B in a FNP Theory course (NSG510 or NSG512), the student will be required to repeat the course prior to progressing in the program and will be given the option to 1) repeat the theory course and continue with 80 hours of clinical to maintain competency and proficiency in the clinical arena. These hours will not be counted towards future clinical hours or 2) repeat the theory course WITHOUT continuation of clinical hours, and the student will be scheduled for a competency retest date (skills checkoff) immediately prior to the next semester the student will be continuing in the program.

- D. A single grade of "F" will result in the student being dismissed from the program regardless of grade point average.
  - a. A final grade of <84% (B) in a practicum course will result in dismissal from the associated graduate track. Students should be referred to the Readmission Policy for guidance on the readmission process.
  - b. In the FNP track, if following a third attempt to pass a simulation check off, (NSG511, 513, 515) successfully with a grade of >84% (B), the student is considered dismissed from FNP track.
  - c. Student withdrawal from a course should contact the Program Director within 14 days to have an update Program of Studies (POS) approved, to remain in good standing in the Graduate Nursing Program. An updated Program of Studies will be developed in accordance with theory course and

**Progression, Retention, Dismissal Policy (continued)**  
**Page 2**

practicum availability. Re-development of a student POS does not guarantee the same practicum term will be available to the student. Should a student withdraw from the same course more than twice, upon the third time the student withdraws it will be associated with program dismissal.

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**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**  
**MASTER OF SCIENCE DEGREE PROGRAM IN NURSING**

**READMISSION POLICY**

I. PURPOSE:

To provide guidelines for faculty and students regarding readmission for didactic and clinical courses.

II. POLICY:

**Readmission After Approved/Unapproved Leave of Absence (LOA)**

- A. Any student who withdraws from the University in good academic standing may be eligible for re-admission to the University provided that all prior financial obligations to the University are met.
- B. A student who has been away from the University for one calendar year or more or has not completed the appropriate LOA process must reapply to the university through the Office of Admissions.
- C. A graduate student applying for re-admission must have a recommendation from the department, and the recommendation must be approved by the department Program Director or Divisional Dean.

FNP Students: If a student is applying for re-entry following a LOA, the student is required to have a re-entry assessment in the simulation lab. This re-entry assessment will inform the student and faculty if a plan for improvement is required to support the re-entry. This can be accomplished by scheduling an appointment in the Simulation Lab with a FNP faculty member as delegated by the Director of Graduate Nursing Education. This must be completed prior to the first day of classes of the re-entry semester. The re-entry assessment must be completed immediately prior to the semester the student will re-enter the program.

- D. Applicants for re-admission will be treated in the same manner as an applicant for initial admission.

**Readmission After Program Dismissal**

- A. A student who has been dismissed from the MS Program will be considered for readmission on an individual basis by the Graduate Nursing Admissions Committee. The applicant must submit a request in writing for readmission and an official transcript of any coursework completed since dismissal to the Program Director or Division Dean. The request should state the reasons for seeking readmission and any extenuating circumstances related to previous dismissal or withdrawal, and the applicant's plan for correcting any past problematic situations. A student who has been previously dismissed from the MSN program and is dismissed a second time will not be eligible for readmission, regardless of reason.

Students seeking readmission are required to submit official transcripts of additional coursework attempted from each post-secondary institution which they have attended since the last semester in attendance at Rivier University. Rivier University is under no obligation to accept credits earned during this interval, nor will such credits be calculated into the student's GPA within Rivier

**Readmission Policy (continued)**  
**Page 2**

University. Students who are considering readmission to the MS Nursing Program will be held to the current standards for minimum acceptable grades including transferring grades for any nursing or science course taken off campus.

**Readmission After Course/Program Withdrawal**

- A. The request for readmission will be reviewed by the Graduate Program Director and Division Dean.
- B. Readmission applicants must meet progression requirements for the MS Nursing Program. For withdrawal from:

**Didactic Courses:** There is no clinical competency required to be considered for readmission.

**Practicum Courses:** For FNP students' readmission is contingent upon successful demonstration of clinical competence (score of 84%) as associated with prior successfully completed courses. This can be accomplished by scheduling an appointment in the Simulation Lab with a FNP faculty member as delegated by the Director of Graduate Nursing Education. Students must submit a copy of their completed clinical competency sheet with a passing score of 84% or better with their letter requesting readmission to the Division Dean. The clinical competency sheet is valid for 30 days if accompanied by a letter requesting readmission.

If a FNP student requests a course withdrawal after three failed attempts on a clinical competency test in the simulation lab, this is considered a practicum course failure and the student will be dismissed from the FNP track.

- C. Students' academic status within the University will be considered.
- D. The Graduate Nursing Admissions Committee will convene at the end of each semester to review and recommend students for readmission; if needed, as well as to determine requirements for demonstrating having retained the competencies necessary for progression. The student will be invited to attend the meeting to address specific areas that they believe support their request for readmission. The Division Dean will notify students of the Committee's decision within two (2) business days and in writing.

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**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**  
**MASTER OF SCIENCE DEGREE PROGRAM IN NURSING**  
**STANDARD PRECAUTIONS & O.S.H.A. CERTIFICATION**

I. PURPOSE:

To provide faculty and students with guidelines regarding Universal (Standard) Precautions and O.S.H.A. regulations.

II. POLICY:

Since agencies are increasingly requiring certification that students be trained in Standard Precautions and O.S.H.A. regulations, videos on the above material are included in the course content of Health Assessment on the Masters level. Each student must pass a proficiency examination on this content prior to proceeding in the course.

III. PROCEDURE:

Students enrolled in the Division of Nursing & Health Professions are required to utilize standard precautions as outlined by the Center for Disease Control (CDC) when providing patient care:

<https://www.cdc.gov/infectioncontrol/guidelines/isolation/precautions.html#IIIa>

**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**  
**MASTER OF SCIENCE DEGREE PROGRAM IN NURSING**  
**STUDENT SIGNATURE POLICY**

I. PURPOSE:

The purpose of this policy is to standardize student's written legal signature on documents in the clinical area.

II. POLICY:

The student signature on documents in the clinical area will be standardized as first initial, last name followed by RN, SNPRU (nurse practitioner students) or RN, SNRU (nursing education and leadership students), unless otherwise directed by the clinical facility.



**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**  
**MASTER OF SCIENCE DEGREE PROGRAM IN NURSING**  
**TRANSFER OF CREDIT POLICY**

**I. PURPOSE:**

To provide guidelines for faculty and applicants regarding the transfer of credit.

**II. POLICY:**

Candidates for the Master of Science Degree in Nursing may transfer a maximum of nine (9) semester hours for graduate credit provided that:

- A. These credits were earned at an accredited college or university.
- B. These credits are of a "B" grade or better.
- C. These transfer credits have been approved by the Director of Graduate Nursing Education.

**III. PROCEDURE:**

Applicants requesting transfer of credits into the Division of Nursing & Health Professions must:

- A. Request that official college transcript(s) be sent to the Director of Graduate Nursing Education for evaluation.
- B. If requested, provide brochures, syllabi, or catalogs which describe courses completed at other colleges for which transfer of credit is requested.

**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**  
**MASTER OF SCIENCE DEGREE PROGRAM IN NURSING**  
**WITHDRAWAL OR LEAVE OF ABSENCE**

I. PURPOSE:

To provide guidelines for faculty and students regarding the Withdrawal/ Leave of Absence from the Program.

A leave of absence is a period during which students defer their studies but maintain their matriculated status and may be granted to any student in good academic standing and in compliance with the code of professional conduct (refer to Graduate Studies Catalog Code of Professional Conduct policy). During this time, they are not entitled to any of the services of the University provided by the payment of tuition or fees. Students are advised that lending agencies do not consider a leave of absence a substitute for registered status. Students should contact Student Financial Services regarding their loan repayment and financial aid status while on a leave of absence.

II. POLICY:

A. A student who decides to withdraw/request a leave of absence within the Division of Nursing & Health Professions must inform the Director of Graduate Nursing Education, in writing, of her/his intent. Included in this statement must be the reason for withdrawal/leave of absence and the effective date.

III. PROCEDURE:

- A. An application for a leave of absence may be filed at any time during the academic year for the following semester(s). The total leave allowed a student during his/her program is one calendar year.
- B. A student who desires a leave of absence must complete a Leave of Absence form and submit it to their advisor or success coach in order to officially arrange for a leave. A date of return will be agreed upon, in advance, between the student and their advisor or success coach, and stated on the Leave of Absence form. A copy of this form will be forwarded to the Registrar's Office.
- C. Students who return to the University immediately after the approved period for a leave of absence will not be required to submit an application for readmission. A student who does not return on the agreed date will be considered to have withdrawn from the university. If the time away from academic studies exceeds three years and the student considers returning to the university, the student will have to reapply to the university.
- D. A student who does not officially apply for a leave of absence, but stops attending classes in their program, must reapply to the University to finish his/her degree. (See the Admissions section of the Graduate Catalog and the DONHP Graduate Re-Admission Policy for details on re-admission.)
- E. Nursing students on leave must notify the program director/department coordinator in writing at least three weeks prior to the semester they wish to re-enter. Students returning from a leave will be admitted to the Nursing courses on a space-available basis.

**Withdrawal or Leave of Absence Policy (continued)**  
**Page 2**

- F. Compliance with the above is necessary to allow the student to remain in good standing and to be eligible for consideration for readmission
  
- G. Students wishing to return to active status after withdrawal or leave of absence are required to contact the Graduate Nursing Education Director, in consultation with designated faculty, to determine competency prior to developing a revised program of studies. The Readmission Policy will be followed upon the student's return.

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## **Section 5**

### **Policies**

#### **Doctor of Nursing Practice (DNP)**

**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**

**DOCTOR OF NURSING PRACTICE**

**ACADEMIC NOTICE POLICY**

**I. PURPOSE:**

To provide guidelines for faculty and students when the performance, progress and/or conduct of the student warrants a written notice.

**II. POLICY:**

- A. A faculty member may give a student a written warning for any behavior regarded as inimical to the best interest of the student or to the Division of Nursing & Health Professions.
- B. Throughout each semester each student is evaluated according to the academic requirements of the course and of the program. The theory instructor will monitor grades for each course. The student whose course average in any nursing course falls below a grade of "B" will receive a written notice from the course instructor.
- C. At the end of the semester, each student's academic progression is evaluated according to the Doctorate of Nursing Degree Program. (See Academic Policy for Retention).
- D. In practicum courses, each student who does not meet and maintain a satisfactory level of performance as described in the course syllabus and Nursing Student Handbook section regarding performance/progress/conduct will be released from the program regardless of academic achievement.
- E. Non-adherence to any of the doctorate nursing policies contained in the Nursing Student Handbook may be grounds for release from the program regardless of academic achievement.

**III. PROCEDURE:**

- A. The faculty member who issues the notice will discuss with the student the reasons for the notice and work with the student to jointly design a plan for improvement. The plan for improvement is documented on the Written Notice. The Written Notice will be sent to the student's Rivier email address, and it is the student's responsibility to check Rivier email on a regular basis. The student will read and sign the notice. The student signature does not mean agreement or disagreement, only that the notice has been read.
- B. Faculty shall forward a copy of the signed warning to the Director of the Doctor of Nursing Practice to be placed in the student's academic file in the Division of Nursing & Health Professions. The Director of the Doctor of Nursing Practice will forward a copy to the student's academic advisor.
- C. If a student has received a total of three academic warnings in one academic year, a meeting must be scheduled with the Program Director within 14 days of the third notice to develop a plan for success. Failure on the student's part to adhere to the accepted plan may result in termination from the program.

- D. If a student has received a total of three academic warnings in one academic year, a meeting must be scheduled with the Program Director within 14 days of the third notice to develop a plan for success. Failure on the student's part to adhere to the accepted plan may result in termination from the program.

**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**

**DOCTOR OF NURSING PRACTICE**

**ATTENDANCE POLICY**

**I. PURPOSE:**

To provide guidelines for faculty and students regarding student attendance.

**II. POLICY:**

- A. Regular and punctual attendance at all classes, essential for maximum academic progress, is a major responsibility of Rivier students. Absences from class, regardless of method of delivery, are considered in the participation grade. Absences almost always impair quality performance. Students need to notify their instructor(s) prior to being absent from class in order for an excused absence to be considered. In the online environment, presence in discussion board and a timely submission of course assignments will be reflective of attendance.
- B. Attendance in all components of each nursing courses (including on-campus intensive dates) is expected. Each student is expected to exercise his/her own judgment concerning attendance if the weather presents a risk to personal safety (See Rivier University Student Handbook: Cancellation Policy). Each student is expected to adhere to the following guidelines:
1. All required clinical laboratory hours must be met for each practicum nursing course before a final course grade can be given.
  2. Students in nursing clinical/practicum courses who are unable to report to assigned clinical area shall notify the preceptor immediately and the faculty as soon as possible.
  3. Instructors will confer with any student whose pattern of absences is jeopardizing satisfactory progress.

**A grade of F** will be assigned when the student has not met the minimum standards of the course, and earned a grade equivalent to an F. This is also used when the student has stopped engaging in the course, and the last date of student course participation was **AFTER** the final semester withdrawal date.

**An NF grade** will be assigned if the student has never participated in a course activity (submitted assignments, posted to discussion board), or had some participation in the course and stopped actively participating in the course **BEFORE THE WITHDRAWAL** period ended. A grade of NF can be assigned even if the student did not actively withdraw from the course.

**RIVIER UNIVERSITY  
DIVISION OF NURSING & HEALTH PROFESSIONS**

**DOCTOR OF NURSING PRACTICE**

**GRIEVANCE - ACADEMIC**

**I. PURPOSE:**

To provide faculty and students guidelines for processing an academic grievance.

**II. POLICY:**

- A. The grading of a student's work by faculty is the result of careful assessment, deliberation, and judgment, which is the responsibility of the instructor(s) and which may not be delegated to an appeals committee. Nevertheless, the faculty recognizes that in some instances the evaluation(s) leading to a specific grade may be the result of an error in judgment or injustice.
- B. The first step in appealing a grading decision is for the aggrieved student to notify the instructor who granted the grade requesting reconsideration of the grade. Such notification must be in writing and must set forth the student's reasons for the request. If the instructor fails to respond or refuses to meet with the student, or if student and instructor are unable to negotiate a solution which is satisfactory to the student, the student may then appeal to the DNP Nursing Faculty Committee. This must be done within ten (10) calendar days following the time of the alleged violation or grievance.

The student requesting appeal to the DNP Nursing Faculty Committee for review will be asked to provide written consent allowing the members of the Committee permission to review all course-related student submitted assignments, and any associated qualitative and quantitative feedback from the faculty member, provided to the student.

- C. The DNP Nursing Faculty Committee's recommendations will be forwarded to the Dean of the Division of Nursing & Health Professions.
- D. A student who is dissatisfied with the outcome of the DNP Nursing Faculty Committee's review may appeal directly to the Dean of the Division of Nursing & Health Professions.



**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**  
**DOCTOR OF NURSING PRACTICE**

**ACADEMIC GRIEVANCE – STUDENT CONSENT FORM**

I, \_\_\_\_\_, have submitted a written academic grievance to the DNP  
**(Student Name)**

Nursing Faculty Committee for review. I understand as part of this review process the committee members will need to review course related work (discussion board postings, course attendance and participation, written assignments, or other course-related student activities) as well as assigned faculty feedback and grading for \_\_\_\_\_, to fully understand, assess and evaluate my  
**(Course Number)**

academic grievance. My signature below indicates my consent to committee member review of the aforementioned course-related work.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

**RIVIER UNIVERSITY  
DIVISION OF NURSING & HEALTH PROFESSIONS**

**DOCTOR OF NURSING PRACTICE**

**MAINTAINING PROFESSIONAL LICENSURE**

I. PURPOSE:

To provide guidelines for faculty and students regarding the maintaining of professional licensure during the academic program.

II. POLICY:

- A. Students enrolled in the Doctorate of Nursing Practice Program must maintain a current unencumbered Registered Nurse (RN) license, specifically in the state where they will be implementing their DNP scholarly project during the Program. Students enrolled in the Professional Practice Track must also maintain an active unencumbered Advanced Practice Registered Nurse (APRN) license while enrolled in the Professional Practice Track.
- B. Students who allow a gap in licensure will be placed on LOA from the Doctorate of Nursing Practice Program until they are able to provide documentation of current RN and APRN licensure as applicable.

**RIVIER UNIVERSITY  
DIVISION OF NURSING & HEALTH PROFESSIONS**

**DOCTOR OF NURSING PRACTICE**

**PRACTICUM COURSE POLICY**

**I. PURPOSE:**

To provide faculty and students with a statement regarding practicum course requirements.

**II. POLICY:**

For the duration of the four practicum courses, each student will work with their faculty guide to identify an external expert, related to their approved scholarly project. The committee-approved external expert will work with the student to share their knowledge, clinical experience, and expertise in the development of the student scholarly project.

“Practice experiences should be designed to help students achieve specific learning objectives related to all of the DNP Essentials, role outcomes, and application of theory and evidence to practice. Faculty should evaluate student’s learning needs based on past education and practice experiences. Based on this assessment, faculty, in conjunction with the student, should develop learning objectives for the practice experience(s), provide preceptor/mentor orientation, and assume accountability for the evaluation of student learning and achievement of outcomes.

Opportunities for inter- and intra-professional collaboration, both between DNP and PhD nursing students as well as between DNP students and other health professions’ students, are needed to prepare the graduate with the leadership, communication, and team practice capabilities that are critical to advanced nursing practice. There is much potential for DNP students to work with students in other fields such as engineering, public health, healthcare administration, and business. Documenting and disseminating these experiences also will provide a rich resource of outcomes and exemplars for the discipline.

DNP program practice experiences are designed to provide:

- Systematic opportunities for feedback and reflection.
- In-depth work/mentorship with experts in nursing, as well as other disciplines.
- Opportunities for meaningful student engagement within practice environments.
- Opportunities for building and assimilating knowledge for advanced nursing practice at a high level of complexity.
- Opportunities for further application, synthesis, and expansion of learning.
- Experience in the context of advanced nursing practice within which the final DNP Project is completed.
- Opportunities for integrating and synthesizing all of the DNP Essentials and role requirements necessary to demonstrate achievement of defined outcomes in an area of advanced nursing practice.

## **Practicum Course Policy (continued)**

### **Page 2**

As stated above, the practicum experience will vary significantly among each student. If the students approved practicum experience will immerse the student in the patient care (direct care) environment, it will be necessary for the doctoral student to complete the “clinical practicum requirements” prior to entering the patient care environment. If the practicum experience will take place in a public, or non-clinical environment (business environment, community center, etc.), the student will be required to meet the health screening requirements of facility at hand.

If it is determined the student will be required to complete the “Clinical/Practicum Requirements,” they should work with the clinical practicum coordinator to submit all required documentation to the clinical practicum portal, before entering a clinical/practicum. This includes documentation of current RN & APRN licensure in the specific state where you will be completing your clinical practicums, CPR certification, liability insurance and health related information. Prior to registering for a clinical/practicum, students will be given guidelines for the preparation of these requirements. Failure to comply with this expectation could result in the suspension of the student’s clinical/practicum until such documents are provided. (See Section 1: Clinical/Practicum Requirements)

Ref: AACN DNP Task Force  
(Aug 2015)

<https://www.aacnnursing.org/Portals/42/News/White-Papers/DNP-Implementation-TF-Report-8-15.pdf>

**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**

**DOCTOR OF NURSING PRACTICE**

**PROGRESSION, RETENTION, DISMISSAL POLICY**

I. PURPOSE:

To provide faculty and students with guidelines regarding retention in the doctoral nursing program.

II. POLICY:

- A. Doctoral level study in nursing requires high academic standards. It is the responsibility of the program to assure the public of the competence of its graduates in advanced nursing practice.
- B. Students are required to achieve no grade less than "B" in any individual course and to maintain no less than a "B" (3.0) grade point average throughout the doctoral program.
- C. If a student earns a BC or C grade, in a doctoral course, the student will be placed on academic probation for one semester. If the course is a didactic course, the student will be required to repeat the course to achieve an 84% (B) or better on the second attempt. If the single grade lower than "B" reduces the student's cumulative grade point average to less than 3.0, the student must reestablish a cumulative grade point average of 3.0 by the end of the probationary semester.
- D. A single grade of "F" will result in the student being dismissed from the program regardless of grade point average.
- E. A final grade of <84% (B) in a practicum course will result in dismissal from the DNP Program. Students should be referred to the Readmission Policy for guidance on the readmission process.
- F. Enrollment in the Doctoral Program should follow an individualized Program of Studies. Prior to withdrawal from a course, students should consult their academic advisor or the Program Director to ensure they have considered all options. If a student should proceed with a withdrawal from a course, they should request an updated Program of Studies (POS) be approved, to remain in good standing in the DNP Nursing Program. An updated Program of Studies will be developed in accordance with didactic course and practicum availability. Re-development of a student POS does not guarantee the same practicum term will be available to the student.
- G. If a student withdraws from the same course more than once, this will be cause for dismissal from the program.

**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**

**DOCTOR OF NURSING PRACTICE**

**READMISSION POLICY**

I. PURPOSE:

To provide guidelines for faculty and students regarding readmission for didactic and clinical courses.

II. POLICY:

**Readmission After Approved/Unapproved Leave of Absence (LOA)**

- A. Any student who withdraws from the University in good academic standing may be eligible for re-admission to the University provided that all prior financial obligations to the University are met.
- B. A student who has been away from the University for one calendar year or more or has not completed the appropriate LOA process must reapply to the university through the Office of Admissions.
- C. A doctoral student applying for re-admission must have a recommendation from the department, and the recommendation must be approved by the department Program Director or Divisional Dean.
- D. Applicants for re-admission will be treated in the same manner as an applicant for initial admission.

**Readmission After Program Dismissal**

- A. A student who has been dismissed from the DNP Program will be considered for readmission on an individual basis. The applicant must submit a request in writing for readmission and an official transcript of any coursework completed since dismissal to the Program Director or Division Dean. The request should state the reasons for seeking readmission and any extenuating circumstances related to previous dismissal or withdrawal, and the applicant's plan for correcting any past problematic situations.
- B. Students seeking readmission are required to submit official transcripts of additional coursework attempted from each post-secondary institution which they have attended since the last semester in attendance at Rivier University. Rivier University is under no obligation to accept credits earned during this interval, nor will such credits be calculated into the student's GPA within Rivier University. Students who are considering readmission to the DNP Nursing Program will be held to the current standards for minimum acceptable grades including transferring grades for any nursing or science course taken off campus.
- C. The request for readmission will be reviewed by the Doctoral Nursing Admissions Committee in consultation with the Director of the Doctor of Nursing Practice and Division Dean.
- D. Readmission applicants must meet progression requirements for the DNP Nursing Program
- E. Students' academic status within the University will be considered.

**Readmission Policy (continued)**

**Page 2**

- F. The DNP Nursing Admissions Committee will convene at the end of each semester to review and recommend students for readmission; if needed, as well as to determine requirements for demonstrating having retained the competencies necessary for progression. The student will be invited to attend the meeting to address specific areas that they believe support their request for readmission. The Division Dean will notify students of the Committee's decision within two (2) business days and in writing.

**RIVIER UNIVERSITY  
DIVISION OF NURSING & HEALTH PROFESSIONS**

**DOCTOR OF NURSING PRACTICE**

**STUDENT SCHOLARLY PROJECT-SCHOLARLY PROJECT TEAM**

**I. PURPOSE:**

To provide guidelines for faculty and students regarding the identification of a faculty guide and external expert to support the development and dissemination of the student's scholarly project.

**II. POLICY:**

**Faculty Guide**

- A. Selection of the faculty guide occurs early in the first semester of the program. Any full-time faculty member of the Division of Nursing and Health Professions, has earned a research or clinical doctorate degree (PhD or DNP) may assume the role of faculty guide.
- B. During a student's academic program, should a student's identified faculty guide terminate their faculty position at the university, a replacement faculty guide will be identified and approved by the program director.
- C. Students will be required to work closely with their faculty guide during each practicum semester to ensure progress is being made towards the final project. These meetings can take place during the on-campus immersions, via electronic video format, or other distance formats that are mutually agreed-upon.
- D. Students are responsible for working with the faculty guide to identify an appropriate external clinical expert to be a second member of the student's scholarly project team.

**External Clinical Expert**

- A. The external clinical expert a student chooses must be approved by the Doctorate of Nursing Faculty Committee, through the process identified in the clinical scholarly project guidelines.
- B. This member should hold an earned doctorate, and an expert area the focus of the student's scholarly project. The earned doctorate does not necessarily have to be in nursing.
- C. Student should submit external expert's curriculum vitae resume approval, outlined in the clinical scholarly project guidelines. This external expert should be aware they will be working with the student closely for at least four semesters. They should also be available to attend (virtually) your DNP scholarly project proposal meeting (during your first or second practicum semester), and your final scholarly project completion meeting (during your final practicum semester).
- D. During a student's academic program, should a student's approved external clinical expert terminate their relationship student and their scholarly project, a replacement external clinical expert be identified by the student and approved by the program director.



## **DNP Scholarly Project Development and Completion**

During the student's development of the DNP Scholarly Project Proposal and Completion, the student will work closely to make improvements to the project, working towards the goal of proposal development and oral presentation, with ultimately project completion. During the **Project proposal** stage of the project the student will have two opportunities to submit a project proposal using an evidence-based intervention that has previously shown to improve patient outcomes. The DNP scholarly project should NOT be designed as an original research project, targeted to fill gaps that exist in the published literature. After two attempts at submitting a DNP Scholarly Project Proposal that does not meet the criteria described above (after receiving faculty detailed feedback), or extends beyond two practicum semesters needed to achieve this learning outcome, the student will be dismissed from the program as being unsuccessful at meeting the program learning outcomes.

At the **completion of the DNP Scholarly Project** the student will work closely with the faculty member and the external expert to develop a written manuscript and oral presentation that reflects the evidence-based projects outcomes including the statistical analysis assessment. After two opportunities to develop a completed manuscript and oral presentation (using detailed faculty and external expert feedback) or if the work extends beyond two practicum semesters needed to achieve this learning outcome, the student will be dismissed from the program as being unsuccessful at meeting the program learning outcomes.

**RIVIER UNIVERSITY  
DIVISION OF NURSING & HEALTH PROFESSIONS**

**DOCTOR OF NURSING PRACTICE**

**TRANSFER OF CREDIT POLICY**

**I. PURPOSE:**

To provide guidelines for faculty and applicants regarding the transfer of credit(s) or program pre-requisite courses.

**II. POLICY:**

Candidates for the Doctorate of Nursing (DNP) Degree in Nursing may transfer a maximum of nine (9) semester hours for graduate or doctoral credit provided that:

- A. These credits were earned at an accredited college or university.
- B. These credits are of a "B" grade or better.
- C. These transfer credits have been approved by the Director of the Doctorate of Nursing Practice.

**III. PROCEDURE:**

Applicants requesting transfer of credits into the Division of Nursing & Health Professions must:

- A. Request that official college transcript(s) be sent to the Director of the Doctor of Nursing Practice for evaluation.
- B. If requested, provide brochures, syllabi, or catalogs which describe courses completed at other colleges for which transfer of credit is requested.
- C. A graduate level statistics course (preferably biostatistics) will be required prior to admission to the Doctorate of Nursing (DNP) program. This statistics course is subject to all of the statements and criteria in Policy II above.

**RIVIER UNIVERSITY**  
**DIVISION OF NURSING & HEALTH PROFESSIONS**

**DOCTOR OF NURSING PRACTICE**

**WITHDRAWAL OR LEAVE OF ABSENCE**

**I. PURPOSE:**

To provide guidelines for faculty and students regarding the Withdrawal/ Leave of Absence from the Program.

A leave of absence is a period during which students defer their studies but maintain their matriculated status and may be granted to any student in good academic standing and in compliance with the code of professional conduct (refer to Graduate Studies Catalog Code of Professional Conduct policy). During this time, they are not entitled to any of the services of the University provided by the payment of tuition or fees. Students are advised that lending agencies do not consider a leave of absence a substitute for registered status. Students should contact Student Financial Services regarding their loan repayment and financial aid status while on a leave of absence.

**II. POLICY:**

A. A student who decides to withdraw/request a leave of absence within the Division of Nursing & Health Professions must inform the Director of the Doctor of Nursing Practice, in writing, of her/his intent. Included in this statement must be the reason for withdrawal/leave of absence and the effective date.

**III. PROCEDURE:**

- A. An application for a leave of absence may be filed at any time during the academic year for the following semester(s). The total leave allowed a student during his/her program is one calendar year.
- B. A student who desires a leave of absence must complete a Leave of Absence form and submit it to their advisor or success coach in order to officially arrange for a leave. A date of return will be agreed upon, in advance, between the student and their advisor or success coach, and stated on the Leave of Absence form. A copy of this form will be forwarded to the Registrar's Office.
- C. Students who return to the University immediately after the approved period for a leave of absence will not be required to submit an application for readmission. A student who does not return on the agreed date will be considered to have withdrawn from the university. If the time away from academic studies exceeds three years and the student considers returning to the university, the student will have to reapply to the university.
- D. A student who does not officially apply for a leave of absence, but stops attending classes in their program, must reapply to the University to finish his/her degree. (See the Admissions section of the Graduate Catalog and the DONHP Graduate Re-Admission Policy for details on re-admission.)
- E. Nursing students on leave must notify the program director/department coordinator in writing at least three weeks prior to the semester they wish to re-enter. Students returning from a leave will be admitted to the nursing courses on a space-available basis.

**Withdrawal or Leave of Absence Policy (continued)**  
**Page 2**

- F. Compliance with the above is necessary to allow the student to remain in good standing and to be eligible for consideration for readmission.
- G. Students wishing to return to active status after withdrawal or leave of absence are required to contact the Director of the Doctor of Nursing Practice, in consultation with designated faculty, to determine competency prior to developing a revised program of studies. The Readmission Policy will be followed upon the student's return.



**Rivier University**  
**Division of Nursing & Health Professions**

I acknowledge that the current policies of the Division of Nursing & Health Professions are included in the Nursing Student Handbook 2024-2025 which is available on-line at [www.rivier.edu/nursing](http://www.rivier.edu/nursing). I acknowledge that it is my responsibility to read, review and abide by these policies.

I also understand that clinical agencies require personal information, such as social security number (last four digits), date of birth, address, telephone number, etc., for computer access and agency security. By signing this acknowledgment, I give permission to the Division of Nursing & Health Professions to furnish information only as required to each clinical agency for the 2024-2025 academic year.

**COVID-19 Statement**

The Division of Nursing and Health Professions is most concerned for the safety of our students, faculty, and members of the community we serve. All students enrolled in nursing courses that require face-to-face classes on campus should be guided by the current University recommendations for all students. Due to the dynamic nature of the evolving COVID-19 pandemic, all nursing students who are enrolled in clinical practicum courses should adhere to the most current recommendations offered by the Centers for Disease Control for Health Care Providers, as well as their assigned clinical facility specific guidelines (which may vary). A student who is experiencing symptoms or is not in good health (fever, cough, etc.), or has been advised to quarantine is not approved to attend clinical and should seek guidance from their health care provider. Any questions should be directed to the Program Director or Dean of Nursing & Health Professions.

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Name (**Please print**)

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Signature

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Date

**This page must be signed and submitted to your theory faculty.**